



Brookdale Community College  
Board of Trustees Meeting  
Tuesday, May 16, 2017 5:30 PM (EDT)  
765 Newman Springs Rd. Lincroft New Jersey 07738  
Student Life Center - Navesink Rooms

- I. Call to Order, Reading of Statement and Roll Call - Chair Guzzo
- II. Pledge of Allegiance - Chair Guzzo
- III. Adoption of Agenda - Chair Guzzo
- IV. Reports from the Board Committees and Liaisons - Chair Guzzo
  - A. Executive Committee - May 8, 2017 - Chair Guzzo
  - B. Audit Committee - May 2, 2017 - Trustee Raumbaud
  - C. Finance & Facilities Committee - May 9, 2017 - Trustee Kaufmann
    - 1. Monthly Financial Reporting
  - D. NJCCC and BCC Foundation
    - 1. NJCCC - Vice Chair Crupi
    - 2. BCC Foundation - Trustee Abby-White
  - E. Student's Perspective - Trustee Przystawski
  - F. Report from the Engineer of Record - Mr. Charles Rooney
    - Capital Project Report submitted in Financial Dashboard*
- V. Approval of Public Business Meeting Minutes - April 18, 2017 - Chair Guzzo
  - A. Approval of Executive Session Minutes - April 18, 2017 - Chair Guzzo
- VI. 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
- VII. Public Comment on Agenda Items - Chair Guzzo
- VIII. President's Report - Dr. Murphy
  - A. Leadership Brookdale
  - B. MSCHE Update - Dr. Nancy Kegelmann
- IX. Consent Agenda - Chair Guzzo - 5 minutes
  - A. Approval of Human Resources
  - B. Acceptance of Grants
    - Title III Strengthening Institutions Program; Integrated Adult Basic Skills, English Literacy & Civics Education Grant Program; Displaced Homemakers*

- C. Acceptance of Gifts
- D. Purchases in Excess of \$35,000 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500
- E. Open Invoice Payment Requests for Vendor, Student and Employee Payments
- F. Monthly Financial Dashboards
- X. Approval of Change Order Request
- XI. Amendment to Contract Awards - Chair Guzzo
- XII. Approval of MOA between BCC and Keyport School District - Chair Guzzo  
*Early College High School - Keyport Rising Stars Early College Academy*
- XIII. Approval of MOA between BCC and Middletown Township School District - Chair Guzzo  
*Early College High School - Middletown Township Early College Academy*
- XIV. Approval of MOA between BCC and Wall School District  
*Early College High School - Wall Crimson College Academy*
- 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**

**April 18, 2017**

**Brookdale Community College**

*Brookdale Lincroft*  
*Student Life Center - Navesink Rooms*  
*765 Newman Springs Rd.*  
*Lincroft, NJ 07738*

- A. Vice Chair Crupi called the meeting to order at 6:13 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 April 13, 2017 at 10 AM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
  - 2. On April 13, 2017, at 10 AM advance written notice of this meeting was emailed to *The Star Ledger* and *The Asbury Park Press* and the *Star Ledger* and filed with the Clerk of the County of Monmouth.
  - 3. On April 13, 2017 advance written notice of this meeting was emailed to the college newspaper and the Student Life Board and posted on the college website.

Roll Call:

<b>Present</b>	<b>Trustees</b>	<b>Administration:</b>
	<b>Ms. Tracey Abby-White, Trustee</b>	
	<b>Mr. Daniel Becht, Trustee</b>	Ms. Maureen Lawrence
	<b>Ms. Latonya Brennan, Trustee</b>	Dr. Nancy Kegelman
	<b>Mr. Paul Crupi, Vice Chair</b>	Dr. David Stout
	<b>Ms. Madeline Ferraro, Trustee</b>	Dr. Anita Voogt
	<b>Mr. Bret Kaufmann, Trustee</b>	Ms. Avis McMillon
	<b>Dr. Maureen Murphy, Secretary</b>	Ms. Marie Lucier-Woodruff
	<b>Mr. Kevin Przystawski, Trustee</b>	Dr. Matthew Reed
	<b>Ms. Marta Rambaud, Trustee</b>	Ms. Pat Sensi
	<b>Dr. Les Richens, Trustee</b>	
	<b>Dr. Carl Guzzo, Chair (6:35 PM)</b>	
<b>Absent</b>	<b>Mr. Hank Cram, Trustee</b>	
		Ms. Cynthia Gruskos, Recorder
		Mr. Charles Rooney, Engineer of Record
<b>College Counsel</b>	<b>Mr. Mitchell Jacobs, Esq., General Counsel</b>	

C.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Swearing in of Trustee Daniel Becht</b>  Mr. Jacobs performed the public swearing in ceremony for Trustee Daniel Becht. He was previously sworn in on March 9, 2017 by Sean Kean, Esq. ( <b>Attachment A</b> )		
<b>Recognition of Coco-Cola New Century Scholar – Kelsey Giggenbach</b>  Dr. Stout recognized the academic and leadership achievements of Kelsey Giggenbach at Brookdale Community College and her volunteer efforts in the community. A resolution honoring her was read by Dr. Stout ( <b>Attachment B</b> )		
<b>Faculty Tenure &amp; Promotion Recognition</b> Vice Chair Crupi congratulated the Faculty members being recognized this evening.  Dr. Reed introduced the College Wide Promotion Committee Chair, Professor Arminda Way. She explained the peer review process and the promotion criteria that the 28 candidates were evaluated on. She recognized each candidate that was promoted: Mary Beth Boylan, Brent Costleigh, Dara Evans, Helen Heinmets, Eleanor Horgan, Olga Malpica Proctor, Susan Monroe, Bonnie Ross, Robert Thomas, and Michelle Zuppe.  Dr Reed recognized each faculty member who was granted tenure: Sara Barnett, David Bassano, Basem Hassan, Stephen Hiamang, Kelsey Maki, Jaclyn Wilt, Tiffany Wojcicki, Ashley Zampogna-Krug, and Robert McClure.		
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Adoption of Agenda for Public Business Meeting</b>	A motion was made to adopt the agenda by Trustee Abby-White and seconded by Trustee Brennan.  <b>YES:</b> Trustees Abby-White, Becht, Brennan, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens  <b>NAYS:</b> None  <b>ABSTENTIONS:</b> None	



<p><b>Professional Staff Association Performance Recognition</b></p> <p>Ms. Sensi thanked the board for their continued support of this process. She described the peer driven process and the evaluation criteria. She recognized the local committee members and the college wide committee by name. She recognized the 3 recipients this evening: Margaret Agha, John Magliacane and Tatiana Shabat.</p>		
<p><b>Committee Reports and Liaisons</b></p> <p><b>Executive Committee – April 11, 2017 - Chair</b> Guzzo reported on a productive Executive Committee.</p> <ol style="list-style-type: none"> <li>1. Annual Signing of Board of Trustees Code of Ethics – The board was asked to sign the code of ethics by Chair Guzzo.</li> <li>2. Policy &amp; Education – Trustee Abby-White reported on the Policy &amp; Education committee held on April 13, 2017. She highlighted the following: <ol style="list-style-type: none"> <li>a. Faculty and Tenure process was presented.</li> <li>b. Open Education Resources – which will allow our students to have access to free text books and allow our students to have the books on the first day of class.</li> <li>c. Curriculum Changes – The Hospitality Management Associate in Science program and the Social Sciences Associate in Criminal Justice Option were reviewed and the committee recommends approval.</li> <li>d. Policy review process will be prioritized based on their last review date. Administration will review the oldest policies first.</li> <li>e. Alternative Scheduling possibilities were discussed, a possible Recovery High School, MSCHE update, and a Wall campus update.</li> </ol> </li> </ol> <p><b>Finance &amp; Facilities Committee –</b> Trustee Kaufmann reported on the Finance &amp; Facilities meeting held on April 11, 2017 and highlighted the following:</p> <ul style="list-style-type: none"> <li>• The committee anticipated reviewing a report from Holman, Frenia Allison (HFA) that was to forecast the college’s financial status as of June 30, 2017. This report was requested because a recent audit restatement significantly reduced the school’s unrestricted reserves. The college’s reserves are very low, possibly as low as \$1 million. Payroll and benefits for the college is approximately \$5 million a month and we are approaching the summer months when revenue from enrollment is typically low. The report was not available at the meeting, so the Brookdale Administration developed a parallel study, which showed that the college should end the year with a \$700,000 surplus. The HFA report was made available just prior to the board meeting.</li> <li>• Monthly dashboard comparative data was reviewed.</li> <li>• Purchases in excess of \$35,000 were reported and it was agreed to reduce and delay purchases until the exact financial position of the college is confirmed by HFA. The reported purchases of</li> </ul>		

\$3.9 million was reduced by \$613,000 to \$3.4 million without violating any of the college's contractual obligations. Some purchases were deferred to next month and some purchases were reduced.

- Change orders were reviewed and there was a cabling upgrade at Wall for \$9,600.
- Chapter 12 funding was reviewed and the college has requested the maximum of \$3.8 million for infrastructure projects at all campuses.
- Voluntary Summer Work reduction – The administration has decided to solicit voluntary reductions in work hours during the summer to reduce operating expenses.
- The committee expressed a desire to implement a moratorium of full time hires, but input from Dr. Reed and others makes this impractical. Instead the committee resolved to work with the Administration to develop a reasonable policy that insures that any hires are essential to the college's primary mission.
- Rebuilding the reserves is a priority and in FY16 \$1 million was added to the reserves and there is an expected additional surplus of \$700,000 for FY17.
- Trustee Kaufmann provided some suggested strategies to address our current fiscal challenges which included reevaluating our scheduling options to meet the needs of our working students, increase revenue by increasing auxiliary services, evaluating the appropriate size of our college and examining our curriculum to ensure that we are meeting the needs of the county while examining the costs of our programming.

#### **NJCCC & BCC Foundation**

1. **NJCCC** – no report.
2. **BCC Foundation** –Trustee Abby-White reported on the kickoff party for the 50<sup>th</sup> Anniversary Scholarship Ball and reported on the opportunity to donate via the ad journal.

#### **Student's Perspective**

Trustee Przystawski reported on out of county tuition prices and suggested that if we are to think big and bold that we should reduce the out of county tuition to \$200.00 and he believes that it would be more equitable and we could increase enrollment from out of county students. Dr. Murphy reported that out of county tuition was held flat last year

**Report from the Engineer of the Record** – Mr. Charles Rooney (Capital Project Report submitted in Financial Dashboard)

<b>Topic and Discussion</b>	<b>Votes Taken</b>	<b>Action and Follow-up Actions</b>
<b>Approval of Minutes of the March 21, 2017 Public Business Meeting.</b>  There were no revisions to the minutes.	A motion to approve the March 21, 2017 minutes of the Public Business Meeting was made by Vice-Chair Crupi and seconded by Trustee Rambaud.  <b>YES:</b> Trustees Brennan, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and	

	<p>Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> Trustees Abby-White and Becht.</p>	
<p><b>Approval of Minutes of the March 21, 2017 Executive Session.</b></p> <p>There were no revisions to the minutes.</p>	<p>A motion to approve the March 21, 2017 Executive session minutes was made by Vice-Chair Crupi and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Brennan, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> Trustees Abby-White and Becht.</p>	
<p><b>Review of Consent Agenda – Chair Guzzo</b></p> <p><b>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</b></p> <p>No items were removed from the consent agenda.</p>	<p>A motion to adopt the consent agenda was made by Vice-Chair Crupi and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Public Comment on Agenda Items – Chair Guzzo</b></p> <p>Mr. Jacobs read the statement of public comment.</p>		

<p>Professor Jack Ryan commented on the board's code of ethics signing and felt that former Vice Chair DiBella's twitter remarks was a code of ethics issue. He questioned the ethics of the board because they did not publically stand in unison against his twitter remarks or of his remarks implying the hacker of his twitter account was a faculty member.</p> <p>Mr. Jacobs stated that his comments were not addressing an agenda item specifically and he should reserve his comments to the second public comment time in the meeting. Professor Ryan asked the record to show that this is a violation of the open public meetings act to be not allowed to speak at this time in the meeting as he felt his remarks were addressing an agenda item.</p>		
<p><b>President's Report</b> - Dr. Murphy reported on the state budgetary requests and the upcoming budget hearings in May. In addition she reported on her conference call meeting with our MSCHE Team Chair, Dr. Belinda Miles and they reviewed our MSCHE timeline and Dr. Miles assessment is that we are on target time-wise. In addition, she provided a recurring board annual calendar. (<i>Full Report – Appendix C</i>)</p> <p>Dr. Murphy turned the floor over to Dr. Burns who publically recognized the accomplishments of Dr. Matt Reed who completed the inaugural Aspen Presidential fellowship of Community College Excellence.</p> <p><b>MSCHE Report</b> – Dr. Kegelmann provided an update on the MSCHE accreditation process. (<i>Full report – Attachment D</i>).</p>		
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Consent Agenda- Chair Guzzo</b></p> <ol style="list-style-type: none"> <li><b>1. Approval of Human Resources</b></li> <li><b>2. Acceptance of Gifts</b></li> <li><b>3. Acceptance of Grants -</b> Programs serving youth for the County of Monmouth – Out of School Youth (OSY) – grant award - \$380,550 and GenCyber program - grant award \$45,698</li> <li><b>4. Purchases In Excess of \$35,000 and New Jersey "Pay to Play" bids, and the Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500</b></li> </ol>	<p>A motion to approve the consent agenda was made by Vice-Chair Crupi and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p>	

<p><b>5. Open Invoice Payment Requests for Vendor, Students and Employee Payments</b></p> <p><b>6. Monthly Financial Dashboards</b></p>	<p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Approval of Change Order Request</b></p> <p>There was a discussion on why the change of order request was made.</p> <p>It was communicated that we are not incurring extra costs and the change order will allow for the proper cabling. \$9600 is for the cost of the materials. This should have been in the original proposal.</p> <p>Trustee Richens voted yes with the understanding that it is not costing the college any additional money.</p>	<p>A motion to accept the change order request was made by Vice Chair Crupi and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Authorization to seek FY18 Chapter 12 Funding for Infrastructure and Deferred Maintenance Projects</b></p>	<p>A motion to approve by resolution the use of Chapter 12 funding for infrastructure projects at all locations and the Technical Skills Training Center located in Long Branch was made by Vice Chair Crupi and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> Trustee Richens.</p>	

<p><b>Acceptance of Hospitality Management Associate in Science program</b></p>	<p>A motion to approve the acceptance of the Hospitality Management Associate in Science program was made by Trustee Abby-White and seconded by Trustee Ferraro.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Acceptance of Social Sciences Associate in Arts Criminal Justice Option</b></p>	<p>A motion was made to approve the acceptance of the Social Sciences Associate in Arts Criminal Justice Option by Trustee Abby-White and seconded by Trustee Ferraro.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Public Comment – Chair Guzzo</b></p> <p><b>Mr. Jacobs read the statement on public comment.</b></p> <p>Professor Jack Ryan – continued on his comments on former Vice-Chair DiBella’s twitter remarks and making the false claim he made against the faculty. He hoped that the board and administration would</p>		

petition the Prosecutor's office to bring a suit against former Vice-Chair DiBella for filing a false criminal report. He commented on former employees and his opinion that they were forced into retirement and the time and money spent on the Frank Lawrence litigation case.

Helen Vota, PSA President – She thanked the board for their support of the Professional Staff Association Performance Recognition program.

Professor Tom Cioppa – He recognized the loss of Professor Carl Francese, who recently passed away from leukemia. He was upset that there was no public recognition of the loss of Professor Francese. He questioned when the Brookdale Faculty Association can expect a full and public apology from the Board of Trustees and the college Administration.

Associate Professor Brandon Gramer – President of Faculty Association – He congratulated the Faculty who were promoted this year. He spoke to the financial issues the college is experiencing, and suggested that raising tuition was a better alternative than the option of losing control of our college to a state institution and the ultimate loss of providing a college education to those students who needed foundational work.

Professor Eric Goll – He spoke to the financial issues the college is experiencing and was concerned that there was a lack of accountability in our Administration in respect to the past accounting errors. He suggested as a cost savings option was to go back to the prior division chairs model to have Faculty be given a release session per semester and \$10,000 and this was in place of our current full time Institute Deans.

Professor Pat Dillon – She commented on the difficulty of commenting due to the lack of ability to review the materials prior to the meeting. She commented that there are problems in MAS because it is too warm and uncomfortable. She appealed to the board to ask for a dedicated time to have an open forum to discuss the resulting issues from the RIF and some new ideas for revenue generation and cost savings. She suggested that we have a fundraising effort. She suggested that the Administration should all teach one class a semester, which will have the dual benefit to allow them to better understand the community college student and allow for cost savings.

Dr. Murphy addressed the issues discussed. She thought there should be a new tradition of honoring those who have passed away. She acknowledged that the last 8 months have been extraordinarily painful to all of us. She could not apologize for someone else but she apologized that something so divisive came into our community and she hopes that the work of supporting diversity and each other will continue because it is very important. She invited the associations to review the board materials prior to the meeting and anyone interested should contact her office. She mentioned that almost all of the RIF suggestions submitted that could be implemented, have been implemented. She spoke to the disconnect between the college and the foundation, which is our fundraising arm of the college.

#### **Old/New Business –**

Trustee Abby-White reminded everyone that the Barringer Dinner is on May 5 and encouraged participation. She announced the golf outing is on September 19 which raises money for our scholarships.

She reported on a listening session at 4 PM and she reported on some of the suggestions made this evening for improved communications. She suggested that they continue to hold the listening sessions prior to the board meetings.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Resolution to Hold a Closed Meeting</b></p> <p><b>Chair Guzzo stated there would be no action taken after the meeting is reconvened.</b></p> <p>Mr. Jacobs read the resolution to hold a closed meeting. (<i><b>Attachment E</b></i> )</p>	<p>A motion to accept the resolution to hold an executive session was made by Vice Chair Crupi and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Re-open the meeting to the public.</b></p>	<p>A motion was made to re-open the meeting to the public by Vice Chair Crupi and seconded by Trustee Richens.</p> <p><b>YES:</b> Trustees Abby-White, Becht, Brennan, Crupi, Ferraro, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	



<p><b>Adjournment – Chair Guzzo</b></p> <p>The meeting was adjourned at 10:00 PM</p>	<p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Vice-Chair Crupi and unanimously approved.</p>	
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Respectfully submitted

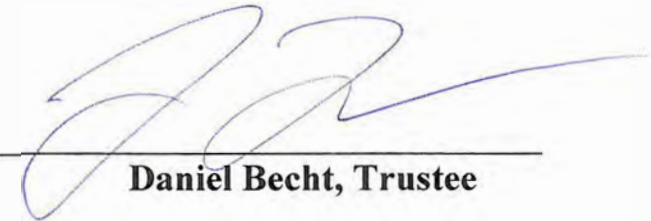


Maureen Murphy, Ph.D., Secretary

# **OATH OF OFFICE**

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

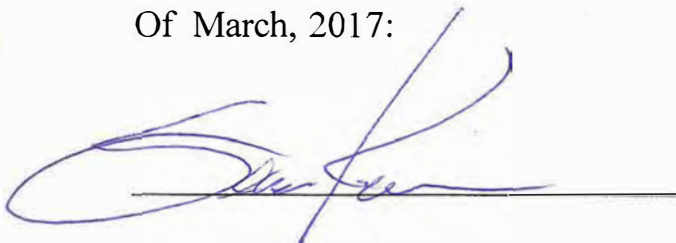
“I, Daniel Becht, solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will faithfully discharge the duties of the office of Trustee of Brookdale Community College according to the best of my ability.”

