



Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, September 25, 2018 5:30 PM (EDT)
765 Newman Springs Rd, Lincroft, New Jersey 07738
Lincroft Campus, 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. Resolution to Hold a Closed Meeting - Chair Guzzo
- V. Motion to Re-Open the Meeting to the Public - Chair Guzzo
- VI. Chief Kimler Swearing in Ceremony and Celebration - Chair Guzzo
Recess for cake and celebration.
- VII. Reports from the Board Committees and Liaisons - Chair Guzzo
 - A. Executive Committee - September 20, 2018 - Chair Guzzo
 - B. Finance & Facilities Committee - September 17, 2018 - Trustee Kaufmann
 - C. Report from the Engineer of Record - Mr. Charles Rooney
Capital Project Report submitted in Financial Dashboard
 - D. Policy & Education Committee - September 20, 2018 - Trustee Cram
 - E. Foundation Report - Dr. Stout
 - F. NJCCC Report and ACCT - President Stout/Vice-Chair Abby-White
 - G. Graduate Trustee Report - Trustee Cattelona
 - H. Innovative Revenue Committee - Vice-Chair Abby-White
 - I. Nominating Committee - Trustee Kaufmann
- VIII. Approval of Special Board Meeting Minutes- May 8, 2018 - Chair Guzzo
 - A. Approval of Executive Session Special Public Board Meeting Minutes- May 8, 2018 - Chair Guzzo
- IX. Approval of Public Business Meeting Minutes - August 28, 2018 - Chair Guzzo
 - A. Approval of Executive Session Minutes - August 28, 2018 - Chair Guzzo
- X. Approval of Special Board of Trustees Meeting Minutes - August 30, 2018 - Chair Guzzo
- XI. Approval of Special Board of Trustees Meeting Minutes - Board Retreat - April 13, 2018 -

Chair Guzzo

- XII. Approval of Special Board of Trustees Meeting Minutes - Board Retreat - April 14, 2018 - Chair Guzzo
 - A. Approval of Executive Session Board of Trustees Meeting Minutes - Board Retreat - April 14, 2018 - Chair Guzzo
- XIII. 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
- XIV. Public Comment on Agenda Items - Chair Guzzo
- XV. Consent Agenda - Chair Guzzo - 5 minutes
 - A. Human Resources
 - B. Application of Grants
 - C. Purchases in Excess of \$35,300 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500
 - D. Open Invoice Payment Requests for Vendor, Student and Employee Payments
 - E. Monthly Financial Dashboards
 - F. Litigation Settlement Agreement
 - G. Authorization for the Execution of a Shared Services Agreement with the County of Monmouth through September 30, 2028
 - H. Authorization of the Renewal of the Monmouth County Resale System through September 30, 2023
- XVI. Change Order - Chair Guzzo
- XVII. Discontinuance of the Accounting Associate in Applied Science - Chair Guzzo
- XVIII. Lodging of Revised Policies - Chair Guzzo
 - A. Lodging of Revised Policy 2.7000 Fundraising - Chair Guzzo
 - B. Lodging of Revised Policy 2.8000 Promotion, Advertising and Sponsorships - Chair Guzzo
 - C. Lodging of Revised Policy 3.6000 Compensation - Chair Guzzo
 - D. Lodging of Revised Policy 3.9001 Multi-Year Contracts for Administrative Staff - Chair Guzzo
 - E. Lodging of Policy 3.9006 Drug Free Workplace - Chair Guzzo
 - F. Lodging of Policy 3.9005 Faculty Reduction in Force - Chair Guzzo
 - G. Lodging of Policy 3.9007 Equal Opportunity and Anti-Discrimination - Chair Guzzo
 - H. Lodging of Policy 4.3001 Use of Consultants - Chair Guzzo
- XIX. Public Comment - Chair Guzzo
- XX. President's Report - Dr. David Stout
 - A. PTK - Honors in Action Project
 - B. Annual Institutional Profile - Dr. Laura Longo and Dr. Nancy Kegelman