  
**Daniel Becht, Trustee**

Sworn and subscribed to:

Before me this 9th day :

Of March, 2017:



**SEAN KEAN**  
Attorney at Law of New Jersey

## **RESOLUTION**

**WHEREAS**, Ms. Kelsey Giggenbach has been named one of the highest achieving community college students in the nation as part of the 2017 All-USA Community College Academic Team Competition; and

**WHEREAS**, Ms. Giggenbach has been named a 2017 New Century Scholar, an honor which recognizes her as the top achieving community college student in the state of New Jersey and rewards her efforts with a \$2,000 scholarship sponsored by the Coca-Cola Foundation, Coca-Cola Scholars Foundation, the American Association of Community Colleges and Phi Theta Kappa International Honor Society; and

**WHEREAS**, Ms. Giggenbach, as an officer in the Brookdale Community College chapter of Phi Theta Kappa, a peer mentor in the Brookdale honors program, and an active volunteer in the Monmouth County community, has represented the highest values held by the college and made a positive impact on her classmates, colleagues and in the lives of local residents; and

**WHEREAS**, Ms. Giggenbach's hard work, determination, and exemplary achievements – both in and out of the classroom – serve as inspiration to all members of the Brookdale community, and deserve to be recognized and commemorated;

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees, on behalf of all Brookdale students, faculty, staff and administrators, wish to recognize and congratulate Ms. Kelsey Giggenbach for being named a 2017 New Century Scholar.

**BE IT FURTHER RESOLVED** that this resolution be spread upon the minutes of this meeting and a true copy presented to Ms. Giggenbach so that she can have a permanent reminder of the high esteem she has earned among her peers, faculty and all members of the Brookdale community.

## **President's Report**

**April 18, 2017**

### **State Budget**

#### Three Requests

- State Operating Aid to Community Colleges \$6M
- Relief on cost of health benefits
- TAG Redesign

#### TAG Proposal

- Ask is for \$15.7M of TAG allocation in governor's budget to be redirected to public sector only
- State Colleges and Universities are with us on this
- Current allocations:
  - County Colleges \$2,680
  - State Colleges & Universities \$7,096
  - Proprietary Degree-Granting\* \$12,438
  - Independent Colleges & Universities \$12,438
  - Rowan \$8,080
  - Rutgers \$9,468
  - NJIT \$10,986
- Under Governor's budget, increase to us is \$50; under proposed reallocation, increase is \$300.

#### Budget Hearings

- 5/8 Senate
- 5/9 Assembly
- NJCCC has been coordinating student advocates for public hearings around the state

### **MSCHE Team Chair**

- Dr. Belinda Miles, President of Westchester Community College in New York
- Discussed coordination of visit through Presidential transition; Westchester has just had visit
- Her assessment was we are on target time-wise

### **Board Annual Calendar**

- At table and on BoardMax

Attachment D – April 18, 2017, Public Business Meeting Minutes  
**Brookdale Community College**  
Middle States Update  
April 18, 2017

Howard Miller and Nancy Kegelman thanked trustees Abby-White, Rambaud, and Brennan for their participation and input with the Middle States (MS) process.

On March 31, 2017 trustees Abby-White and Rambaud joined Working Group VII members to review the draft Chapter the two MS co-chairs wrote based on the Working Group Report and additional research performed. The Working Group members listed information they were seeking from the Board regarding some of the criteria in the standard. Trustee Abby-White agreed to obtain that information and subsequently provided it. It is information regarding the history of:

- Board retreats
- The President's evaluations
- Board self-evaluations
- Trustee seminar attendance
- ACCT attendance
- New trustee orientations

Working Group VII returned several changes to the draft Chapter, which were woven into a revised Chapter VII currently under review.

Chapter IV has been available to the college community for several weeks and all were invited to go to Brookdale SharePoint to review and comment if they haven't gotten the chance already.

On April 5, 2017 the Steering Committee met and discussed where we were in the self-study process, our challenges, requests for updates from the Working Groups (primarily related to the Requirements of Affiliation and Individualized Charges), and our schedule for information dissemination for review.

The next chapters to be released will be Chapter II, Ethics and Integrity, and Chapter III, Design and Delivery of the Student Experience.

Chapter I which addresses the mission and institutional goals will follow shortly. Brookdale's mission is seven years old and our goals are the four strategic priorities of: student success; financial stability; facilities planning and college image enhancement. Dr. Murphy discussed the initiation of the mission review process at the college-wide spring convocation in January. Governance Steering drafted a mission circulated for college-wide input. Dr. Murphy will provide the link for BOT input with her weekly update to the BOT. The draft mission and input will be the topic of conversation at the April 25 college wide Forum.

The two MS co-chairs are endeavoring to release draft Chapters for all stakeholder review prior to the end of the semester.

**BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES**

**RESOLUTION AUTHORIZING EXECUTIVE SESSION**

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that **3** issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **April 18, 2017 at approximately 8:10 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 \_\_\_\_\_

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

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

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**RESOLUTION AUTHORIZING EXECUTIVE SESSION**

**Approved - April 21, 2017**

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

☐

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

☐

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

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"(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 litigation **BCC vs Frank Lawrence, anticipated litigation with employee Dennis Brown and matters following within the attorney client privilege .**

☒

"(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 the appointment of an interim president and the search process for the next president.**

☐

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

**RESOLUTION AUTHORIZING EXECUTIVE SESSION**  
**Approved - April 21, 2017**



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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 where formal action ☐ immediately adjourn or ☐ reconvene and proceed with business may 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**  
**Approved - April 21, 2017**

### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 160 recommended items. A summary of the action items is listed below with supporting documentation attached.

<b>A. Hires</b>	<b>Recommendations</b>
Adjuncts	7
<b>B. Reappointment of Administrators</b>	146
<b>C. Change of Status</b>	<b>Recommendations</b>
Faculty	1
Administrative	2
Support Staff	1
<b>D. Separations</b>	<b>Recommendations</b>
Executive	1
Faculty	1
Administrative	1

**A. HIRES****ADJUNCTS**

1. Name: Thomas Duchak  
Department: Biology
2. Name: Elizabeth Galella  
Department: Biology
3. Name: Lauren Piserchia  
Department: Fitness
4. Name: Salina Risicato  
Department: Nursing
5. Name: Alexandra Sargent  
Department: Nursing
6. Name: Diane Savastano  
Department: Nursing
7. Name: Michael Tierney  
Department: Fitness

**ADJUNCT DEGREE SUMMARY**

Masters

7

**B. REAPPOINTMENT OF ADMINISTRATORS**

This year, annual contracts are to be issued to 146 administrators.

**Grant-funded Administrators**
**Grant-funded through 9/30/17**

Canonico, Kelly	CTE Program Coordinator	Career Pathways
Menza, Gregory	Job Placement Specialist	Continuing & Professional Studies
O'Neill, Karen	Program Administrator, Youth GED	Continuing & Professional Studies
Parr, Kelly	Project Manager-E-mate	Technologies
Propert, Danielle	Job Placement Specialist	Continuing & Professional Studies
Shanes, Scott	Program Coordinator-NNJHPC	Continuing & Professional Studies
Vanzant, Carla	Case Manager/Student Support Specialist, Youth GED	Continuing & Professional Studies

**Grant-funded through 12/31/17**

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

**Reappointment is contingent upon pending grant-funding through 6/30/18**

Salka, Laurie	Program Administrator-Displaced Homemakers Services	Displaced Homemakers Services
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**Non-Grant-funded Administrators**

Alaia, Emily	Payroll Administrator	Payroll
Alfieri, Ann Marie	Confidential Administrative Assistant II	Office of HECs & K16
Almeida, Deborah	Manager-Accounts Payable & Special Projects	Accounts Payable
Amundson, Katelyn	Assistant Director-Athletics & Recreation	Athletics
Anderko, Reve	Associate Director-One Stop	Enrollment Management
Arnold, Karyn	Associate Director-Financial Aid	Financial Aid
Austin, Peggy	Evening Campus Administrator	Brookdale At Freehold
Bastedo, Donna	Associate Director-Branch Campus	Brookdale At Freehold
Bender, Laurie	Director-Marketing, Website & Creative Services	College Relations
Bennett, Nancy	Administrator-Learning Disabilities Program	Reading & Learning Disabilities
Brennan, Thomas	Manager-Radio Station	Radio Station

Brown, Richard	Manager-Print Shop	Print Shop
Brutsman, Lauren	Director, Student Life & Activities	Student Life & Activities
Burk, Brett	Senior Analyst-Market & Survey Research	Planning & Inst. Effectiveness
Burkhard, Mary Jo	Administrative Assistant-Student Life	Student Life & Activities
Busacca, Christine	Manager, Social Media, Adv. & Production	College Relations
Cannon-Harris, Sondra	Manager-Diversity, Inclusion, & Compliance	Human Resources
Caruso, Joseph	Academic Advisor	Advising
Cheremisnoff, Laura	Administrator - Scheduling & Operations	K-12 Partnerships
Chudnick, Steven	Director-Library	Library
Ciano, Billie	Coordinator-Grants & Special Projects	Finance & Operations
Cohen, Herbert	Director-Enrollment Management	Enrollment Management
Cosentino, Joyce	Administrator-Fitness Center	Fitness Center
Cosme, Kevin	Graphic Artist/Design Coordinator	Marketing & Creative Service
Cuddy, Donna	Associate Director - K-12 Partnerships	K-12 Partnerships
Curto, Stephen	Director-Student Services	Office of Student Services
Daniels, Dale	Director-Chhange	Holocaust Education Center
DeButts, Linda	Program Manager-Professional Development	Human Resources
DeLosSantos, Vivian	Administrative Assistant-Facilities	Facilities Administration
DeMichael, Denise	Manager-Educational Services Systems	Admissions & Registration
DeStefano, Michael	Manager-Accounts Receivable	Accounts Receivable
DeVoe, William	Manager-Testing Services	Testing Services
DiBuccio, Carol	Institute Administrator	Office of Humanities
Donovan, Jill	Assistant Director-Career & Leadership Development	Career Svcs. & Leadership Dev.
Drury, Timothy	Director-Facilities Management & Construction	Facilities Administration
Dudick, Hilda	Administrator-VP for Learning	Office of VP Learning
Edward, Katherine	Director-Educational Services Outcome Assessment	Planning & Inst. Effectiveness
Ehret, Mary	Director-Nursing	Office of Health Sciences
Episcopia, James	Director, Auxiliary Services	Auxiliary Services
Eyerman, Lynn	Career Services Representative	Career Svcs. & Leadership Dev.
Farnkopf, Stephanie	Academic Advisor	Advising
Fitzpatrick, Allison	Director-Wall Higher Education Center	Brookdale At Wall
Fitzsimmons, Stephanie	Director-Financial Aid	Financial Aid
Flood, Anna	Administrative Assistant-International Center	International Center
Florio, Kristin	Manager-Sales & Development	College Relations
Francis, Robert	Director-Internal Audit	President's Office
Gallagher, Elizabeth	Manager-Health Care Training	Career Pathways
Ghezzi, Mark	Supervisor-Common Services	Common Services-Administration
Glazewski, Eleanor	Associate Registrar	Admissions & Registration

Gruskos, Cynthia	Senior Assistant to the President & BOT	President's Office
Halpin, Michael	Police Lieutenant	Police
Henn, Patricia	Confidential Assistant to the VP	Office of VP Learning
Heumiller, Keith	College Relations Coordinator	College Relations
Heuser, Kimberly	Registrar	Admissions & Registration
Jackson, Dinneen	Coordinator-Grants	Grants Development
Jeune, Christopher	Manager-Student Conduct & Compliance	Student Conduct & Compliance
Johnson, Edward	Director-Long Branch Higher Education Center	Brookdale At Long Branch
Jordan, Jennifer	Manager-Student Records Systems	Admissions & Registration
Kane, Noreen	Program Administrator-Community Outreach	Community Outreach
Kaufman, Synde	ESL Administrator	Office of Humanities
Kerr-Mc Curry, Norah	Director-LMS & Innovations Center	Innovation Center
Kimler, Robert	Police Captain	Police
King, Catherine	Administrator-Accounts Payable	Accounts Payable
Kruijssen, Elizabeth	Associate Director-Branch Campus	Brookdale At Hazlet
Kugit, Jacqueline	Employment Manager	Human Resources
LaGaipa, Anthony	Graphic Artist/Design Coordinator	Marketing & Creative Service
LaPorta, Anne	Assistant Director-Career & Leadership Development	Career Svcs. & Leadership Dev.
Latorraca, Dominic	Director-Workforce Training	Career Pathways
Lo, Rita	Manager-Information Commons & Library Systems	Library
Longo, Laura	Director-Institutional Research & Evaluation	Planning & Inst. Effectiveness
Loori, Helen	Assistant to the Vice President	Finance & Operations
Malmros, Jeana	Confidential Assistant to the Vice President	Office of Student Success
Manfreda, Teresa	Manager, Finance	Finance & Operations
Marich, Bruce	Director-Hazlet Higher Education Center	Brookdale At Hazlet
Martin, Linda	Director-Community Outreach	Community Outreach
Mattsson, Erin	Confidential Administrative Assistant II	Continuing & Professional Studies
McCarthy, James	Manager-Business Training	Career Pathways
McElroy, Sarah	Director-Career Services & Leadership Development	Career Svcs. & Leadership Dev.
McGraw, Daniel	Manager-Facilities	Facilities Administration
McGreevy, Kathleen	Confidential Administrative Assistant	Human Resources
McHugh, Nancy	Coordinator-Auto Lab	Automotive
McMillon, Avis	Executive Director-College Relations	College Relations
Messina, Joan	Payroll Manager	Payroll
Molski, Anita	Institute Administrator	Office of STEM
Moltisanti, Jenna	Associate Director-Branch Campus	Brookdale At Long Branch
Morales-Wright, Richard	Director-EOF	EOF Office
Naparlo, Michael	Supervisor-Maintenance & Grounds	Grounds

Noel, Shawn	Director-Athletics & Recreation	Athletics
Nolan, Kevin	Associate Director-One Stop	Enrollment Management
Novak, Cara	Administrator, K-12 Partnerships	K-12 Partnerships
Ortore, Janice	Coordinator-Foundation/Alumni Affairs	Foundation/Alumni Affairs
O'Shea, Nancy	Associate Director-One Stop	Enrollment Management
Otis, Christopher	Manager-Fire, Safety & Environmental Compliance.	Facilities Administration
Oversen, Ernest	Director-Disability Services	Disability Services
Passarella, Bonnie	Manager-Contract Administration	Purchasing
Peterson, Holly	Web Administrator	Marketing & Creative Service
Pingitore, Joseph	Director-Finance & Operations	Finance & Operations
Popovich, John	Administrator-Innovation & Learning Resources	Office of Innovation & Learning
Quaisaunee, Laura	Director-Grants & Institutional Development	Grants Development
Quinones, Robert	Director-Student Engagement	Office of Student Engagement
Rauso, Suzanne	Academic Advisor	Advising
Revesz, Heather	Manager, College Store	College Store
Robinson, Richard	Programming Coordinator	Radio Station
Roma, Linda	Director-Adult Basic Education	ABE/GED
Rudinski, Joan	Institute Administrator	Office of Bus. & Social Science
Russell, Jerry	Administrator - Evening & Weekend, ACT	Accelerated Career & Tech Inst.
Sanders, Kelli	Administrator, Events Management	Events Management
Scarangella, Susan	Institute Administrator	Office of Health Sciences
Schuberth, Patricia	Confidential Assistant for Curriculum Development	Office of VP Learning
Scocco, Joan	Director of Operations	Continuing & Professional Studies
Selheim, Maureen	Associate Director-Branch Campus	Brookdale At Wall
Shaffery, Lynne	Associate Director-Branch Campus	Brookdale At Freehold
Shaloum, Jonathan	Instructional Designer	Innovation Center
Shea, Kathleen	Admissions Representative	Recruitment
Simpson, Paulette	Associate Director-Branch Campus	Brookdale At Neptune
Smith, Charanne	Director-Neptune Higher Education Center	Brookdale At Neptune
Smith, Marian	Program Manager	Career Pathways
Sparaco, Anne Marie	Assistant to the Vice President	Finance & Operations
Stathum, Michelle	Confidential Administrator-Office of Advancement	President's Office
Stockton, Lee	Enrollment Management Administrator	Enrollment Management
Taylor, Tricia	Administrative Asst.-Athletics, Recreation & Fitness	Athletics
Terreros, Jorge	Academic Advisor	Advising
Thomas, Janice	Director-International Center	International Center
Thulen, Kelly	Supervisor-Library	Library
Tickner-Jankowski, Ann	Director-Transfer Resources/Articulation	Office of VP Learning



Tierney, Patricia	Coordinator-ABE/GED	ABE/GED
Tomkins, David	Coordinator-Athletics & Recreation	Athletics
Van Lew, Kim	Manager, Purchasing	Purchasing
Vanderspiegel, Sherri	Supervisor-Performing Arts Center	Performing Arts Center
Volpi, Charles	Enrollment Services Advisor	Enrollment Management
Waclawik, Mary Ann	Program Administrator	Career Pathways
Wadych-Ketley, Lucyna	Student Development Services Advisor	Office of Student Services
Watts, Candice	Assistant Director, EOF	EOF Office
Worthley, Kristin	Admissions Representative	Recruitment
Zambrano, Linda	Coordinator-Accounts Receivable	Accounts Receivable
Zeiss, Timothy	Executive Director-Foundation/Alumni Affairs	Foundation/Alumni Affairs

## C. CHANGE OF STATUS

### FACULTY

- Name: Deborah Umlauf

Department: Nursing

Position: Instructor

Action: Rescinded resignation

New Salary: \$56,777

Effective: 5/8/17

### ADMINISTRATIVE

- Name: Michelle Kneute

Department: Human Resources

Position: Benefits Coordinator

Action: Extension of temporary position

New Salary: \$50,919

Effective: 7/1/17 until further notice, but not later than 6/30/18
- Name: Kirsten Nordgaard

Department: Advising

Position: Academic Advisor

Action: Extension of temporary position

New Salary: \$54,180

Effective: 7/1/17 until further notice, but not later than 6/30/18



**SUPPORT STAFF**

1. Name: Erin Tierney  
Department: Student Life & Activities  
Position: Associate  
Action: Extension of temporary position  
New Salary: \$40,349  
Effective: 7/1/17 – until further notice, but not later than 6/30/18

**D. SEPARATIONS****EXECUTIVE**

1. Name: Maureen Lawrence  
Department: Finance & Operations  
Position: Vice President  
Action: Resignation  
Effective: 6/16/17

**FACULTY**

1. Name: Anthony Snyder  
Department: History  
Position: Professor  
Action: Retirement  
Effective: 6/30/17

**ADMINISTRATIVE**

1. Name: Mary Ann Waclawik  
Department: Career Pathways  
Position: Program Administrator  
Action: Retirement  
Effective: 7/31/17

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

## **2.1 Application for Grants**

### **Executive Summary**

#### **Title III Strengthening Institutions Program**

Brookdale submitted a proposal to The US Department of Education, Office of Postsecondary Education, under its Title III Strengthening Institutions Program (SIP) on April 17, 2017. Title III enables institutions of higher education to expand their capacity to serve low-income students by providing funds to improve and strengthen the institution's academic quality and institutional management.