C. MSCHE Update - Dr. Nancy Kegelman

D. Update on Academic Master Plan and New State Legislation - Dr. Matt Reed

E. Brookdale Bookstore - Helen Vota

XXI. Old/New Business - Chair Guzzo

XXII. Adjournment - Chair Guzzo

XXIII. Appendix - Board Materials

BROOKDALE COMMUNITY COLLEGE

Board of Trustees

Special Public Business Meeting Minutes

May 8, 2018

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

- A. Chair Guzzo called the meeting to order at 6 PM.
- 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 May 2, at 9 PM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center, emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Mr. Daniel F. Becht, Trustee	Ms. Patricia Sensi, AVP Human Resources & Organizational Safety
	Ms. Latonya Brennan, Trustee	
	Ms. Suzanne Brennan, Trustee (arrived 6:20 PM)	
	Mr. Paul Crupi, Trustee *	
	Ms. Madeline Ferraro, Trustee	
	Dr. Carl Guzzo, Chair*	Ms. Cynthia Gruskos, Senior Assistant to the President & Board of Trustees
	Mr. Bret Kaufmann, Trustee	
	Ms. Marta Rambaud, Trustee* (left at 7:40 PM)	
	Dr. Les Richens, Trustee	
Absent	Ms. Abby-White, Vice-Chair	
	Dr. Hank Cram, Trustee	
	Mr. Austin Ridoux, Graduate Trustee	
	Dr. David Stout, Interim President, Excused from participation	
College Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel	
	*Participated by phone	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda for Public Business Meeting	A motion to adopt the meeting agenda was made by Trustee Crupi and seconded by Trustee Richens. Motion passed unanimously.	
Public Comment – There were no members of the public present and no public comment.		
Resolution to Hold a Closed Meeting – Mr. Jacobs read the resolution to hold a closed meeting (<i>Attachment A</i>)	A motion was made to approve the resolution to hold an executive session by Trustee Crupi and seconded by Trustee Richens. Motion passed unanimously	
Motion to Re-open the meeting to the public –	A motion was made to re-open the meeting to the public by Trustee Crupi and seconded by Trustee Richens. Motion passed unanimously.	
Public Comment – There were no members of the public and no public comment was made.		

Old/New Business

Chair Guzzo announced that a Special Board of Trustees Meeting will be called for May 17 at 6 PM to approve the lowest responsive bidder of the sanitary sewer ejector pumps. This is a time sensitive award to allow the upgrading and replacing of the sewer ejector pumps to occur with the least amount of disruption to the college.


Adjournment

The meeting was adjourned at 8:05 PM

A motion to adjourn the meeting was made by Trustee Ferraro and seconded by Trustee Richens.

Motion was passed unanimously.

Respectfully submitted:



Cynthia B. Gruskos
Assistant to the President and
the Board of Trustees

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

August 28, 2018

**Brookdale Community College
Brookdale at Wall, Rooms 110 and 112
800 Monmouth Blvd., Wall NJ 07719**

- A. Vice Chair Abby-White called the meeting to order at 5:35 P.M. and the group made the Pledge of Allegiance.
- B. Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
1. On August 22, at 3:15 PM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center, was emailed to *The Asbury Park Press and the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Vice-Chair	Dr. Herbert Cohen, Interim Vice President Student Success
	Mr. Daniel F. Becht, Trustee	Dr. Matt Reed, Vice President Learning
	Ms. Latonya Brennan, Trustee	Ms. Marie Lucier-Woodruff, Associate Vice President Continuing & Professional Studies
	Ms. Suzanne Brennan, Trustee	Ms. Patricia Sensi, Associate Vice President HR & Organizational Safety
	Dr. Hank Cram, Trustee	Dr. Anita Voogt, Executive Dean Regional Sites & Partnerships
	Mr. Paul Crupi, Trustee	Mr. Ed Johnson, Executive Director Government & Community Relations
	Ms. Madeline Ferraro, Trustee	Dr. Joey Stoner, Interim Vice President Finance & Operations
	Dr. Carl Guzzo, Chair (arrived 5:40 PM)	Ms. Laurie Bender, Interim Executive Director College Relations
	Mr. Bret Kaufmann, Trustee	Ms. Cynthia Gruskos, Senior Assistant to the President & The Board of Trustees
	Dr. David M. Stout, Secretary	Dr. Nancy Kegelmann, Associate Vice President Planning & Institutional Effectiveness
	Ms. Marta Rambaud, Trustee	Ms. Cynthia Gruskos, Recorder
	Dr. Les Richens, Trustee	Mr. Charles Rooney, Engineer of Record

Minutes of the Public Business Meeting, August 28, 2018
DRAFT

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Absent	Ms. Victoria Cattelona, Graduate Trustee	
College Counsel	Mr. Matthew Giacobbe, Esq., General and Labor Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda for Public Business Meeting	A motion to adopt the meeting agenda was made by Trustee Cram and seconded by Trustee Richens. Motion passed unanimously.	
Resolution to Hold a Closed Meeting Mr. Giacobbe read the resolution to enter into executive session. (Attachment A)	A motion was made to approve the resolution to hold an executive session by Trustee Richens and seconded by Vice-Chair Abby-White. Motion passed unanimously.	
Motion to Re-open the meeting to the public	A motion was made to re-open the meeting to the public by Trustee L. Brennan and seconded by Vice-Chair Abby-White. Motion passed unanimously.	
VI. Committee Reports and Liaisons		
A. Executive Committee –Chair Guzzo reported on a productive executive meeting held on August 21, 2018.		
B. Finance & Facilities Committee –Monthly Financial Reporting – Trustee Kaufmann		
1. Monthly Financial Reporting – Trustee Kaufmann reported on the Finance & Facilities meeting held on August 21, 2018. He highlighted the following:		
a. We received an unaudited financial report from HFA. Based on this preliminary report,		

<p>Brookdale ended the year with a 2.6 million dollar surplus from operations, auxiliary and the ASBCC funds.</p> <ul style="list-style-type: none"> b. The surplus was achieved while having lower than budgeted revenue of 1.4 million dollars. Expenses declined 3.7 million dollars. The largest impact was the result of not filling vacant positions. The college finished with a 10.5 million dollar cash balance. c. Trustee Kaufmann expressed his concern for the future financial stability of the college due to projected enrollment declines and increasing operating expenses. d. He encouraged the trustees to read the HFA financial report. HFA highlighted all the factors that impacted the bottom line. <p>2. Report from the Engineer of Record – Mr. Charles Rooney, T & M Associates reported on his Capital Project reported in the board materials. He brought attention to:</p> <ul style="list-style-type: none"> a. Freehold Water Seepage Problem/Mold Problem – Initial mold remediation has been completed. Additional mold was identified and they plan to remediate prior to the fall semester. All pipes have been cleaned and videotaped. The results of the videotaping indicated there were 5 spots where the buried pipe has separated. Cleaning and repairing of pipes should correct the water infiltration and mold problem. b. The Underground Storage Tank has been removed from the Freehold Campus. They are awaiting final test results and are planning to do restoration of the area. <p>C. Foundation Report – Dr. Stout reported on the Foundation’s fundraising efforts, board development, strategic planning, and “Commit to Complete” scholarship launch. (Attachment B)</p> <p>D. NJCCC Report – No report.</p> <p>E. Ad-Hoc Revenue Generating Committee – Vice Chair Abby-White reported on efforts to develop economic partnerships with area businesses to generate additional revenue to be used to maintain and enhance the educational opportunities at the college. She extended membership of the committee to any interested college community employees.</p> <p>F. Nominating – Trustee Kaufmann requested that if any trustee is interested in running for Board Chair or Vice-Chair to contact him.</p>		
<p>1) Approval of Public Business Meeting Minutes –July 24, 2018</p>	<p>A motion to approve the July 24, 2018 minutes of the Public Business Meeting was made by Trustee Richens and seconded by Trustee Becht.</p> <p>Motion passed unanimously.</p>	
<p>2) Approval of Executive Session Minutes, July 24, 2018</p>	<p>A motion to approve the July 24, 2018 executive session minutes was made by Trustee Richens and seconded by Vice-Chair Abby-White.</p> <p>Motion passed</p>	