Funding will enable the College to implement the Compressed Schedules and Enhanced Technology (Com-Tech) Initiative. Comp-Tech will build on to the College's growth, self-sufficiency and fiscal stability. The long-term goal of the project is to improve student persistence, retention, and completion rates, especially for high need students including low-income and minority students. Two comprehensive activities have been designed to meet this goal: (1) implementing a compressed scheduling format and enhancing online and hybrid courses through quality standards and interactive content to improve accessibility and flexibility of programs required to improve student outcomes; and (2) enhancing student engagement through technology based targeted interventions and regular communication using social and mobile technologies enabled by implementation of a Customer Relations Management (CRM) system.

The Title III planning team included Matt Reed, Vice President for Learning, David Stout, Vice President Student Success and Bill Burns, Dean Online Programs & Learning Resources and Laura Qaissaunee, Director of Grants and Institutional Development.

The total grant request is **\$1,776,855**. The college provides an in in-kind contribution of **\$472,972** for a total of **\$2,249,827**.

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

Brookdale submitted a proposal to the New Jersey Department of Labor and Workforce Development under its Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program on April 21, 2017. Funding for the program will provide continued support for the development, improvement, and delivery of adult education and literacy programs to approximately 500 students throughout the county.

Brookdale has served as the lead agency for the Monmouth County Adult Basic Skills Consortium for over twenty years. Consortium agencies include: (1) Literacy Volunteers-Monmouth County; (2) Monmouth County Vocational School District; (3) Community Affairs and Resource Center; and (4) Ladacin Network, Inc. In addition to serving as lead agency, the College will provide direct services to over 300 individuals

May 16, 2017: Director of Grants and Institutional Development, Laura Qaissaunee

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

in Adult Basic Education (ABE), English as a Second Language (ESL), Civics Education and General Educational Development (GED). Brookdale's direct services are available at Long Branch, Hazlet, Freehold and Neptune Higher Education Centers. Linda Roma, Director of Adult Basic Education, will administer the program.

The total grant request is **\$529,000**. The college provides an in-kind contribution of **\$125,765** for a total of **\$654,765**.

#### **Displaced Homemakers**

Brookdale submitted a proposal to the New Jersey Department of Community Affairs, Division on Women for continued funding under its Displaced Homemakers Program on May 5, 2017. The program provides employability skills training to approximately 200 displaced homemakers residing in Monmouth County. Program services include intake assessment, educational training/employment development, individual and group counseling, workshops, referrals and job development/placement and are offered at the Long Branch, Hazlet, Freehold regional centers, as well as the Lincroft campus. The program, under the direction of Laurie Salka, Program Administrator for Displaced Homemakers, has been funded for over thirty years.

The total grant request is **\$120,575** with an in-kind match of **\$26,228** for a total of **\$146,803**.

#### **Recommendation:**

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

May 16, 2017: Director of Grants and Institutional Development, Laura Qaissaunee

**RESOLUTION**

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

	<u>Amount</u>
Title III Strengthening Institutions Program	\$1,776,855
Integrated Adult Basic Skills and Integrated English Literacy and Civics Education Grant	\$529,000
Displaced Homemakers	\$120,575

**WHEREAS**, the College has been notified that the funds have been approved; and

**WHEREAS**, Board Policy 2.0000 requires Board acceptance of all grants received by Brookdale Community College; and

**WHEREAS**, the President recommends acceptance of said grant funds;

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees of Brookdale Community College authorizes the President to accept the grant funds listed above and to sign the funding notification forms and any appropriate amendments thereto.

May 16, 2017: Director of Grants and Institutional Development, Laura Qaissaunee

**1.51 Acceptance of Gifts  
Background**

Board Policy 2.0000 provides that the President may accept unconditional gifts for the College and that acceptance of such gifts shall be reported to the Board of Trustees each month. The most recent report to the Board of Trustees was made at the April 18, 2017, meeting.

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

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

<b>DATE</b>	<b>DONOR</b>	<b>ITEM</b>
<b>4/9/17</b>	<b>Mr. and Mrs. Charles Clark 3 Winchester Drive Freehold, NJ 07728</b>	<b>Donation of various picture framing equipment items to be utilized by PAC, CVA and Arts/Performing Arts students.</b>
<b>4/12/17</b>	<b>Janet White In honor of E. Warner White 40 Riverside Avenue Apartment 6Z Red Bank, NJ 07701</b>	<b>Donation of photographic printing paper to be utilized by photography students.</b>

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

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

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held May 9, 2017.

May 16, 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**  
**May 16, 2017**

<b>Board Item No.</b>	<b>Vendor/Contractor</b>	<b>Category / Description</b>	<b>Basis of Award</b>	<b>Amount of Purchase</b>
	<b>Capital</b>			
1	Southern Monmouth Regional Sewerage Authority	<b>Connection Fees</b> / Exempt 18A:64A-25.5.a.(8) (Rendering of any service by the public utility which is subject to the jurisdiction of the Board of Public Utilities). This contract is for the payment of sewer connection fees to the new Wall Academic Building and is funded by the capital budget.	Exempt	\$ 39,252.33
	<b>Capital/IT</b>			
2	Ellucian	<b>Ellucian Support Services and Partner Renewals</b> / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software). This annual contract provides the College with Colleague software maintenance for the administrative software modules and includes software upgrades on all listed (purchased) modules and telephone support. The upgrades will include annual regulatory releases and functional improvements. This contract is funded by Student Tech fees. FY17 YTD \$461,636. The FY18 quarterly payment will be \$123,487.50.	Exempt	\$ 493,950.00
3	N.J. Institute of Technology/NJEDge.Net	<b>Internet Service Provider, VMWare Renewals and Membership Dues</b> / Exempt 18A:64A-25.5.b. (contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This is a one year contract for internet services. NJ Institute of Technology/NJEDge.Net is a non-profit corporation of the New Jersey's Colleges and Universities President's Council. It is New Jersey's statewide high-speed Internet network for colleges and universities. Brookdale is utilizing this internet service for data services within and outside the State and ITV courses. The contract also includes the renewal of VMWare (virtual desktop) and membership dues for NJEDge.Net co-op pricing and other services. This contract is funded by the IT capital budget. FY17 YTD \$312,386.70. The FY18 quarterly expense will be \$61,213.50 for internet service and \$13,970.81 for virtual desktop support.	Exempt	\$ 300,737.25



4	Aspire Technology Partners	<b>Cisco Smartnet Maintenance</b> / Exempt 18A:64A.25.9 (State Contract). This is the 1st year of a 5 year State contract for Cisco equipment maintenance. This includes the maintenance of the new phone system, wireless network system and the unified communication equipment. This contract is funded by the IT capital budget. FY16 and FY17 YTD \$170,931. The FY18 quarterly payments will be \$59,799.	Exempt	\$	239,194.21
5	Dell	<b>Microsoft EES Agreement</b> / Exempt 18A:64A-25.9 (State Contract). This State contract will provide the College with licensing for Microsoft Windows Operating Systems and support for Office Products, Visual Studio, Project Pro, server support software for Exchange, SQL, and Systems Management Servers. Purchasing the licenses as part of the MS Campus Agreement reduces the cost of new systems by eliminating the procurement of software at the time of the hardware order. This contract is funded by the IT capital budget. FY17 YTD \$78,954.96. The FY18 payment of \$66,912.17 is due July 1.	Exempt	\$	66,912.17
6	SHI International	<b>Adobe License Agreement</b> / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software) and 18A:64A-25.28.d. (Contracts extending beyond the fiscal year, multi-year). This is the 2nd year of a 3 year contract for Adobe License Agreement and is funded by the Learning Office and IT capital budgets. FY17 YTD \$44,571. The FY18 payment of \$44,571 is due July 1.	Exempt	\$	44,571.00
7	Hewlett Packard Company	<b>Maintenance Support for Servers</b> / Exempt 18A:64A.25.9 (State Contract). This State contract is for the maintenance support of HP servers and is funded by the IT capital budget. FY17 YTD \$30,338.28. The FY18 payment of \$34,610.94 is due July 1.	Exempt	\$	34,610.94

8	Lexmark	<b>Image Now Software, Services and Maintenance</b> / Exempt 18A:64A-25.5.a.(3) (Sole Source). This contract provides the College with software and technical services for ImageNow, CaptureNow and Adrenaline users in Admissions and Records, Recruitment, Counseling, Human Resources, and Finance & Operations. This contract is funded by the IT capital budget. FY17 YTD \$20,783. The FY18 payment of \$17,873.64 is due July 1.	Exempt	\$	17,873.64
9	SHI International	<b>APC In-Row Cooling Maintenance</b> / Exempt 18A:64A-25.9 (State Contract). This State contract is for the maintenance of the cooling system in the data center and is funded by the IT capital budget. FY17 YTD \$17,821.08. The FY18 payment of \$17,821.08 is due July 1.	Exempt	\$	17,821.00
10	SHI International	<b>McAfee Gold Software Support</b> / Exempt 18A:64A-25.9 (State Contract). This State contract is for McAfee software and technical support and is funded by the IT capital budget. FY17 YTD \$17,470.25. The FY18 payment of \$18,699.50 is due July 1.	Exempt	\$	18,699.50
11	CollegeNet	<b>Annual Maintenance Renewal</b> / Exempt 18A:64A-25.5.a.(19) (Proprietary Software). This contract is for the software maintenance for Series25, 25Live, Schedule 25 and Schedule25 Optimizer which are web-based scheduling and calendaring solutions. This contract is funded by the IT capital budget. FY17 YTD \$19,160. The FY18 monthly payment will be \$4,790.	Exempt	\$	19,160.00
12	Instructure, Inc.	<b>Learning Management System (LMS), RFP 07-13</b> / This is the 5th year of a 5 year contract for a hosted learning management system (LMS).The LMS supports a range of applications that supplement traditional classroom instruction, integrate into the College's online and face-to-face instruction, and deliver online courses and programs. This contract is funded by Student Tech fees. FY17 YTD \$208,373. The FY18 quarterly payment will be \$54,697.75.	RFP	\$	218,791.00

## Operating

13	International Business Machines Corporation	<b>Software License Subscription</b> / Exempt 18A:64A-25.5.a.(3) (Sole Source). This contract is for the IBM SPSS Statistics Campus Edition license subscription and support and is funded by the Learning Office budget and Student Tech fees. FY17 YTD \$35,910. The FY18 payment of \$37,065 is due July 1.	Exempt	\$	37,065.00	
14	Cooperative Communications Inc.	<b>Local &amp; Long Distance Telephone Services, Bid No. 17-13</b> / This is the 2nd year of a 2 year contract with an option for a 3rd year renewal for local and long distance telephone services. This contract is funded by various operating budgets. FY17 YTD \$74,750. The FY18 monthly payment will be \$13,033	Bid	\$	78,198.00	
15	Thronson Services, LLC dba Certapro Painters	<b>Painting T&amp;M, Bid No. 17-36</b> / Notice was sent to 11 vendors, received 3 replies. This is a one year contract with an option for a 2nd year renewal for Painting T&M and is funded by the Facilities budget. FY17 YTD \$30,900.	Bid	\$	35,000.00	
16	Tri-Dim Filter Corp.	<b>Air Filters, Bid No. 17-37</b> / Notice was sent to 10 vendors, received 3 replies. This is a one year contract with an option for a 2nd year renewal for the supply and delivery of air filters and is funded by the Facilities budget. FY17 YTD \$8,443.	Bid	\$	10,000.00	*
17	Jewel Electric, LLC	<b>Light Bulbs, Bid No. 17-38</b> / Notice was sent to 16 vendors, received 3 replies. This is a one year contract with an option for a 2nd year renewal for the supply and delivery of light bulbs and is funded by the Facilities budget. FY17 YTD \$11,034.	Bid	\$	15,000.00	*
18	Pilot Electric Co., Inc.	<b>Pump Parts, Bid No. 17-39</b> / Notice was sent to 8 vendors, received 3 replies. This is a one year contract with an option for a 2nd year renewal for the supply and delivery of pump parts and is funded by the Facilities budget. FY17 YTD \$27,056.	Bid	\$	30,000.00	*

19	Otis Elevator Company	<b>Elevator Services, Bid No. 17-40</b> / Notice was sent to 10 vendors, received 5 replies. This is a one year contract with an option for a 2nd year renewal for elevator services and repairs and is funded by the Facilities budget. FY17 YTD \$35,175.	Bid	\$	37,000.00 *
20	Allied Account Services, Inc. HS Financial Group, LLC RTR Financial Services, Inc.	<b>Student Account Collection Services, RFP No. 06-16</b> / This is the 2nd year of a 2 year contract for collection services for student accounts placed into collection for non-payment of tuition and fees. This contract is funded by the operating budget. FY17 YTD \$125,000.	RFP	\$	125,000.00 *
21	Natural Languages, LLC Total Caption Karasch & Associates	<b>Communication Access Realtime Translation Services (CART), RFQ 03-2018</b> / Notice was sent to 7 vendors, received 3 replies. This is a one year contract with an option for a 2nd year renewal for pre-qualified vendors to provide translation services for students with disabilities. The contracts are funded by the Disability Services budget. FY17 YTD \$0, FY16 \$86,456, FY15 \$52,714 .	RFQ	\$	50,000.00 *
22	ProEd Solutions LLC	<b>Student Financial Aid Verification Services, RFP No. 07-17</b> / Notice was sent to 12 vendors, received 5 replies. This is a one year contract with an option for a 2nd and 3rd year renewal for student financial aid verification services and is funded by the Financial Aid budget. FY17 YTD \$7,132.50.	RFP	\$	15,000.00
23	Massachusetts Higher Education Assistance Corp. dba American Student Assistance	<b>Student Loan Default Prevention Management Services, RFP 08-17</b> / Notice was sent to 12 vendors, received 6 replies. This is a one year contract with an option for a 2nd and 3rd year renewal for student loan default prevention management services and is funded by the Financial Aid budget.	RFP	\$	16,500.00
24	Cengage Learning, Inc. (ed2go)	<b>Continuing Education Online Training FY18, RFP No. 05-17</b> / Notice was sent to 15 vendors, received 2 replies. This is a one year contract with an option for a 2nd year renewal for continuing education online training services and is funded by CPS revenue generating programs. FY17 YTD \$16,185, with a need for an additional \$25,000.	RFP	\$	40,000.00 *

25	SD Gameday, LLC	<b>Athletic Training, Sports Medicine, and Team Physician Services, RFP No. 09-17</b> / Notice was sent to 2 vendors, received 1 reply. This is a one year contract with an option for a 2nd year renewal for athletic training, sports medicine, and team physician services. This contract is funded by the athletic budget. FY17 YTD \$52,181 of \$71,750.	RFP	\$	73,000.00
26	O'Connor & Drew, P.C.	<b>Independent Audit Services, RFP No. 07-16</b> / This is the 2nd year of the contract for independent audit services with an option for a 3rd year renewal at the College's discretion. This contract is funded by the operating budget. FY17 YTD \$83,000.	RFP	\$	83,000.00

\* Estimated expense based on historical data

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

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\$ 2,156,336.04

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#### 4.2b *Payments to Vendors, Students, and Employees*

Payments made to vendors, students, and employees totaled \$2,984,718.53. 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 May 9, 2017.



## **4.1 Monthly Dashboard Summary Month Ending March 31, 2017**

The comparative schedule compares data reported from the same time frame last year to the current time period. FY16 actual enrollment was 9,818; the forecasted enrollment for FY17 is 9,434, a decrease of 3.9 percent. Transactions are trending in accordance with the forecast.

Cash disbursements through March 31 totaled \$11,633,115.52. In addition to payroll expenses and Bookstore purchases, significant vendor payments were made for the Wall academic structure (\$648k) and includes furniture and equipment purchases of (\$62k); MAS science lab renovations (\$479k); Ellucian Managed Services (\$430k); and snow removal (\$66k).

Cash balances are lower than prior year's due to both a decrease in enrollment & the delay in reimbursement for capital expenditures. Cash on hand from January to February illustrates the difference in capital spending in prior year vs. current.

### Annual Comparative Change

	Current Year 03/31/17	Prior Year 03/31/16	CHANGE
<b>ENROLLMENT</b>			
Credit FTE	9,434	9,818	(384) -3.9%
<b>OPERATING EXPENDITURES *</b>			
Learning Division	\$ 30,153,204	\$ 30,479,232	\$ (326,028)
Benefits & General Institutional	13,437,844	13,780,323	(342,479)
<b>Sub Total</b>	<b>43,591,048</b>	<b>44,259,555</b>	<b>(668,507)</b>
All other divisions	23,364,125	25,514,655	(2,150,530)
<b>Total Operating Expenses</b>	<b>66,955,173</b>	<b>69,774,210</b>	<b>(2,819,037)</b>
<b>OPERATING REVENUE</b>			
Tuition	38,266,146	38,475,042	(208,896)
Fees **	4,874,802	5,800,832	(926,030)
<b>Sub Total</b>	<b>43,140,948</b>	<b>44,275,874</b>	<b>(1,134,926)</b>
State Appropriations	7,784,205	7,763,148	21,057
County Appropriations	15,020,264	15,020,264	-
All other revenue	3,073,388	3,127,055	(53,667)
<b>Total Operating Revenue</b>	<b>69,018,805</b>	<b>70,186,341</b>	<b>(1,167,536)</b>
<b>CASH</b>			
Cash	6,502,310	15,878,350	(9,376,040)
<b>Total Cash</b>	<b>6,502,310</b>	<b>15,878,350</b>	<b>(9,376,040)</b>
<b>CAPITAL EXPENDITURES *</b>			
Renewals & Replacements	17,585,894	22,806,478	(5,220,584)
Minor Capital	3,568,179	4,005,521	(437,342)
<b>Total Capital Expenses</b>	<b>21,154,073</b>	<b>26,811,999</b>	<b>(5,657,926)</b>
<b>CAPITAL REVENUE</b>			
State	8,918,431	3,583,297	5,335,134
County	1,979,553	905,534	1,074,019
Other	5,727,362	4,642,263	1,085,099
<b>Total Capital Revenue</b>	<b>16,625,346</b>	<b>9,131,094</b>	<b>7,494,252</b>

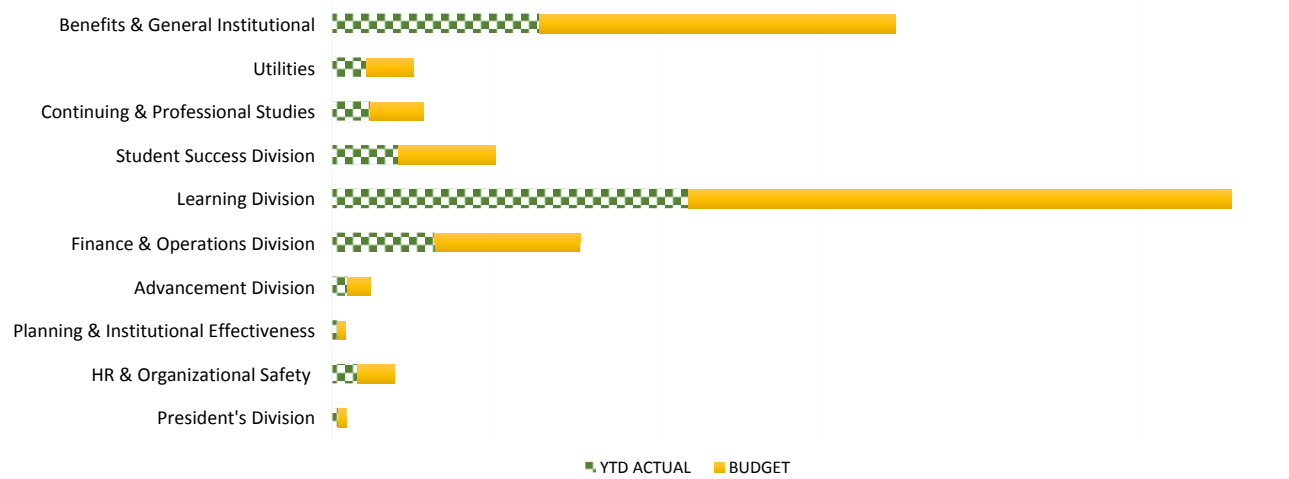
Note:

\* 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.

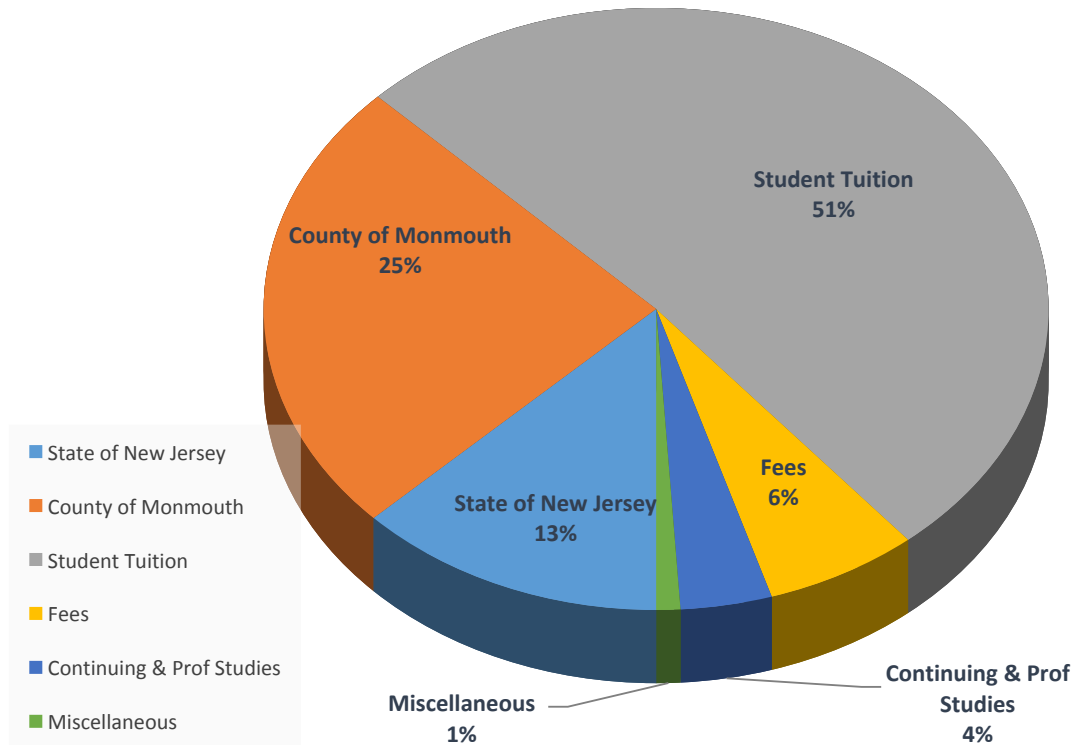


### March 2017 Operating Expenses



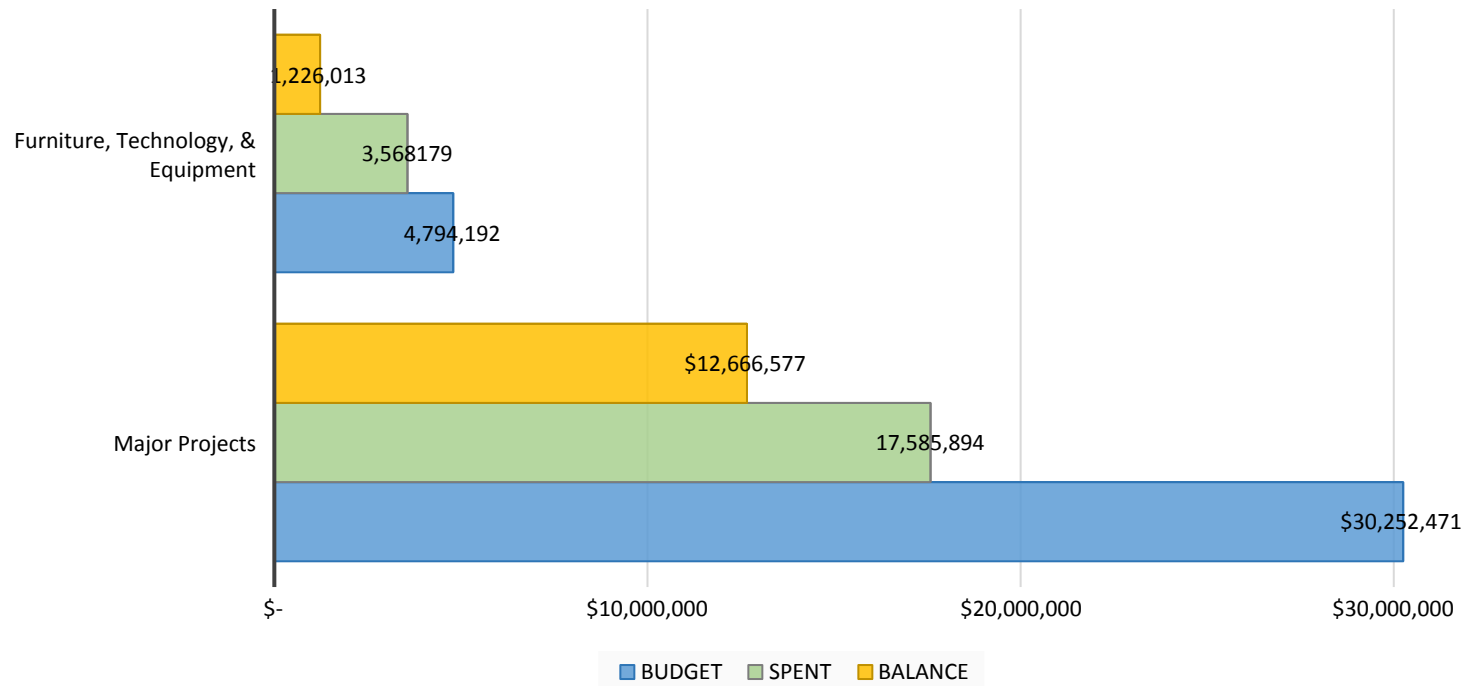
	BUDGET	YTD ACTUAL	COMMIT	BALANCE
<b>President's Division</b>	\$ 534,558	\$ 383,297	\$ 98,175	\$ 53,086
<b>HR &amp; Organizational Safety</b>	2,291,747	1,566,672	434,592	290,483
<b>Planning &amp; Institutional Effectiveness</b>	479,457	371,575	65,799	42,083
<b>Advancement Division</b>	1,455,137	951,939	291,507	211,691
<b>Finance &amp; Operations Division</b>	8,955,402	6,351,847	2,166,139	437,416
<b>Learning Division</b>	33,415,432	22,002,732	8,150,472	3,262,228
<b>Student Success Division</b>	5,996,673	4,076,695	1,322,123	597,855
<b>Continuing &amp; Professional Studies</b>	3,258,216	2,370,342	639,345	248,529
<b>Utilities</b>	2,905,962	2,120,873	153,205	631,884
<b>Benefits &amp; General Institutional</b>	21,884,543	12,824,905	612,939	8,446,699
<b>Total</b>	<u>\$ 81,177,127</u>	<u>\$ 53,020,877</u>	<u>\$ 13,934,296</u>	<u>\$ 14,221,954</u>

## March 2017 Operating Revenue Sources



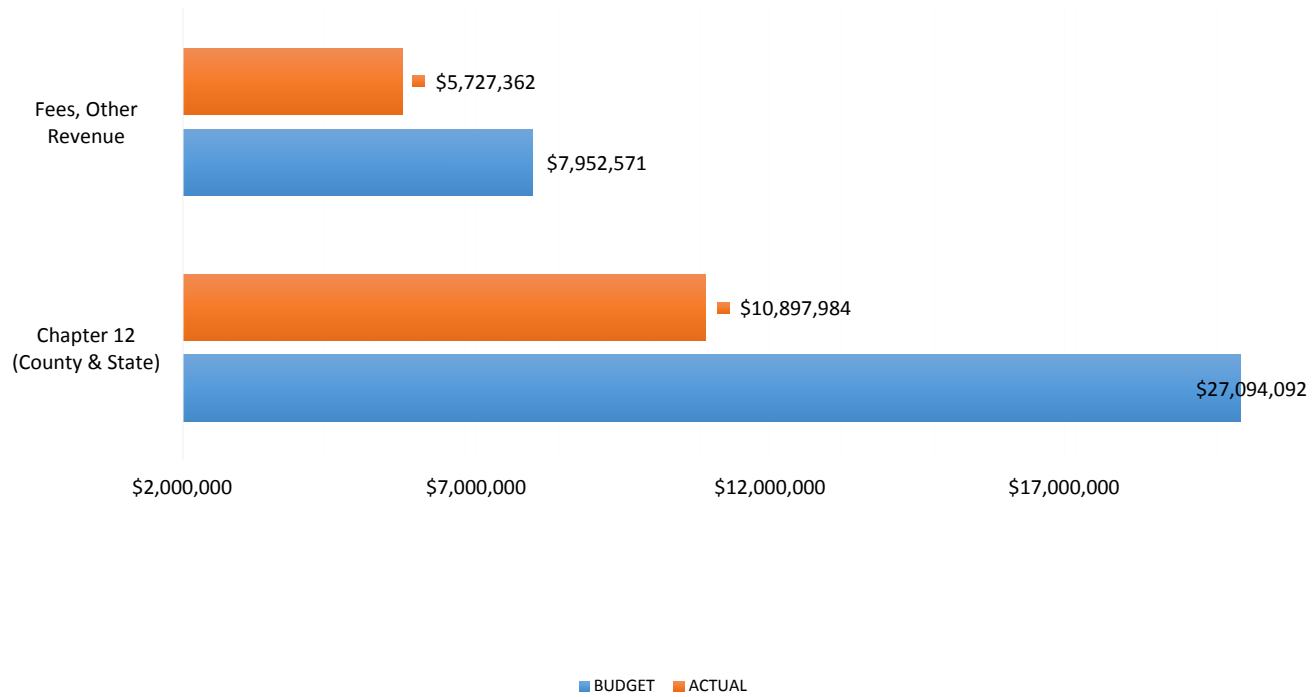
		BUDGET		YTD ACTUAL		BALANCE
State of New Jersey	\$	10,378,940	\$	7,784,205	\$	2,594,735
County of Monmouth		20,027,019		15,020,264		5,006,755
Student Tuition		41,764,827		38,266,146		3,498,681
Fees		5,142,341		4,874,802		267,539
Continuing & Prof Studies		3,060,000		2,633,714		426,286
Approp from Reserve		-		-		-
Miscellaneous		804,000		439,674		364,326
<b>Total</b>	<b>\$</b>	<b>81,177,127</b>	<b>\$</b>	<b>69,018,805</b>	<b>\$</b>	<b>12,158,322</b>

## March 2017 Capital Fund Expenditures



	BUDGET		ALLOCATED		SPENT		BALANCE
Major Projects	\$	30,252,471	\$	9,691,673	\$	17,585,894	\$ 12,666,577
Furniture, Technology, & Equipment		4,794,192		-		3,568,179	1,226,013
Total	\$	35,046,663	\$	9,691,673	\$	21,154,073	\$ 13,892,590

### Capital Funding Sources



### Capital Summary

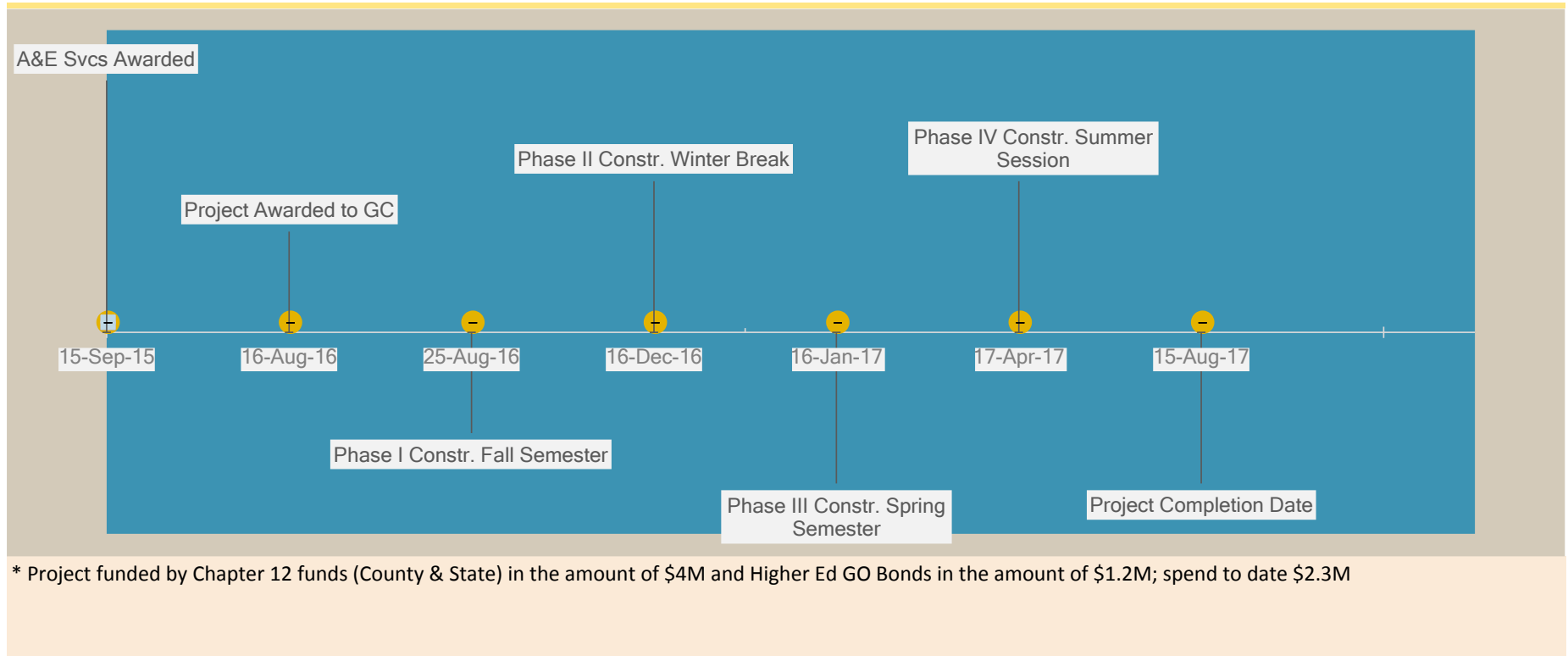
	BUDGET	ACTUAL
Chapter 12 (County & State) \$	27,094,092	\$ 10,897,984
Fees, Other Revenue \$	7,952,571	\$ 5,727,362