	unanimously.	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of Minutes of Special Meeting – July 27, 2018 – Chair Guzzo A. Approval of Executive Session Minutes, July 27, 2018– Chair Guzzo	<p>A motion to approve the July 27, 2018 minutes of the Public Business Meeting was made by Trustee Richens and seconded by Vice-Chair Abby-White.</p> <p>Motion passed unanimously.</p> <p>ABSTENTIONS: Trustee Rambaud, Becht and Chair Guzzo.</p> <p>A motion to approve the July 27, 2018 executive session minutes was made by Trustee Richens and seconded by Vice Chair Abby-White.</p> <p>Motion passed unanimously.</p> <p>ABSTENTIONS: Trustee Rambaud, Becht and Chair Guzzo.</p>	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
Review of Consent Agenda – Chair Guzzo <ul style="list-style-type: none"> <i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i> <p>Chair Guzzo announced that an addendum has been added to the Human Resources recommendations to hire an Interim Director of Communications.</p> A. Acceptance of Consent agenda	<p>A motion to adopt the revised consent agenda with was made by Trustee Richens and seconded by Trustee Ferraro.</p> <p>Motion passed unanimously.</p>	

Public Comment on Agenda Items – Chair Guzzo		
No public comment on agenda items.		
Consent Agenda A. Human Resources Addendum HR – Interim Director of Communications B. Application of Grants <i>Perkins & Career Technical Education Grant.</i> C. Acceptance of Grants <i>New Jersey Department of Education Career & Technical Education (CTE) Certificate of Eligibility Educator Preparation Program (CE EPP) (Year 2 of 5)</i> D. Acceptance of Gifts <i>Chemistry Laboratory Glassware</i> E. Purchases In Excess of \$35,000 and New Jersey “Pay to Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500 F. Open Invoice Payment Requests for Vendor, Students and Employee Payments G. Monthly Financial Dashboards H. Construction Status Report	<p>A motion to approve the consent agenda was made by Trustee Becht and seconded by Vice-Chair Abby-White.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Crupi, Ferraro, Kaufmann, Rambaud, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
Public Comment Tom Brennan, Manager of Radio Station– Mr. Brennan communicated the impact the radio station has on the community. He provided packets for soliciting support of the 90.5 radio station and asked the board members to share this information with their friends and colleagues. They sent this same kit to 100 prospective clients. Tennis Coaches Peter Eno and John Macio - reported on the unsafe conditions of the tennis courts due to their disrepair. The President and the Trustees discussed next steps in providing the tennis players with alternate courts to play on while the tennis courts are repaired during this fiscal year.		

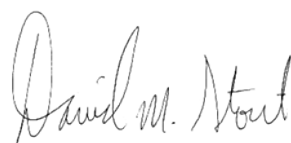
President's Report – Dr. David Stout

- A. Brookdale at Wall** – Ms. Allison Fitzpatrick provided a 365 day update on the Wall Campus. She reported on increased enrollment of 14 percent at the Wall Campus for fall 2018. She described the evolving student body. She highlighted the initiatives they are utilizing to help students feel connected and engaged at Brookdale Community College.
- B. New Student Orientation** – Dr. Stout acknowledged the contributions of Lauren Brutsman, Director – Student Life & Activities and the Site Directors to create a successful mandatory new student orientation.
- C. MSCHE Update** – Dr Nancy Kegelmann reported on the commission liaison guided visit with Dr. Haq on August 30. She explained that the follow up report will be due on March 1, 2018
- D. Employee Volunteer Connection** - Dr. Stout acknowledged the work of the Employee Volunteer Connection and all those that donated toward Project Backpack.
- E. Retirement of Marie Lucier-Woodruff** - Dr. Stout and Chair Guzzo presented Ms. Marie Lucier-Woodruff with a reading of a resolution in honor of her retirement. (**Attachment C**)
- F. Retirement of Laurie Bender** - Dr. Stout honored Laurie Bender upon her retirement. He acknowledged her professionalism, creativity, humor and her work in rebuilding the College Relations team.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Old/New Business	<p>A motion to approve a change order for Insurance Restoration Specialists in the amount of \$6, 874.50 was made by Trustee L. Brennan and seconded by Trustee Richens.</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Crupi, Ferraro, Kaufmann, Rambaud, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	