**Capital Summary through March 31, 2017**

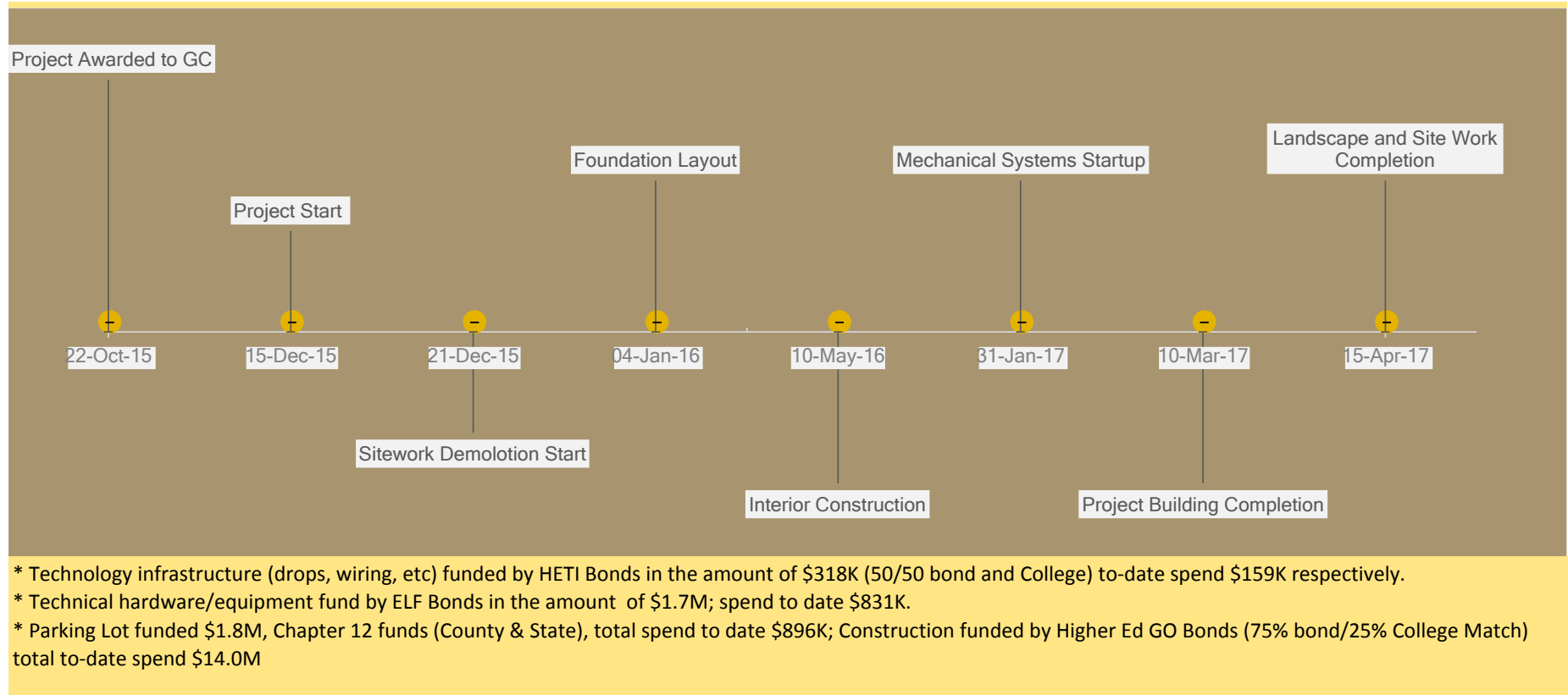
		ASSOCIATED REVENUE	ALLOCATED	ACTUAL & COMMIT	BALANCE
<b>Chapter 12</b>					
<b>FY12</b>		\$ 1,951,142		\$ -	\$ -
	8120520 - Gorman Hall	-	298	298	-
	8120545 - Back Campus Walkway	-	403,240	403,240	-
	8120550 - Wall Campus Expansion	-	1,547,604	1,347,402	200,202
		1,951,142	1,951,142	1,750,940	200,202
<b>FY13</b>		1,228,633	400,000	-	400,000
	8130515 - Replacement of Carpet and Flooring MAC	-	370,830	57,083	313,747
	8130530 - Infrastructure Improvements Lincroft	-	457,803	457,803	-
		1,228,633	1,228,633	514,886	713,747
<b>FY14</b>		3,761,898	-	-	-
	8140505 - Renovation of MAS Science Labs	-	3,742,244	3,742,244	-
	8140510 - Infrastructure Improvements Lincroft	-	19,654	9,779	9,875
		3,761,898	3,761,898	3,752,023	9,875
<b>FY15</b>		3,190,000	-	-	2,035,000
	8150505 - Central Utility Plant Upgrade	-	500,000	46,000	454,000
	8150510 - Infrastructure Improvements (CAR, LAH, CVA)	-	1,095,000	35,000	1,060,000
	8150515 - Infrastructure Improvements	-	1,155,000	357,941	797,059
		3,190,000	2,750,000	438,941	2,751,059
<b>FY16 *</b>		3,000,000	-	-	3,000,000
<b>FY17 *</b>		3,500,000	-	-	3,500,000
<b>Total Chapter 12</b>		16,631,673	9,691,673	6,456,790	10,174,883
<b>Capital Projects</b>					
	8131005 - Higher Ed Bond Administration - Wall	7,825,270	-	7,487,302	337,968
	8131010/8131030 - Equipment Leasing Fund (ELF)	1,287,093	-	558,203	728,890
	8131015/8131025 - Hi Ed Technology Infrastructure (HETI)	150,056	-	74,378	75,678
	8161005 - Higher Ed Bon Administration - MAS	1,200,000	-	61,170	1,138,830
	8122410 - Wall Campus Reserve	-	-	-	-
	8132450 - College Hi Ed Bond Admin Match - Wall	2,608,323	-	2,873,673	(265,350)
	8132455/8132460 - College HETI Match	150,056	-	74,378	75,678
	8162450 - College Hi Ed Bond Admin Match - MAS	400,000	-	-	400,000
<b>Total Capital Projects</b>		13,620,798	-	11,129,104	2,491,694
<b>Total Major Capital</b>		30,252,471	9,691,673	17,585,894	12,666,577
<b>Minor Capital</b>		4,794,192	-	3,568,179	1,226,013
<b>Total Capital</b>		\$ 35,046,663	\$ 9,691,673	\$ 21,154,073	\$ 13,892,590

\* Pending County Bond Sale

## MAS Science Lab Renovation



## Wall Academic Building





4/24/17

## BROOKDALE COMMUNITY COLLEGE PROJECTS

### A. CAPITAL PROJECTS

- 1) NEW ACADEMIC BUILDING/WALL CAMPUS- Benjamin Harvey Contract Award \$14,698,000 10/22/15  
Change Orders to date \$665,876 3/21/17  
REVISED CONTRACT 15,363,876

Payments to Date \$14,045,832.34

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 project is substantially complete. Punchlist items are being compiled. Final project closeout change orders are being reviewed.

Original Completion date: 11/11/16; Substantial Completion Date: April 21, 2017.

- 2) MAS SCIENCE LABS RENOVATION PROJECT- Circle A Construction Contract Award \$3,632,500 8/16/16  
Change Orders to date \$25,000 3/21/17  
REVISED CONTRACT \$3,657,500

Payments to Date \$2,037,802.25

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	COMPLETED
Phase 3- Two General Labs	COMPLETED
Phase 4- Three Chemistry Labs and Three Biology Labs	Complete by mid August 2017

STATUS: Phase 1- renovations are complete.  
Phase 2- renovations are complete  
Phase 3- renovations are complete  
Phase 4- demolition underway





- 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 substantially completed the project in early January 2017. We are currently monitoring and assessing the performance of the underdrain. Top course paving of the trench and reseeding of the disturbed lawn areas are scheduled within the next few weeks.

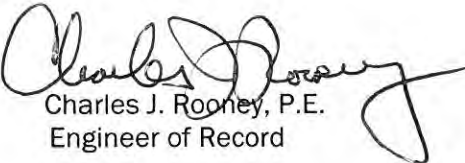
## **B. DESIGN/STUDIES/REPORTS**

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

**SCOPE:** Replace cooling tower and condenser water piping within plant (base bid) with possible replacement of the replacement of the cooling towers (alternate bid).

### **TENTATIVE SCHEDULE:**

Advertise project	May 3, 2017
Open Bids	June 15, 2017
Award Contract	July 18, 2017 BOT meeting
Commence Work	October 2017

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

#### 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 item was discussed with the Finance and Facilities Committee of the Board of Trustees at a meeting held May 9, 2017.

May 16, 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**  
**May 16, 2017**

<b>Vendor Name</b>	<b>Description</b>	<b>Contract Award</b>	<b>Change Orders Approved</b>	<b>Current Contract Value</b>	<b>Proposed C/Os</b>	<b>Contract Total</b>	<b>Proposed % Increase</b>
1 Cengage Learning, Inc. (ed2go)	Increase is due to an enrollment increase in Continuing Education Online Training programs and is funded by revenue. Pay to Play paperwork is on file.	\$ 16,185.00	\$ -	\$ 16,185.00	\$ 25,000.00	\$ 41,185.00	154%
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		\$ 16,185.00	\$ -	\$ 16,185.00	\$ 25,000.00	\$ 41,185.00	

**RISING STARS EARLY COLLEGE ACADEMY  
MEMORANDUM OF AGREEMENT  
BETWEEN  
BROOKDALE COMMUNITY COLLEGE AND KEYPORT PUBLIC SCHOOLS**

**I. INTRODUCTION AND MISSION**

This Memorandum of Agreement (MOA) states the core agreement between Brookdale Community College (Brookdale) and the Keyport Public Schools regarding the development and operation of the Rising Stars Early College Academy.

Brookdale and Keyport Public Schools are guided by similar visions, missions and values; the commitment to educational access and attainment for all permeates both institutional cultures. The organizing principle of Rising Stars Early College Academy is the collaboration of people and resources to create new higher education opportunities for Keyport Public Schools. The Rising Stars Early College Academy is intended to provide entry into higher education for academically-prepared high school students beginning in the 9<sup>th</sup> grade affording them the opportunity to concurrently earn an Associate in Arts, Social Science degree, or Associate in Science degree while also achieving their high school diploma.

This MOA is effective at the time of signing; programming will begin September 1, 2017. Brookdale and the Keyport Public Schools agree to, at least, a five year commitment to the Rising Stars Early College Academy which may be extended by joint agreement of both parties. In addition to this MOA, each respective governing board will adopt a resolution authorizing them to participate in this agreement.

**II. PROGRAM CONCEPT AND OVERSIGHT**

The goal is to accept a cohort of 10 academically qualified freshmen who attend Keyport High School be admitted to the Rising Stars Early College Academy program beginning in September 1, 2017 with a potential increase of students in the following cohorts. Throughout their four years in high school, students will take Brookdale courses that concurrently satisfy the Associate in Arts degree- Social Science degree and requirements for their high school diploma.

For the freshman and sophomore years, students will take credit courses under our dual enrollment model in their high school in their freshman, sophomore and fall junior year as identified in the Rising Stars Early College Academy program of study at Keyport High School. During the spring junior and senior years, students will be enrolled in coursework to be delivered at Hazlet Higher Education Center and the Brookdale Lincroft campus. Full-time and adjunct Brookdale faculty will deliver the approved college curriculum and the rigor of the courses will be comparable to those at any Brookdale location. An array of academic and student support services will be provided by Brookdale and Keyport High School throughout the duration of the program.

A Rising Star Early College Academy Council will be established as a joint advisory body on matters relating to the operation of the Rising Stars Early College Academy. The Council will consist of members from each institution representing academic, student and administrative affairs who will represent the views of their respective institution on Rising Stars Early College Academy matters. Brookdale will convene and facilitate the Council that will meet, at least, twice a year, provide periodic updates and a written end-of-the-semester status report to the administration of each institution.

### **III. THE ACADEMIC PROGRAM**

The curriculum was designed by a joint Brookdale/Keyport Public Schools team to concurrently satisfy requirements of the Keyport High School diploma and Brookdale Associate in Arts, Social Science degree. Decisions about the sequence of offerings will continue to be made collaboratively between the two institutions.

The objectives of this program are to:

- Provide rigorous and engaging instruction
- Create new pathways to college degree attainment
- Facilitate timely progression through the curriculum
- Provide for concurrent high school and community college graduation

#### **Curriculum**

The curriculum and sequence of offerings are detailed in the curriculum schedule (Addendum A) between the Keyport Public Schools curriculum and the Brookdale Social Science AA degree.

#### **Faculty**

Brookdale will ensure qualified full-time and/or adjunct faculty teach all college courses as determined by the standards in the discipline and requirements of the college utilizing the same criteria and selection process for any Brookdale offering. Keyport Public School teachers may be hired as adjunct faculty in the program consistent with the Dual Enrollment On-Site Adjunct Faculty policies and procedures. Each Keyport-Brookdale adjunct faculty member will have a discipline-specific faculty mentor assigned to them by the Brookdale academic department chair for each course they teach for the first time for up to a year. Classroom observations and faculty evaluations will also be conducted in accordance with these procedures.

#### **Academic Services and the Library**

Keyport High School and Brookdale will provide all essential academic services for their respective courses at Keyport High School and Hazlet and Lincroft campuses through local and/or remote modalities. Each institution will provide its Rising Stars Early College Academy students access to the institution's library via face-to-face or remote means. Rising Stars Early College Academy students will be issued a Brookdale ID card and will have access to library services and academic resources at any Brookdale location.

#### **Academic Calendar**

A calendar will be developed for the delivery of the courses required in each year that meets the total time requirements for each academic credit hour. This will include: start dates, end dates, holidays, etc. for each of the first two years of the Rising Stars Early College Academy and the location of classes in the Monday through Thursday high school block schedule. The fall Junior semester will provide students with access to enroll in The third at the Hazlet HEC and fourth year at the Lincroft campus students will follow the Brookdale calendar and enroll in any section of the courses required for degree completion.

#### **Student Continuation Criteria and Program Assessment**

College course grades will be assigned by the respective Brookdale faculty. A student's continuation in the program will be based on satisfactory academic progress; that is, a grade of C or better in each course



the student is taking each semester. Brookdale and Keyport Public Schools will issue high school credit to Keyport students who earn a D grade or better in Brookdale courses.

The standard program assessment measures will be conducted including, but not limited to, classroom observations, and Student Opinion Reports (SORs). Both institutions will be expected to participate, as needed, in any evaluation of the Rising Stars Early College Academy by the New Jersey Commission for Higher Education, the Middle States Regional Accrediting Agency, and/or other professional accrediting bodies or review boards.

#### **IV. STUDENT SERVICES**

Brookdale will provide student services at the Brookdale Lincroft campus for the junior and senior years of each cohort including admissions, advising, registration and tutoring as needed for their respective courses. Keyport Public Schools and Brookdale Community College will also support adjustment to college by providing a student success seminar in the sophomore year of the program. Brookdale will integrate the Rising Stars Early College Academy juniors and seniors in services and activities offered at the Hazlet Higher Education Center and Lincroft campus where they will enjoy all the rights and privileges of Brookdale students. Keyport Public Schools will provide student services at Keyport High School if needed for high school classes.

##### **Program Eligibility and Admissions**

Keyport Public Schools will determine the eligibility criteria and selection process for students to enter the program. Both institutions will jointly manage the admission process that will include attendance at Rising Stars Early College Academy Orientation for students and parents. Once selected, students will be required to:

- Submit a Brookdale application (The \$25 application fee will be waived)
- Take the Accuplacer Placement Test at the end of their freshman year and obtain a passing cut score on all sections **or** have the following SAT scores:
  - o 530 Math to be waived from the Computation/Elementary Algebra Accuplacer sections
  - o 480 Critical Reading to be waived from the Reading/Writing Accuplacer sections
- Student and parent/guardian will sign a Brookdale release form authorizing release of attendance records, etc.
- Obtain a contract signed by parents and students outlining conditions of the program, parent and student responsibilities, and a release to Brookdale for the academic information regarding Keyport students enrolled in the Rising Stars Early College Academy program

##### **Provisions for Disabilities**

Brookdale and the Keyport Public Schools will abide by policies and procedures of the Americans with Disabilities Act and section 504 of the Rehabilitation Act applicable to their respective institutions. They will utilize their own policies and procedures to evaluate requests for accommodations, and, where possible, collaborate and share resources to respond to student, staff and faculty needs. Accommodations for college classes in the third and fourth years of the program, while students are also attending the Hazlet Higher Education Center and the Lincroft campus, will be determined by the College and may differ from those prescribed in prior years because of differences in the laws applicable to each institution.



Students with disabilities are eligible for participation in the Rising Stars Early College Academy and must meet the same eligibility criteria as non-disabled students. Keyport Public Schools remains the local educational agency ("LEA") responsible for developing students' Individualized Education Programs ("IEPs") in accordance with State and federal law, and for ensuring that students with IEPs receive a free and appropriate public education ("FAPE") in the least restrictive environment. In order to ensure that students with IEPs and 504 Plans are appropriately accommodated, the Keyport Public Schools shall contact Brookdale's Disability Services Office regarding any accommodations and related services that may be necessary. The Keyport Public Schools will reflect any differences between high school accommodations and Rising Stars Early College Academy accommodations in the IEP or 504 plan of the individual student. Students without IEPs and 504 plans who may need academic accommodations and/or related services must apply through Brookdale's Disability Services Office.

#### **Student Conduct and Discipline**

Brookdale and the Keyport Public Schools will each be responsible for student conduct and discipline matters relating to non-academic operations of the program. Students will be held to the terms and conditions of the Brookdale Student Conduct Code and Student Integrity Code in all college-level courses and while in any Brookdale facility. They will also be held to the Keyport Public Schools Student Conduct and disciplinary policies throughout their participation in the program.

In academic matters, Brookdale policies and procedures, including grade appeals, allegations of cheating, plagiarism, etc. shall prevail for all college-level courses. Keyport Public Schools academic policies shall prevail for all high school courses.

#### **Marketing and Promotion**

The Keyport Public Schools, with assistance from Brookdale, will be responsible to develop and distribute Rising Stars Early College Academy promotional materials, conduct parental informational and support workshops, and develop a Rising Stars Early College Academy website. Opportunities for conference presentations and grant funding will also be pursued to promote the growth and awareness of the program on a regional and national level.

#### **V. Program Management**

The Brookdale organizational structure at the Lincroft campus includes:

- Administrative Staff: The K-12 Partnerships Center will handle administrative matters related to program delivery and direct students to the appropriate Student Services Staff.
- Instructional Staff: full-time and adjunct faculty who come to the site to teach classes and hold office hours;
- Program and Facilities Support Staff: Support services staff come from the Hazlet Higher Education Center and Lincroft campus, as needed, for technology, marketing, etc. assistance.

The Rising Stars Early College Academy organizational structure will include:

- Central Office Staff:
  - District Director of Curriculum and Instruction- Lead Contact
  - Assistant Superintendent
  - Superintendent of Schools



- Keyport Public Schools Staff:
  - High School Principal
  - Assistant Principal of Guidance
  - School Guidance Counselor
  - Coordinator assigned to the RS-ECA students, if not one of the above

Within the current responsibilities of their positions, the administrative staff from both institutions will collaborate to ensure the smooth daily functioning of the site and the growth and development of the program. The Student Services staff from both institutions will collaborate to ensure accurate advising is made available, tutoring needs and student issues are addressed, admissions and registration procedures are managed in a timely fashion and student activities are planned and promoted to all students at the site. The faculty from both institutions will collaborate to ensure a conducive learning environment is maintained and explore joint opportunities to further develop the objectives of the Rising Stars Early College Academy academic program.

The Keyport Public Schools agrees to be the point of contact for parents of Keyport High School students enrolled in the Rising Stars Early College Academy program.

- Be responsible to:
  - Select qualified students for the program
  - Staff the high school classes and administrative/counseling positions
- Promote, recruit and select students for each cohort
- Promote expanded dual enrollment opportunities for Juniors and Seniors in the second year of the RS-ECA.
- Identify members of the Rising Stars Early College Academy
- Release students in their junior and senior years to attend classes at Hazlet HEC and Lincroft campus
- Be the point of contact for parents of Keyport Public Schools students enrolled in the Rising Stars Early College Academy program,
- Provide counseling and support services for students,
- Obtain a contract signed by parents and students outlining conditions of the program, parent and student responsibilities, and a release to Brookdale for the academic information regarding Keyport Public Schools students enrolled in the Rising Stars Early College program,
- Give Keyport School District credit to Keyport High School students who earn a D grade or better in Brookdale courses,
- Name Brookdale as an additional insured on its general liability policies.

Brookdale agrees to:

- Be responsible to:
  - Administer all aspects of the college courses
  - Hire faculty for the college courses, providing instructional and academic support for one block in the freshmen and two blocks in the sophomore year following the high school academic calendar
  - Expand dual enrollment opportunities for eligible Juniors and Seniors in the RA-ECA second year.
  - Provide access to all college support services and college life and activities at the Lincroft campus

- Secure from the **(sponsored)** “students”: tuition, fees, and funds for supplies and books for the program,
- Administer the Accuplacer Placement Test to students at the end of their freshman year,
- Assign a grade and credit for students at the completion of the course(s) and release the grade(s) to Keyport Public Schools,
- Batch register Keyport High School students at the beginning of the semester for Rising Stars Early College Academy courses,
- Place Rising Stars Early College Academy students in classes with a mix of college students when attending Hazlet HEC and Lincroft Campus,
- Provide academic advising for students,
- Offer classes during high school hours that are convenient for students participating in some extra-curricular activities.
- Release academic and disciplinary information to the Keyport Public Schools,

#### VI. Facilities

The Rising Stars Early College Academy program will be housed in Keyport High School for the freshman sophomore, and Fall Junior years, and in the Brookdale Hazlet Higher Education Center and Lincroft campus for the junior and senior years. It is anticipated that Rising Stars Early College Academy students will be integrated into the regular college courses conducted at each site. Brookdale will not be responsible for equipping and maintaining space for the exclusive use of Keyport Public Schools.

#### VII. Financial Model

The FTEs generated by Brookdale courses will be credited to Brookdale. Students will not be eligible to apply for federal or state financial aid. The rate of tuition and fees will be consistent with the College’s Dual Enrollment practices and procedures shown below.

Students attending:

- A regular class at any Brookdale location pay full tuition and fees.
- Dual Enrollment at the high schools using a high school teacher approved as a Brookdale Adjunct
  - Brookdale does not pay the teacher
  - Students pay 1/3 tuition
  - All fees are waived
- Dual Enrollment at the high schools for which Brookdale pays for the faculty:
  - Students pay 50% tuition
  - All fees are waived
- **“the definition of “student” includes any other institutional support through the school or district, a donor, or other party providing financial support toward a student’s tuition, fees, and /or textbooks.” These commitments will identify students as “sponsored”.**

#### VIII. Termination of the MOA

Brookdale and the Keyport Public Schools intend for this program to provide a stable and reliable educational opportunity for students of the Keyport High School. Each party agrees to a five-year commitment to the Rising Stars Early College Academy initiative allowing the first two cohorts to complete



the program. The MOA may be extended as agreed to by the parties. If, after two years of operation, the program is under-enrolled the two institutions will jointly determine if it will be continued.

Either party may terminate this MOA, with or without cause, upon one (1) academic year advanced notice (i.e., by July 1 of the prior year). If the program will be terminated, currently enrolled students in good academic standing will be provided means to complete their associate degree and high school diploma.

IN WITNESS WHEREOF, the parties have caused this MOA to be signed by its duly authorized officer, to become effective when signed and approved by the respective institution's board to begin program operation in September 2017, regardless of the date of execution.

#### **IX. TERMS OF AGREEMENT**

This Agreement shall be effective September 1, 2017, regardless of the date of execution and shall continue in full force for the duration of the Agreement unless terminated in accordance with paragraph VIII, above.

##### **General Provisions**

This MOA shall bind and benefit the respective parties and their legal successors, but shall not otherwise be assignable, in whole or in part, to another institution without first obtaining written consent from Brookdale and the Keyport Public Schools.

This MOA shall be subject to all present and future valid laws, orders, rules and regulations of the United States of America, the State of New Jersey, and any other regulatory body thereof having jurisdiction. Venue and exclusive jurisdiction for any cause of action, which may arise out of or be connected with this MOA, shall be in State and Federal courts located in the State of New Jersey, Monmouth County and Trenton, New Jersey, respectively, unless changed by mutual agreement by all parties involved.

Brookdale and the Keyport Public Schools assert that they have adopted and will communicate to faculty members and students the appropriate policies and procedures regarding non-discrimination and harassment and each have responsibility to provide a learning and working environment free from unlawful discrimination. All forms of unlawful discrimination based upon race, creed, color, national origin, ancestry, age, gender (including sexual harassment), marital status, familial status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the US Armed Forces, or disability are prohibited. All complaints involving discrimination and harassment will be communicated to the EP-ECA administrator immediately and will be addressed expeditiously by the institution involved. At the conclusion of an investigation/action taken, the party will communicate resolution of the matter with the appropriate administrators. It is the responsibility of each party to provide to the administrators the name, campus address, telephone number and e-mail address of the person employed by the party to be responsible for handling the institution's student and employee discrimination issues.

Keyport Public Schools shall maintain bodily injury and property damage insurance arising from the program and such other insurance as may be required by lease agreement between the parties. Policies maintained by Keyport Public Schools shall contain a waiver of subrogation provision waiving any right of the insurer to subrogation against Brookdale.

Keyport Public Schools shall name Brookdale as an additional insured on its general liability policies.

Each party will be responsible for the negligent conduct of its agents and employees for injuries caused by said conduct.

Workers' Compensation Insurance Coverage for employees of each party will be provided by each party as required by New Jersey statutes and regulations. Proof of Workers' Compensation Insurance coverage with a certificate of insurance is also required. Each party shall also carry property coverage for materials and supplies and equipment that will be on location.

Nothing contained in this MOA shall operate to make any employee of Brookdale an employee of the Keyport Public Schools nor make any employee of the Keyport Public Schools an employee of Brookdale. Employees of Brookdale and the Keyport Public Schools providing services to the Rising Stars Early College Academy program shall be solely subject to the policies and procedures of their respective employer.

Brookdale and the Keyport Public Schools each agree, to the extent authorized under the Constitution and the laws of the State of New Jersey, to indemnify and hold the other harmless from any claim, demand, suit, loss or liability which the indemnified party may sustain as a result of the indemnifying parties breach of its duties under this Agreement; however, neither party shall have any obligation or liability under this paragraph for claims, demands or causes of action arising out of the intentional or negligent conduct (whether sole, joint, concurring or otherwise) of the party, its officers, employees, agents, licensees or invitees, or for the intentional or negligent conduct of any person or entity not subject to such party's supervision or control.

The Parties to this MOA have had full opportunity to participate and have participated in the drafting and revising of the language of this MOA, and nothing in this MOA shall be construed against the party drafting this MOA because of having drafted this MOA or any specific provision hereof.

Any amendments or additions to this MOA shall be in writing and approved in the same manner used to approve this MOA, consistent with the policies and procedures of Brookdale and the school district.

Brookdale Community College:

Keyport Public Schools:

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Date

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Date





# **Rising Stars Academy at Keyport High School**

Semester 1	BCC Credits	HS Credits	Semester 2	BCC Credits	HS Credits
English 1		5	English 2		5
Geometry H		5	Algebra II H		5
Elem. Span. 1 / SPAN 101	4	5	Elem. Span. 2 / SPAN 102	4	5
Keyport HS			Keyport HS		
PE/Health 9		5	First Year seminar / HUDV 107	1	
			Keyport HS - Fridays		
			World History		5
<b>Total BCC Credits = 9</b>					
Art I		5	PE/Driver's Ed		5
English Comp: Writing Process/ENGL 121	3	5	American Civilization/HIST 135	3	5
Keyport HS			Keyport HS		
Information Tech / COMP 129	3	5	English Comp: Writing & Research/ENGL 122	3	5
Keyport HS			Keyport HS		
Biology		5	Pre Calc H		5
<b>Total BCC Credits = 12</b>					
PE/Health 11		5	Elective		5
Principles of Sociology/SOC 101	3	5	Statistics/MATH 131	4	5
Keyport HS			BCC Health		
Intro to Psychology/PSYC 106	3	5	Cultural Anthropology/ANTH 105	3	5
Keyport HS			BCC Health		
Elective (or Chem)		5	Elective		5
<b>Total BCC Credits = 13</b>					
American National Government/POLI 105	3	5	Micro Economics/ECON 105	3	5
BCC			BCC		
Environmental Science/ENVR 107	4	5	Life Science/Biol 105	4	5
BCC			BCC		
American Civilization II/HIST 136	3	5	Public Speaking/SPCH 115	3	5
BCC			BCC		
World Literature / ENGL 335	3	5	Human Growth & Development/PSYC 306	3	5
BCC			BCC		
<b>Total BCC Credits = 26</b>					

\*Option 2 for 12th grade PE/Health, or possibly Fridays? → Also 5 HS Credits

### 5.1 Curriculum

Brookdale Community College (herein **College**) is entering into an Early College High School initiative with Keyport School District (herein **KSD**), to be known as the Keyport Rising Stars Early College Academy (herein **KRSECA**), empowering students to graduate with an Associate of Arts Degree in Social Sciences and a high school diploma simultaneously.

Up to 50% of the curriculum will be delivered at **Keyport High School** (herein **KHS**), a location that is geographically apart from any **College** campus or additional location, during the first two years of the program.

### RECOMMENDATIONS

The President recommends that the Board of Trustees adopt a resolution approving the **College** enter into this partnership with **KSD** to be called the Keyport Rising Stars Early College Academy.

**RESOLUTION**

**WHEREAS**, Brookdale Community College (herein **College**), is entering into an Early College High School initiative with Keyport School District (herein **KSD**), to be known as the Keyport Rising Stars Early College Academy (herein **KRSECA**), empowering students to graduate with an Associate of Arts in Social Sciences Degree and a high school diploma simultaneously; and

**WHEREAS**, **KSD** and the **College** are guided by highly similar visions, missions and values; and

**WHEREAS**, the two institutions have agreed to provide select students in the freshman class beginning in Fall 2017 an opportunity to complete an Associate of Arts Degree in Social Sciences over the course of four academic years; and

**WHEREAS**, the first two years of the program will be delivered at **Keyport High School** (herein **KHS**), a location that is geographically apart from any **College** campus or additional location; and

**WHEREAS**, the first two years of the program curriculum will include courses meeting degree requirements.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that the **College** enter into this partnership with Keyport School District to be called the Keyport Rising Stars Early College Academy.

May 2, 2017

**MIDDLETOWN TOWNSHIP EARLY COLLEGE ACADEMY  
MEMORANDUM OF AGREEMENT  
BETWEEN  
BROOKDALE COMMUNITY COLLEGE AND THE MIDDLETOWN TOWNSHIP SCHOOL DISTRICT**

**I. INTRODUCTION AND MISSION**

This Memorandum of Agreement (MOA) states the core agreement between Brookdale Community College (Brookdale) and the Middletown Township School District regarding the development and operation of the Middletown Township Early College Academy.

Brookdale and the Middletown Township School District are guided by similar visions, missions and values; the commitment to educational access and attainment for all permeates both institutional cultures. The organizing principle of Middletown Township Early College Academy is the collaboration of people and resources to create new higher education opportunities for Middletown Township School District. The Middletown Township Early College Academy is intended to provide entry into higher education for academically-prepared high school students beginning in the 9<sup>th</sup> grade affording them the opportunity to concurrently earn an Associate in Arts degree or Associate in Science degree while also achieving their high school diploma.

This MOA is effective at the time of signing; programming will begin September 1, 2017. Brookdale and the Middletown Township School District agree to, at least, a five year commitment to the Middletown Township Early College Academy which may be extended by joint agreement of both parties. In addition to this MOA, each respective governing board will adopt a resolution authorizing them to participate in this agreement.

**II. PROGRAM CONCEPT AND OVERSIGHT**

The goal is to have a cohort of approximately 25 academically-qualified freshmen who attend Middletown High School North and Middletown High School South be admitted to the Middletown Township Early College Academy program beginning in fall 2017 and in each academic year after that. Throughout their four years in high school, students will take Brookdale courses that concurrently satisfy the Associate in Arts degree or Associate in Science degree requirements for their high school diploma and the College's Associate in Arts, Social Science degree, or Associate in Science as well as additional college-level courses in fulfillment of the Associate degree requirements.

For the freshman and sophomore years, students will take high school and advanced placement classes and the Brookdale Freshman Seminar (HUD) identified in the Middletown Township Early College Academy program of study at Middletown Township High School North or Middletown Township High School South. During the junior and senior years, students will be enrolled in coursework to be delivered at Middletown Township High School North or Middletown Township High School South and the Brookdale Lincroft campus. Full-time and adjunct Brookdale faculty will deliver the approved college curriculum and the rigor of the courses will be comparable to those at any Brookdale location. An array of academic and student support services will be provided by Brookdale and the Middletown Township School District throughout the duration of the program.



A Middletown Township Early College Academy Council will be established as a joint advisory body on matters relating to the operation of the Middletown Township Early College Academy. The Council will consist of members from each institution representing academic, student and administrative affairs who will represent the views of their respective institution on Middletown Township Early College Academy matters. Brookdale will convene and facilitate the Council that will meet, at least, twice a year, provide periodic updates and a written end-of-the-semester status report to the administration of each institution.

### **III. THE ACADEMIC PROGRAM**

The curriculum was designed by a joint Brookdale/Middletown Township School District team to concurrently satisfy requirements of the Middletown Township School District diploma and Brookdale Associate in Arts, Social Science degree, or Associate in Science degree. Decisions about the sequence of offerings will continue to be made collaboratively between the two institutions.

The objectives of this program are to:

- Provide rigorous and engaging instruction
- Create new pathways to college degree attainment
- Facilitate timely progression through the curriculum
- Provide for concurrent high school and community college graduation

#### **Curriculum**

The curriculum and sequence of offerings are detailed below in the curriculum schedule between the Middletown Township School District curriculum and the Brookdale Social Science AA degree or AS degree.

#### **Middletown Township Early College Academy Proposed Curriculum for the Brookdale Community College Social Science AA or AS Degree**

**See Addendum**

#### **Faculty**

Brookdale will ensure qualified full-time and/or adjunct faculty teach all college courses as determined by the standards in the discipline and requirements of the College utilizing the same criteria and selection process for any Brookdale offering. Middletown Township School District teachers may be hired as adjunct faculty in the program consistent with the Dual Enrollment On-Site Adjunct Faculty policies and procedures. Each Middletown Township High School North and Middletown Township High School South-Brookdale adjunct faculty member will have a discipline-specific faculty mentor assigned to them by the Brookdale academic department chair for each course they teach for the first time for up to a year. Classroom observations and faculty evaluations will also be conducted in accordance with these procedures.

### **Academic Services and the Library**

The Middletown Township School District and Brookdale will provide all essential academic services for their respective courses at the Middletown Township School District and Lincroft campuses through local and/or remote modalities. Each institution will provide its Middletown Township Early College Academy students access to the institution's library via face-to-face or remote means. Middletown Township Early College Academy students will be issued a Brookdale ID card and will have access to library services and academic resources at any Brookdale location.

### **Academic Calendar**

A calendar will be developed for the delivery of the courses required in each year that meets the total time requirements for each academic credit hour. This will include: start dates, end dates, holidays, etc. for each of the first two years of the ECHSP at High School and the location of classes. The third and fourth year on the Lincroft campus students will follow the Brookdale calendar and enroll in any section of the courses required for degree completion.

### **Student Continuation Criteria and Program Assessment**

College course grades will be assigned by the respective Brookdale faculty. Students' continuation in the program will be based on satisfactory academic progress; that is, a grade of C or better in each course the student is taking each semester.

The standard program assessment measures will be conducted including, but not limited to, classroom observations, and Student Opinion Reports (SORs). Both institutions will be expected to participate, as needed, in any evaluation of the Middletown Township Early College Academy by the New Jersey Commission for Higher Education, the Middle States Regional Accrediting Agency, and/or other professional accrediting bodies or review boards.

## **IV. STUDENT SERVICES**

Brookdale will provide student services at the Brookdale Lincroft campus for the junior and senior years of each cohort including admissions, advising, registration and tutoring as needed for their respective courses. The Middletown Township School District and Brookdale Community College will also support adjustment to college by providing a student success seminar in the first year of the program. Brookdale will integrate the Middletown Township Early College Academy juniors and seniors in services and activities offered at the Lincroft campus where they will enjoy all the rights and privileges of Brookdale students. The Middletown Township School District will provide student services at Middletown Township High School North and Middletown Township High School South if needed for high school classes.

### **Program Eligibility and Admissions**

The Middletown Township School District will determine the eligibility criteria and selection process for students to enter the program. Both institutions will jointly manage the admission process that will include attendance at an Middletown Township Early College Academy Orientation for students and parents. Once selected, students will be required to:

- Submit a Brookdale application (The \$25 application fee will be waived)
- Take the Accuplacer Placement Test at the end of their freshman year and obtain a passing cut score on all sections or have the following SAT scores:

- o 530 Math to be waived from the Computation/Elementary Algebra Accuplacer sections
- o 480 Critical Reading to be waived from the Reading/Writing Accuplacer sections
- Student and parent/guardian will sign a Brookdale release form authorizing release of attendance records, etc.

### **Provisions for Disabilities**

Brookdale and the Middletown Township School District will abide by policies and procedures of the Americans with Disabilities Act and section 504 of the Rehabilitation Act applicable to their respective institutions. They will utilize their own policies and procedures to evaluate requests for accommodations, and, where possible, collaborate and share resources to respond to student, staff and faculty needs. Accommodations for college classes in the third and fourth years of the program, while students are also attending the Lincroft campus, will be determined by the College and may differ from those prescribed in prior years because of differences in the laws applicable to each institution.

Students with disabilities are eligible for participation in the Middletown Township Early College Academy and must meet the same eligibility criteria as non-disabled students. The Middletown Township School District remains the local educational agency ("LEA") responsible for developing students' Individualized Education Programs ("IEPs") in accordance with State and federal law, and for ensuring that students with IEPs receive a free and appropriate public education ("FAPE") in the least restrictive environment. In order to ensure that students with IEPs and 504 Plans are appropriately accommodated, the Middletown Township School District shall contact Brookdale's Disability Services Office regarding any accommodations and related services that may be necessary. The Middletown Township School District will reflect any differences between high school accommodations and Middletown Township Early College Academy accommodations in the IEP or 504 plan of the individual student. Students without IEPs and 504 plans who may need academic accommodations and/or related services must apply through Brookdale's Disability Services Office.

### **Student Conduct and Discipline**

Brookdale and the Middletown Township School District will each be responsible for student conduct and discipline matters relating to non-academic operations of the program. Students will be held to the terms and conditions of the Brookdale Student Conduct Code and Student Integrity Code in all college-level courses and while in any Brookdale facility. They will also be held to the Middletown Township School District Student Conduct and disciplinary policies throughout their participation in the program.

In academic matters, Brookdale policies and procedures, including grade appeals, allegations of cheating, plagiarism, etc. shall prevail for all college-level courses. Middletown Township School District academic policies shall prevail for all high school courses.

### **Marketing and Promotion**

The Middletown Township School District, with assistance from Brookdale, will be responsible to develop and distribute Middletown Township Early College Academy promotional materials, conduct parental informational and support workshops, and develop a Middletown Township Early College Academy website. Opportunities for conference presentations and grant funding will also be pursued to promote the growth and awareness of the program on a regional and national level.

## **V. Program Management**

The Brookdale organizational structure at the Lincroft campus includes:

- Administrative Staff: A full-time Center Director and office assistants who handle administrative matters related to program delivery, facilities management and community outreach.
- Student Services Staff: A full-time Student Services Generalist, full-time Student Assistant, part-time Student Development Associate and part-time Counselor all of whom handle admissions, advising, registration, tutoring, student issues and activities;
- Instructional Staff: full-time and adjunct faculty who come to the site to teach classes and hold office hours;
- Program and Facilities Support Staff: Support services staff come from the Lincroft campus, as needed, for technology, marketing, etc. assistance.