	<p>A motion to approve a change order request for T & M Associates for professional services in the amount of \$9,306 was made by Trustee S. Brennan and seconded by Trustee L. Brennan.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, , L. Brennan, S. Brennan, Cram, Crupi, Ferraro, Kaufmann, Rambaud, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: Trustee Becht.</p>	
<p>Adjournment –</p> <p>The meeting was adjourned at 8:00 p.m.</p>	<p>A motion to adjourn the meeting was made by Chair Guzzo and seconded by Trustee Becht.</p> <p>Motion passed unanimously.</p>	

Respectfully submitted:



David M. Stout, Ph.D., Secretary

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 9 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 **August 28, 2018 at approximately 5:30 PM** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

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

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

RESOLUTION
Approved August 28, 2018

☐

"(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

☒

"(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 __ **Discussion of improving safety and security on all campuses..**

☒

"(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: Frank Lawrence vs BCC; potential litigation regarding an age discrimination suit; contract negotiations with Rutgers, contract negotiations with the Middletown Police,; contract negotiations with the Hazlet Property Owner's Association; contract issues with mold/abatement drainage problem at the Freehold campus, and matters falling within the attorney-client privilege to discuss the Board of Trustees by-laws.**

☒

"(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: **hiring of an Interim Director of Communications**

☐

"(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

RESOLUTION
Approved August 28, 2018

possible without undermining the need for confidentiality is a

WHEREAS, the length of the Executive Session is estimated to be 60 minutes after which the public meeting of the Brookdale Community College Board of Trustees shall (select one) reconvene and ☐ immediately adjourn or ☒ reconvene and proceed with business where formal action 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
Approved August 28, 2018

Brookdale Community College Foundation Update

Education Open Golf Outing

A reminder that the 39th Annual Education Open Golf Outing is on September 27th. The Foundation Trustees and the Golf Committee would appreciate the support of the College Trustees. Even if you don't golf you can contribute by attending the dinner, securing sponsors and/or contributing items for the silent auction. The committee has set a goal of \$70,000 in net proceeds. Phil Villapiano, former Oakland Raider, will be honored at the Awards Dinner.

Board Development

The Foundation's Board Development Committee is now chaired by Jacquie Fiorito. Tim Zeiss and Jacquie are meeting with local business people representing various professions to review Board Performance Expectations and determine if they are interested in serving on the Board. The goal is to expand the size and influence of the Board. Nominations will be sent to the Brookdale Foundation Board of Trustees for a vote prior to the September 20th Board meeting.

"Commit to Complete" Scholarships

The Foundation has launched a "Commit to Complete" pilot program in collaboration with the Financial Aid department. The new scholarship is designed to incentivize continuing Brookdale Community College students to register Full Time (12 or more credits), by offering a scholarship of \$1000.00 for each subsequent fall and spring term of up to 4 terms of continuous full time enrollment. The Office of Financial Aid identified students whose record shows a pattern of part time enrollment of between 6 and 11 credits and sent a scholarship offer. Offers will be rescinded if the student does not meet all of this scholarships requirements.

Scholarship Requirements

- Student must have earned a minimum of 12 credits.
- Student must be working towards their first degree at Brookdale Community College.
- Student must register and complete 12 or more credits each term.
- Student must maintain a 3.00 GPA.
- Student must complete a FAFSA each year within the filing deadlines.
- Student must complete their Financial Aid file per Brookdale requirements.
- Student cannot qualify for a Pell Grant.
- Student must demonstrate financial need as determined by the Office of Financial Aid.

To date 16 students have signed up.

Strategic Plan

A draft of the Foundation's strategic plan will be circulated to the entire Foundation Board of Trustees for review and input prior to the Board meeting on September 20th. The following categories represent the over-arching strategies for FY19 and beyond.