The Middletown Township Early College Academy organizational structure will include:

- Central Office Staff:
  - District Director of Curriculum and Instruction- Lead Contact
  - Assistant Superintendent
  - Superintendent of Schools
- Middletown Township High School North and Middletown Township High School South Staff:
  - High School Principal
  - Assistant Principal of Guidance

Within the current responsibilities of their positions, the administrative staff from both institutions will collaborate to ensure the smooth daily functioning of the site and the growth and development of the program. The Student Services staff from both institutions will collaborate to ensure accurate advising is made available, tutoring needs and student issues are addressed, admissions and registration procedures are managed in a timely fashion and student activities are planned and promoted to all students at the site. The faculty from both institutions will collaborate to ensure a conducive learning environment is maintained and explore joint opportunities to further develop the objectives of the Middletown Township Early College Academy academic program.

The Middletown Township School District agrees to:

- Be responsible to :
  - Select qualified students for the program
  - Staff the high school classes and administrative/counseling positions
- Promote, recruit and select students for each cohort
- Identify members of the Middletown Township Early College Academy Council
- Release students in their junior and senior years to attend classes at Brookdale's Lincroft campus
- Be the point of contact for parents of Middletown Township School District students enrolled in the Middletown Township Early College Academy program.
- Provide counseling and support services for students
- Obtain a contract signed by parents and students outlining conditions of the program, parent and student responsibilities, and a release to Brookdale for the academic information regarding Middletown Township School District students enrolled in the Middletown Township Early College Academy program



- Give Middletown Township School District credit to Middletown Township High School North and Middletown Township High School South students who earn a D grade or better in Brookdale courses
- Name Brookdale as an additional insured on its general liability policies

Brookdale agrees to:

- Be responsible to :
  - Administer all aspects of the college courses
  - Hire faculty for the college courses
  - Provide access to all college support services and college life and activities at the Lincroft campus
- Assist with the selection of students for the Middletown Township Early College Academy
- Identify members of the Middletown Township Early College Academy Council
- Be responsible for securing from the students: tuition, fees, and funds for supplies and books for the program
- Administer the Accuplacer Placement Test to students at the end of their freshman year
- Assign a grade and credit for students at the completion of the course(s) and release the grade(s) to the Middletown Township School District
- Batch register Middletown Township School District students at the beginning of the semester for Middletown Township Early College Academy courses
- Place Middletown Township Early College Academy students in classes with a mix of college students
- Provide academic advising for students
- Offer classes during high school hours that are convenient for Middletown athletes
- Release academic and disciplinary information to the Middletown Township School District

#### **Accreditation**

As Middletown Township School District is essentially establishing a high school program in a different location, the school district will be responsible for obtaining Middle States and state approval for the program.

#### **VI. Facilities**

The Middletown Township Early College Academy program will be housed in Middletown Township High School North and Middletown Township High School South for the freshman and sophomore years, and in both the Middletown Township School District high schools and Brookdale's Lincroft campus for the junior and senior years. It is anticipated that Middletown Township Early College Academy students will be integrated into the regular college courses conducted at each site. Brookdale will not be responsible for equipping and maintaining space for the exclusive use of the Middletown Township School District.

#### **VII. Financial Model**

The FTEs generated by Brookdale courses will be credited to Brookdale. Students will not be eligible to apply for federal or state financial aid. The rate of tuition and fees will be consistent with the College's Dual Enrollment practices and procedures shown below.

Students attending:

- A regular class at any Brookdale location pay full tuition and fees.
- Dual Enrollment at the high schools using a high school teacher

- o Brookdale does not pay the teacher
- o Students pay 1/3 tuition
- o All fees are waived
- Dual Enrollment at the high schools for which Brookdale pays for the faculty:
  - o Students pay 50% tuition
  - o All fees are waived

#### **VIII. Termination of the MOA**

Brookdale and the Middletown Township School District intend for this program to provide a stable and reliable educational opportunity for students of the Middletown Township School District. Each party agrees to a five-year commitment to the Middletown Township Early College Academy initiative allowing the first two cohorts to complete the program. The MOA may be extended as agreed to by the parties. If, after two years of operation, the program is under-enrolled the two institutions will jointly determine if it will be continued.

Either party may terminate this MOA, with or without cause, upon one (1) academic year advanced notice (i.e., by July 1 of the prior year). If the program will be terminated, currently enrolled students in good academic standing will be provided means to complete their associate degree and high school diploma.

#### **IX. TERMS OF AGREEMENT**

This Agreement shall be effective September 1, 2017, regardless of the date of execution and shall continue in full force for the duration of the Agreement unless terminated in accordance with paragraph VIII, above.

##### **General Provisions**

This MOA shall bind and benefit the respective parties and their legal successors, but shall not otherwise be assignable, in whole or in part, to another institution without first obtaining written consent from Brookdale and the Middletown Township School District.

This MOA shall be subject to all present and future valid laws, orders, rules and regulations of the United States of America, the State of New Jersey, and any other regulatory body thereof having jurisdiction. Venue and exclusive jurisdiction for any cause of action, which may arise out of or be connected with this MOA, shall be in State and Federal courts located in the State of New Jersey, Monmouth County and Trenton, New Jersey, respectively, unless changed by mutual agreement by all parties involved.

Brookdale and the Middletown Township School District assert that they have adopted and will communicate to faculty and students appropriate policies and procedures regarding non-discrimination and harassment and each have responsibility to provide a learning and working environment free from unlawful discrimination. All forms of unlawful discrimination based upon race, creed, color, national origin, ancestry, age, gender (including sexual harassment), marital status, familial status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the US Armed Forces, or disability are prohibited. All complaints involving discrimination and harassment will be communicated to the EP-ECA administrator immediately and will be addressed expeditiously by the institution involved. At the conclusion of an investigation/action taken, the party

will communicate resolution of the matter with the appropriate administrators. It is the responsibility of each party to provide to the administrators the name, campus address, telephone number and e-mail address of the person employed by the party to be responsible for handling the institution's student and employee discrimination issues.

Middletown Township School District shall maintain bodily injury and property damage insurance arising from the program and such other insurance as may be required by lease agreement between the parties. Policies maintained by Middletown Township School District shall contain a waiver of subrogation provision waiving any right of the insurer to subrogation against Brookdale.

Each party will be responsible for the negligent conduct of its agents and employees for injuries caused by said conduct.

Workers' Compensation Insurance Coverage for employees of each party will be provided by each party as required by New Jersey statutes and regulations. Proof of Workers' Compensation Insurance coverage with a certificate of insurance is also required. Each party shall also carry property coverage for materials and supplies and equipment that will be on location.

Nothing contained in this MOA shall operate to make any employee of Brookdale an employee of the Middletown Township School District nor make any employee of the Middletown Township School District an employee of Brookdale. Employees of Brookdale and the Middletown Township School District providing services to the Middletown Township Early College Academy program shall be solely subject to the policies and procedures of their respective employer.

Brookdale and the Middletown Township School District each agree, to the extent authorized under the Constitution and the laws of the State of New Jersey, to indemnify and hold the other harmless from any claim, demand, suit, loss or liability which the indemnified party may sustain as a result of the indemnifying parties breach of its duties under this Agreement; however, neither party shall have any obligation or liability under this paragraph for claims, demands or causes of action arising out of the intentional or negligent conduct (whether sole, joint, concurring or otherwise) of the party, its officers, employees, agents, licensees or invitees, or for the intentional or negligent conduct of any person or entity not subject to such party's supervision or control.

The Parties to this MOA have had full opportunity to participate and have participated in the drafting and revising of the language of this MOA, and nothing in this MOA shall be construed against the party drafting this MOA because of having drafted this MOA or any specific provision hereof.

Any amendments or additions to this MOA shall be in writing and approved in the same manner used to approve this MOA, consistent with the policies and procedures of Brookdale and the school district.

IN WITNESS WHEREOF, the parties have caused this MOA to be signed by its duly authorized officer, to become effective when signed and approved by the respective institution's board to begin program operation in September 2016, regardless of the date of execution.

Brookdale Community College:

Middletown Township School District:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



MT ECA Credit Distributions

Associate of Science				Associate of Arts			
Grade 9				Grade 9			
Course	HS Credit	AP Credit	Brookdale Credit	Course	HS Credit	AP Credit	Brookdale Credit
Physical Education&Health	5			Physical Education&Health	5		
Biology Honors	5			Biology Honors	5		
Algebra II Honors	5			Algebra II Honors	5		
World History Honors	5			World History Honors	5		
World Literature Honors	5			World Literature Honors	5		
World Language	5			World Language	5		
AP Art History (BCC ARTH 105)	5	3		AP Art History (BCC ARTH 105)	5	3	
Econ. & Entrepren. Literacy	2.5			Econ. & Entrepren. Literacy	2.5		
HUD	2.5		1	HUD	2.5		1
<b>Credits Grade 9</b>	<b>40</b>	<b>3</b>	<b>1</b>	<b>Credits Grade 9</b>	<b>40</b>	<b>3</b>	<b>1</b>
Grade 10				Grade 10			
Course	HS Credit	AP Credit	Brookdale Credit	Course	HS Credit	AP Credit	Brookdale Credit
Physical Education&Health	5			Physical Education&Health	5		
Chemistry Honors	5			Chemistry Honors	5		
Pre-Calculus Honors	5			Geometry Honors	5		
AP English Language & Comp (BCC ENGL 121 & 122)	5	3 + 3 = 6		AP English Language & Comp (BCC ENGL 121 & 122)	5	3 + 3 = 6	
World Language	5			World Language	5		
US History I Honors	5			US History I Honors	5		
AP Computer Science Principles (BCC Comp 129)	5	3		AP Government & Politics (BCC POLI 105)	5	3	
AP Prob. & Statistics (BCC Math 131)	5	4		AP Human Geography (BCC HGO 105)	5	3	
<b>Credits Grade 10</b>	<b>40</b>	<b>13</b>		<b>Credits Grade 10</b>	<b>40</b>	<b>12</b>	
Grade 11				Grade 11			
Course	HS Credit	AP Credit	Brookdale Credit	Course	HS Credit	AP Credit	Brookdale Credit
Physical Education&Health	5			Physical Education&Health	5		
AP Calculus AB (BCC Math 171)	5	4		AP Bio	5	4	

MT ECA Credit Distributions

Associate of Science				Associate of Arts			
AP English Literature & Comp (BCC ENGL 245 & 246)	5	3 + 3 = 6		AP US History (BCC HIST 135 & 136)	5	3 + 3 = 6	
AP Human Geo (BCC GEOG 105)	5	3		AP English Literature & Comp (BCC ENGL 245 & 246)	5	3 + 3 = 6	
BCC HIST 105 or 106	5		3	BCC SPCH 115	5		3
BCC BIOL 101	5		4	BCC Math 131	5		4
BCC BIOL 102	5		4	BCC PSYC 105	5		3
BCC ENVIR 107	5		4	BCC SOCI 101	5		3
<b>Credits Grade 11</b>	<b>40</b>	<b>13</b>	<b>15</b>	<b>Credits Grade 11</b>	<b>40</b>	<b>16</b>	<b>13</b>
<b>Grade 12</b>				<b>Grade 12</b>			
<b>Course</b>	<b>HS Credit</b>	<b>AP Credit</b>	<b>Brookdale Credit</b>	<b>Course</b>	<b>HS Credit</b>	<b>AP Credit</b>	<b>Brookdale Credit</b>
Physical Education&Health	5			Physical Education&Health	5		
High School Elective	5			BCC Short Story/BCC Composition (Taken at your home high school-dual enrollment)	5		3 + 3 = 6
English & Expos Writing Honors OR BCC Short Story/Composition (Taken at your home high school)	5			Law, Justice & Society	5		
US History 2 Honors or AP US History	5			Public Policy	5		
BCC Math 172	5		4	BCC Comp 129	5		3
BCC CHEM 101	5		4	BCC PSYC 208	5		3
BCC Science CHEM 102	5		4	BCC ANTH 105	5		3
BCC Science (Lab Choice)	5		4	BCC Math 153	5		4
<b>Credits Grade 12</b>	<b>40</b>		<b>16</b>	<b>Credits Grade 12</b>	<b>40</b>		<b>19</b>
HS Credits	160			HS Credits	160		
Credits A. S.		29	32	Credits A.A.		31	33
<b>Total Credits A.S. = 61</b>				<b>Total Credits A.A. = 64</b>			



### 5.1 Curriculum

Brookdale Community College (herein **College**) is entering into an Early College High School initiative with Middletown Township School District (herein **MTSD**), to be known as the Middletown Township Early College Academy (herein **MTECA**) empowering students to graduate with an Associate's of Arts Degree in Social Sciences or an Associate's of Science Degree in Math/Science-Science Option and high school diploma simultaneously.

Up to 50% of the curriculum will be delivered at **Middletown High School North** (herein **MHSN**) and **Middletown High School South** (herein **MHSS**), locations that are geographically apart from any **College** campus or additional location, during the first two years of the program.

### RECOMMENDATIONS

The President recommends that the Board of Trustees adopt a resolution approving the **College** enter into this partnership with Middletown Township School District to be called the Middletown Township Early College Academy.

**RESOLUTION**

**WHEREAS**, Brookdale Community College (herein **College**), is entering into an Early College High School initiative with Middletown Township High School (herein **MTHS**), to be known as the Middletown Township Early College Academy (herein **MTECA**), empowering students to graduate with an Associate's of Arts Degree in Social Sciences or an Associate's of Science Degree in Math/Science-Science Option and high school diploma simultaneously; and

**WHEREAS**, **MTHS** and the **College** are guided by highly similar visions, missions and values; and

**WHEREAS**, the two institutions have agreed to provide select students in the freshman class beginning in Fall 2017 an opportunity to complete an Associate's of Arts Degree in Social Sciences or an Associate's of Science Degree in Math/Science-Science Option over the course of four academic years; and

**WHEREAS**, the first two years of the program will be delivered at Middletown High School North (herein **MHSN**) and **Middletown High School South** (herein **MHSS**), locations that are geographically apart from any **College** campus or additional location; and

**WHEREAS**, the first two years of the program curriculum will include AP courses with scores of 3-5 for Brookdale transfer, and a HUDV-107 Human Development course.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that the **College** enter into this partnership with Middletown High School to be called the Middletown Township Early College Academy.

May 2, 2017

**WALL CRIMSON COLLEGE ACADEMY  
MEMORANDUM OF AGREEMENT  
BETWEEN  
BROOKDALE COMMUNITY COLLEGE AND THE WALL TOWNSHIP PUBLIC SCHOOLS**

**I. INTRODUCTION AND MISSION**

This Memorandum of Agreement (MOA) states the core agreement between Brookdale Community College (Brookdale) and the Wall Township Public Schools (WTPS) regarding the development and operation of the Wall Crimson College Academy.

Brookdale and the WTPS are guided by similar visions, missions and values; the commitment to educational access and attainment for all permeates both institutional cultures. The organizing principle of Wall Crimson College Academy is the collaboration of people and resources to create new higher education opportunities for WTPS. The Wall Crimson College Academy is intended to provide entry into higher education for academically-prepared high school students beginning in the 9<sup>th</sup> grade affording them the opportunity to concurrently earn an Associate in Arts, Social Science degree, or Associate in Science degree while also achieving their high school diploma.

This MOA is effective at the time of signing; programming will begin September 1, 2017. Brookdale and the WTPS agree to, at least, a five year commitment to the Wall Crimson College Academy which may be extended by joint agreement of both parties. In addition to this MOA, each respective governing board will adopt a resolution authorizing them to participate in this agreement.

**II. PROGRAM CONCEPT AND OVERSIGHT**

The goal is to have a cohort of approximately 25 academically-qualified freshmen who attend WTPS be admitted to the Wall Crimson College Academy program beginning in September 2017 and in each academic year after that. Throughout their four years in high school, students will take Brookdale courses that concurrently satisfy the Associate in Arts degree- Social Science or Associate in Science degree requirements for their high school diploma and the College's Associate in Arts, Social Science degree, or Associate in Science as well as additional college-level courses in fulfillment of the Associate degree requirements.

For the freshman year, students will take high school and advanced placement classes in the Wall Crimson College Academy program of study at Wall High School. The sophomore year will include Brookdale credit courses delivered at Wall High School. During the junior year, students will be enrolled in coursework to be delivered at the Brookdale Wall Campus and their senior year courses at the Brookdale Wall and Lincroft campuses. Full-time and adjunct Brookdale faculty will deliver the approved college curriculum and the rigor of the courses will be comparable to those at any Brookdale location. An array of academic and student support services will be provided by Brookdale and the WTPS throughout the duration of the program.

Curriculum Crosswalk and Schedule in Appendix A

A Wall Crimson College Academy Council will be established as a joint advisory body on matters relating to the operation of the Wall Crimson College Academy. The Council will consist of members from each

institution representing academic, student and administrative affairs who will represent the views of their respective institution on Wall Crimson College Academy matters. Brookdale will convene and facilitate the Council that will meet, at least, twice a year, provide periodic updates and a written end-of-the-semester status report to the administration of each institution.

### **III. THE ACADEMIC PROGRAM**

The curriculum was designed by a joint Brookdale/WTPS team to concurrently satisfy requirements of the WTPS diploma and Brookdale Associate in Arts, Social Science degree, or Associate in Science degree. Decisions about the sequence of offerings will continue to be made collaboratively between the two institutions.

The objectives of this program are to:

- Provide rigorous and engaging instruction
- Create new pathways to college degree attainment
- Facilitate timely progression through the curriculum
- Provide for concurrent high school and community college graduation

#### **Curriculum**

The curriculum and sequence of offerings are detailed in the curriculum schedule (Addendum A) between the WTPS curriculum and the Brookdale Social Science AA degree or AS degree.

#### **Faculty**

Brookdale will ensure qualified full-time and/or adjunct faculty teach all college courses as determined by the standards in the discipline and requirements of the College utilizing the same criteria and selection process for any Brookdale offering. WTPS teachers may be hired as adjunct faculty in the program consistent with the Dual Enrollment On-Site Adjunct Faculty policies and procedures. Each WTPS-Brookdale adjunct faculty member will have a discipline-specific faculty mentor assigned to them by the Brookdale academic department chair for each course they teach for the first time for up to a year. Classroom observations and faculty evaluations will also be conducted in accordance with these procedures.

#### **Academic Services and the Library**

The WTPS and Brookdale will provide all essential academic services for their respective courses at the WTPS, Wall and Lincroft campuses through local and/or remote modalities. Each institution will provide its Wall Crimson College Academy students access to the institution's library via face-to-face or remote means. Wall Crimson College Academy students will be issued a Brookdale ID card and will have access to library services and academic resources at any Brookdale location.

#### **Academic Calendar**

A calendar will be developed for the delivery of the courses required in each year that meets the total time requirements for each academic credit hour. This will include: start dates, end dates, holidays, etc. for each of the first two years of the Wall Crimson College Academy and the location of classes. The third and fourth year on the Lincroft campus students will follow the Brookdale calendar and enroll in any section of the courses required for degree completion.

### **Student Continuation Criteria and Program Assessment**

College course grades will be assigned by the respective Brookdale faculty. Students' continuation in the program will be based on satisfactory academic progress; that is, a grade of C or better in each course the student is taking each semester. WTPS will issue high school credit to WTPS students who earn a D grade or better in Brookdale courses.

The standard program assessment measures will be conducted including, but not limited to, classroom observations, and Student Opinion Reports (SORs). Both institutions will be expected to participate, as needed, in any evaluation of the Wall Crimson College Academy by the New Jersey Commission for Higher Education, the Middle States Regional Accrediting Agency, and/or other professional accrediting bodies or review boards.

### **IV. STUDENT SERVICES**

Brookdale will provide student services at the Brookdale Wall campus for the junior year and at the Brookdale Wall and Lincroft Campuses in the senior year of each cohort including admissions, advising, registration and tutoring as needed for their respective courses. Brookdale Community College will support adjustment to college by providing a student success seminar (HUDV 107) in the second year of the program. Brookdale will integrate the Wall Crimson College Academy juniors and seniors into services and activities offered at the Wall and Lincroft campuses where they will enjoy all the rights and privileges of Brookdale students. The WTPS will provide student services at Wall High School if needed for high school classes.

### **Program Eligibility and Admissions**

The WTPS will determine the eligibility criteria and selection process for students to enter the program. Both institutions will jointly manage the admission process that will include attendance at Wall Crimson College Academy Orientation for students and parents. Once selected, students will be required to:

- Submit a Brookdale application (The \$25 application fee will be waived)
- Take the Accuplacer Placement Test at the end of their freshman year and obtain a passing cut score on all sections **or** have the following SAT scores:
  - 530 Math to be waived from the Computation/Elementary Algebra Accuplacer sections
  - 480 Critical Reading to be waived from the Reading/Writing Accuplacer sections
- Student and parent/guardian will sign a Brookdale release form authorizing release of attendance records, etc.
- Obtain a contract signed by parents and students outlining conditions of the program, parent and student responsibilities, and a release to Brookdale for the academic information regarding WTPS students enrolled in the Wall Crimson College Academy program

### **Provisions for Disabilities**

Brookdale and the WTPS will abide by policies and procedures of the Americans with Disabilities Act and section 504 of the Rehabilitation Act applicable to their respective institutions. They will utilize their own policies and procedures to evaluate requests for accommodations, and, where possible, collaborate and share resources to respond to student, staff and faculty needs. Accommodations for college classes in the third and fourth years of the program, while students are also attending the Lincroft campus, will be determined by the College and may differ from those prescribed in prior years because of differences in the laws applicable to each institution.



Students with disabilities are eligible for participation in the Wall Crimson College Academy and must meet the same eligibility criteria as non-disabled students. The WTPS remains the local educational agency ("LEA") responsible for developing students' Individualized Education Programs ("IEPs") in accordance with State and federal law, and for ensuring that students with IEPs receive a free and appropriate public education ("FAPE") in the least restrictive environment. In order to ensure that students with IEPs and 504 Plans are appropriately accommodated, the WTPS shall contact Brookdale's Disability Services Office regarding any accommodations and related services that may be necessary. The WTPS will reflect any differences between high school accommodations and Wall Crimson College Academy accommodations in the IEP or 504 plan of the individual student. Students without IEPs and 504 plans who may need academic accommodations and/or related services must apply through Brookdale's Disability Services Office.

#### **Student Conduct and Discipline**

Brookdale and the WTPS will each be responsible for student conduct and discipline matters relating to non-academic operations of the program. Students will be held to the terms and conditions of the Brookdale Student Conduct Code and Student Integrity Code in all college-level courses and while in any Brookdale facility. They will also be held to the WTPS Student Conduct and disciplinary policies throughout their participation in the program.

In academic matters, Brookdale policies and procedures, including grade appeals, allegations of cheating, plagiarism, etc. shall prevail for all college-level courses. WTPS academic policies shall prevail for all high school courses.

#### **Marketing and Promotion**

The WTPS, with assistance from Brookdale, will be responsible to develop and distribute Wall Crimson College Academy promotional materials, conduct parental informational and support workshops, and develop a Wall Crimson College Academy website. Opportunities for conference presentations and grant funding will also be pursued to promote the growth and awareness of the program on a regional and national level.

#### **V. Program Management**

The Brookdale organizational structure at the Lincroft campus includes:

- Administrative Staff: The Brookdale K-12 Partnership office will handle administrative matters related to program delivery and direct students to the appropriate Student Services Staff.
- Instructional Staff: full-time and adjunct faculty who come to the site to teach classes;
- Program and Facilities Support Staff: Support services staff come from the Lincroft campus, as needed, for technology, marketing, assistance, etc.

The Wall School District will assign a program coordinator (or other qualified administrator) to manage the daily operations and interactions with students and faculty participating in the program at the Wall High School site; co-manage the transition of students in their Junior and Senior years.

The Wall Crimson College Academy organizational structure will include Administrative Council members from:



- Central Office Staff:
  - District Director of Curriculum and Instruction- Lead Contact
  - District Director of Guidance
  - Superintendent of Schools
- WTPS Staff:
  - High School Principal
  - Supervisor of Instruction-STEM
  - Supervisor of Instruction- Humanities
  - School Guidance Counselor

Within the current responsibilities of their positions, the administrative staff from both institutions will collaborate to ensure the smooth daily functioning of the site and the growth and development of the program. The Student Services staff from both institutions will collaborate to ensure accurate advising is made available, tutoring needs and student issues are addressed, admissions and registration procedures are managed in a timely fashion and student activities are planned and promoted to all students at the site. The faculty from both institutions will collaborate to ensure a conducive learning environment is maintained and explore joint opportunities to further develop the objectives of the Wall Crimson College Academy academic program.

The WTPS agrees to be responsible to be the point of contact for parents of WTPS students enrolled in the Wall Crimson College Academy program.

- Select qualified students for the program
- Staff the high school classes and administrative/counseling positions
- Promote, recruit and select students for each cohort
- Identify members of the Wall Crimson College Academy Council
- Release students in their junior and senior years to attend classes at Brookdale's Lincroft campus-
- Be the point of contact for parents Wall Township School District students enrolled in the Wall Crimson College Academy program.
- Provide counseling and support services for students-
- Obtain a contract signed by parents and students outlining conditions of the program, parent and student responsibilities, and a release to Brookdale for the academic information regarding Wall Township School District students enrolled in the Wall Crimson College Academy program-
- Give Wall Township School District credit to Wall high school students who earn a D grade or better in Brookdale courses-
- Name Brookdale as an additional insured on its general liability policies

Brookdale agrees to:

- Be responsible to:
  - Administer all aspects of the college courses
  - Hire faculty for the college courses
  - Provide access to all college support services and college life and activities at the Lincroft campus

- Be responsible for securing from the student tuition, fees, and funds for supplies and books for the program
- Administer the Accuplacer Placement Test to students at the end of their freshman year
- Assign a grade and credit for students at the completion of the course(s) and release the grade(s) to the WTPS
- Batch register WTPS students at the beginning of the semester for Wall Crimson College Academy courses
- Place Wall Crimson College Academy students in classes with a mix of college students
- Provide academic advising for students
- Offer classes during high school hours that are convenient for athletes
- Release academic and disciplinary information to the WTPS

#### **Accreditation**

As WTPS is essentially establishing a high school program in a different location, the school district will be responsible for obtaining Middle States and state approval for the program.

#### **VI. Facilities**

The Wall Crimson College Academy program will be housed in WTPS for the freshman and sophomore years and in the WTPS high school and Brookdale's Wall and Lincroft campuses for the junior and senior years. It is anticipated that Wall Crimson College Academy students will be integrated into the regular college courses conducted at each site. Brookdale will not be responsible for equipping and maintaining space for the exclusive use of the WTPS.

#### **VII. Financial Model**

The FTEs (full-time equivalency) generated by Brookdale courses will be credited to Brookdale. Students will not be eligible to apply for federal or state financial aid. The rate of tuition and fees will be consistent with the College's Dual Enrollment practices and procedures shown below and based on the tuition and fees rates set for each fiscal year.

Students attending:

- A regular class at any Brookdale location pay full tuition and fees.
- Dual Enrollment at the high schools using a high school teacher (approved as a Brookdale Adjunct)
  - Brookdale does not pay the teacher
  - Students pay 1/3 tuition
  - All fees are waived
- Dual Enrollment at the high schools for which Brookdale pays for the faculty member:
  - Students pay ½ tuition
  - All fees are waived

#### **VIII. Termination of the MOA**

Brookdale and the WTPS intend for this program to provide a stable and reliable educational opportunity for students of the WTPS. Each party agrees to a five-year commitment to the Wall Crimson College Academy initiative allowing the first two cohorts to complete the program. The MOA may be extended as agreed to by the parties. If, after two years of operation, the program is under-enrolled the two institutions will jointly determine if it will be continued.

Either party may terminate this MOA, with or without cause, upon one (1) academic year advanced notice (i.e., by July 1 of the prior year). If the program will be terminated, currently enrolled students in good academic standing will be provided means to complete their associate degree and high school diploma.

IN WITNESS WHEREOF, the parties have caused this MOA to be signed by its duly authorized officer, to become effective when signed and approved by the respective institution's board to begin program operation in September 2017, regardless of the date of execution.

#### **IX. TERMS OF AGREEMENT**

This Agreement shall be effective September 1, 2017, regardless of the date of execution and shall continue in full force for the duration of the Agreement unless terminated in accordance with paragraph VIII, above.

##### **General Provisions**

This MOA shall bind and benefit the respective parties and their legal successors, but shall not otherwise be assignable, in whole or in part, to another institution without first obtaining written consent from Brookdale and the WTPS.

This MOA shall be subject to all present and future valid laws, orders, rules and regulations of the United States of America, the State of New Jersey, and any other regulatory body thereof having jurisdiction. Venue and exclusive jurisdiction for any cause of action, which may arise out of or be connected with this MOA, shall be in State and Federal courts located in the State of New Jersey, Monmouth County and Trenton, New Jersey, respectively, unless changed by mutual agreement by all parties involved.

Brookdale and the WTPS assert that they have adopted and will communicate to faculty and students appropriate policies and procedures regarding non-discrimination and harassment and each have responsibility to provide a learning and working environment free from unlawful discrimination. All forms of unlawful discrimination based upon race, creed, color, national origin, ancestry, age, gender (including sexual harassment), marital status, familial status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the US Armed Forces, or disability are prohibited. All complaints involving discrimination and harassment will be communicated to the EP-ECA administrator immediately and will be addressed expeditiously by the institution involved. At the conclusion of an investigation/action taken, the party will communicate resolution of the matter with the appropriate administrators. It is the responsibility of each party to provide to the administrators the name, campus address, telephone number and e-mail address of the person employed by the party to be responsible for handling the institution's student and employee discrimination issues.

WTPS shall maintain bodily injury and property damage insurance arising from the program and such other insurance as may be required by lease agreement between the parties. Policies maintained by WTPS shall contain a waiver of subrogation provision waiving any right of the insurer to subrogation against Brookdale.

WTPS shall name Brookdale as an additional insured on its general liability policies.

Each party will be responsible for the negligent conduct of its agents and employees for injuries caused by said conduct.

Workers' Compensation Insurance Coverage for employees of each party will be provided by each party as required by New Jersey statutes and regulations. Proof of Workers' Compensation Insurance coverage with a certificate of insurance is also required. Each party shall also carry property coverage for materials and supplies and equipment that will be on location.

Nothing contained in this MOA shall operate to make any employee of Brookdale an employee of the WTPS nor make any employee of the WTPS an employee of Brookdale. Employees of Brookdale and the WTPS providing services to the Wall Crimson College Academy program shall be solely subject to the policies and procedures of their respective employer.

Brookdale and the WTPS each agree, to the extent authorized under the Constitution and the laws of the State of New Jersey, to indemnify and hold the other harmless from any claim, demand, suit, loss or liability which the indemnified party may sustain as a result of the indemnifying parties breach of its duties under this Agreement; however, neither party shall have any obligation or liability under this paragraph for claims, demands or causes of action arising out of the intentional or negligent conduct (whether sole, joint, concurring or otherwise) of the party, its officers, employees, agents, licensees or invitees, or for the intentional or negligent conduct of any person or entity not subject to such party's supervision or control.

The Parties to this MOA have had full opportunity to participate and have participated in the drafting and revising of the language of this MOA, and nothing in this MOA shall be construed against the party drafting this MOA because of having drafted this MOA or any specific provision hereof.

Any amendments or additions to this MOA shall be in writing and approved in the same manner used to approve this MOA, consistent with the policies and procedures of Brookdale and the school district.

Brookdale Community College:

Wall Township Public Schools:

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Date

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Date



# A.S. Science



Grade 9	HS Credit	AP Credit	BCC Credit
Physical Education/Health			
English 9 Honors			
Algebra 2 Honors*			
AP Biology (8)**		8	
Financial Literacy 51			
Modern World History Honors			
First Year World Language***			
HUDV 107 First Year Seminar			1
Credits Grade 9		8	1
<b>Grade 10</b>			
Physical Education/Health (Option 2)			
English 10 Honors			
Pre-Calculus Honors			
Chemistry Honors			
Visual & Performing Arts			
US History I Honors			
AP Human Geography (3)		3	
COMP 129 Computer Logic & Design			3
Credits Grade 10		3	3
<b>Grade 11</b>			
Physical Education/Health (Option 2)			
AP Language & Composition (6)		6	
AP Calculus BC (8)		8	
AP US History (6)		6	
BIOL 102 General Biology II (4)			4
CHEM 101 General Chemistry I (5) ****			5
Credits Grade 11		20	9
<b>Grade 12</b>			
Physical Education/Health (Option 2)			
Senior Level English			
MATH 131 Statistics (4)			4
or MATH 273 Calculus III			
CHEM 102 General Chemistry II (5)			5
PHYS 111 General Physics I (4)			4
PHYS 112 Gen Physics II or BCC Sci.Elec.			4
Credits Grade 12			17

A.S. Science: AP: 31 BCC: 30 Total Associate Credits: 61  
A.A. Social Science: AP: 28 BCC: 33 Total Associate Credits: 61

The Crimson College Academy

# A.A. Social Science



Grade 9	HS Credit	AP Credit	BCC Credit
Physical Education/Health			
English 9 Honors			
Algebra 2 Honors*			
Biology Honors			
Modern World History Honors			
AP Human Geography (3)		3	
Financial Literacy 51			
First Year World Language			
HUDV 107 First Year Seminar(1)			1
Credits Grade 9		3	1
<b>Grade 10</b>			
Physical Education/Health			
English 10 Honors			
Pre-Calculus Honors			
Chemistry Honors			
US History I Honors			
AP Psychology (3)		3	
SOCI 101 Principles of Sociology (3)			3
COMP 129 Computer Logic & Design			3
Credits Grade 10		3	6
<b>Grade 11</b>			
Physical Education/Health			
AP Language & Composition (6)		6	
AP Calculus AB (4)		4	
AP US History (6)		6	
SPCH 115 Public Speaking (3)			3
PHIL 115 Intro. To Philosophy			3
PHYS 108 Physics in Life (4)			4
Credits Grade 11		16	10
<b>Grade 12</b>			
Physical Education/Health			
AP Micro or Macro Economics (3)		3	
AP US Government (3)		3	
ENGL 155 The Short Story (3)			3
ARTH 107 History of Art (3)			3
ANTH 105 Cultural Anthropology (3)			3
MATH 131 Statistics (4)			4
Social Science Career Studies ELEC.(3)			3
Credits Grade 12		6	16

### 5.1 Curriculum

Brookdale Community College (herein **College**) is entering into an Early College High School initiative with Wall Township Public Schools (herein **WTPS**), to be known as the Wall Crimson College Academy (herein **WCCA**), empowering students to graduate with an Associate of Arts Degree in Social Sciences or an Associate of Science Degree in Math/Science-Science Option and high school diploma simultaneously.

Up to 50% of the curriculum will be delivered at **Wall High School** (herein **WHS**), a location that is geographically apart from any **College** campus or additional location, during the first two years of the program.

### RECOMMENDATIONS

The President recommends that the Board of Trustees adopt a resolution approving the **College** enter into this partnership with **WTPS** to be called the Wall Crimson College Academy.



**RESOLUTION**

**WHEREAS**, Brookdale Community College (herein **College**), is entering into an Early College High School initiative with Wall Township Public Schools (herein **WTPS**), to be known as the Wall Crimson College Academy (herein **WCCA**), empowering students to graduate with an Associate of Arts Degree in Social Sciences or an Associate of Science Degree in Math/Science-Science Option and high school diploma simultaneously; and

**WHEREAS**, **WTPS** and the **College** are guided by highly similar visions, missions and values; and

**WHEREAS**, the two institutions have agreed to provide select students in the freshman class beginning in Fall 2017 an opportunity to complete an Associate's of Arts Degree in Social Sciences or an Associate's of Science Degree in Math/Science-Science Option over the course of four academic years; and

**WHEREAS**, the first two years of the program will be delivered at **Wall High School** (herein **WHS**), a location that is geographically apart from any **College** campus or additional location; and

**WHEREAS**, the first two years of the program curriculum will include AP courses with scores of 3-5 for Brookdale transfer, and a HUDV-107 Human Development course.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that the **College** enter into this partnership with **WTPS** to be called the Wall Crimson College Academy.

May 2, 2017



## *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.



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

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

**BROOKDALE 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.

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

\* The Human Resources Committee – A committee of the whole

Committee Assignments – December 20, 2016

v1 -Leave of Absence of Joe DiBella , v2 – 3/13/17 - removed Trustee William Dalton and added Mr. Daniel Becht; v3 – 4/5/17 removed Joe DiBella added Ad-Hoc Transition; v4 – added Les Richens to Transition

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

**BOLD indicates off of the Lincroft campus**

**2017**

May 2	Audit Committee Meeting – 6:00 PM BAC, President’s Conference Room
<b>May 5</b>	<b>Barringer Dinner – 6:00 PM, The Mill, Spring Lake</b>
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 10	Allied Health Pinning – 4 PM – Arena
May 11	Scholars Day – All day on campus
May 12	Commencement – Collins Arena – 9 AM – 3 PM
May 15	Nursing Pinning – 6 PM - Arena
May 16	BOT Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink Rooms
May 18	Foundation Board Meeting – 4 PM, SLC, Trustee Conference Room
<b>June 9</b>	<b>50<sup>th</sup> Anniversary Scholarship Ball – 5 PM – Eagle Oaks Country Club</b>
June 13	Executive Committee Meeting – 5:00 PM, Conference Call
June 13	Finance & Facilities Committee Meeting – 6:00 PM, BAC, President’s Conference Room
<b>June 20</b>	<b>BOT Public Business Meeting – 5:30 PM, Wall</b>
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
<b>Sept. 19</b>	<b>Foundation Golf Outing – Eagle Oaks Country Club</b>
<b>Sept. 25-28</b>	<b>ACCT Leadership Congress – Las Vegas</b>
<b>Oct. 9</b>	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
<b>Oct. 17</b>	<b>BOT Public Business Meeting – 5:30 PM, Brookdale at Freehold</b>
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