- ✓ Organizational Capacity

- ✓ Awareness/Heightened Profile
- ✓ Fundraising
- ✓ Recruitment
- ✓ Retention/Completion

Teams will be assigned to each category to define goals, objectives, tasks and timelines.

Foundation Board of Trustees Meetings

- ✓ September 20, 2018 at 4pm
- ✓ November 15, 2018 at 4 pm
- ✓ January 17, 2019 at 4 pm
- ✓ March 14, 2019 at 3:45 pm (NOTE EARLIER TIME)
- ✓ May 23, 2019 at 4pm
- ✓ June 20, 2019 at 4 pm

Events & Activities

- ✓ Education Open Golf Outing September 27, 2018 (rain date October 2nd)
- ✓ Annual Scholarship Recognition Reception March 14, 2019 at 5:00 pm
- ✓ Scholarship Ball May 17, 2019 6:30 to 11 pm.

August 28, 2018

Resolution

WHEREAS, the Board of Trustees and the entire college community wish to acknowledge the outstanding leadership Ms. Marie Lucier-Woodruff provided to Brookdale Community College over nearly 36 years; and

WHEREAS, she began her career in 1983 as a Program Administrator in the non-credit division and will leave 35 plus years later as the Associate Vice President of Continuing & Professional Studies; and

WHEREAS, during the span of her tenure at Brookdale, she became a trusted voice of calm and intelligence during times of growth and times of adversity; and

WHEREAS, she envisioned the needs of our students, and successfully sought out opportunities to create funding through the rigorous federal and state grant process; and

WHEREAS, she will be remembered for her numerous contributions statewide while she served on Leadership NJ and the Community College Workforce Consortium; and

WHEREAS, through her dedication to these statewide endeavors she has earned the respect of the other presidents and her colleagues in community colleges throughout the state; and

WHEREAS, Marie became an integral part of the community by serving on the Monmouth Ocean Development Council, the Workforce Investment Board and the Girl Scouts of the Jersey Shore's Board of Directors; and

WHEREAS, the result of her efforts is evidenced in the development of outstanding educational programs that enable students to enter the workforce ready to succeed and give others the ability to confidently re-enter the workforce with new found skills, and

WHEREAS, the evidence of her contributions will be heard each summer as young campers enter the campus eager to learn and the young at heart return to campus to continue their lifelong learning; and

WHEREAS, her sense of humor, compassionate heart, and roll-up-your sleeves attitude have enriched the lives of all those fortunate enough to work with her; and

NOW THEREFORE BE IT RESOLVED that the Board of Trustees, the President, the Faculty, Administration, Staff and Students of Brookdale Community College extend to Marie Lucier-Woodruff their sincere appreciation for her steadfast leadership and deep gratitude for her dedicated pursuit of excellence; and

NOW THEREFORE BE IT RESOLVED that the Continuing & Professional Studies Division will be honored to have Ms. Lucier-Woodruff become part of the next cohort of lifelong learners and will sign her up first for any Tour and Talk trip she chooses to attend; and

BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of this meeting and a true copy presented to Ms. Lucier-Woodruff so that she can have a permanent reminder of the high esteem she has earned among her colleagues.

David M. Stout
President

Carl Guzzo, Jr.
Chair, Board of Trustees



BROOKDALE
COMMUNITY COLLEGE

B O A R D O F T R U S T E E S

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Special Meeting with MSCHE Liaison – Minutes
765 Newman Springs Rd, Lincroft, NJ 07738
Student Life Center, Trustees Conference Room**

August 30, 2018

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

- A. Chair Guzzo called the meeting to order at 12:05 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 August 23, 2018 at 4:15 PM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center, emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Trustee	Ms. Cynthia Gruskos, Senior Assistant to the President and the Board of Trustees
	Mr. Daniel F. Becht, Trustee	
	Ms. Suzanne Brennan, Trustee	
	Dr. Hank Cram, Trustee	
	Ms. Madeline Ferraro, Trustee*	
	Dr. Carl Guzzo, Chair	
	Mr. Bret Kaufmann, Trustee	
	Dr. David M. Stout, Secretary	
Absent	Ms. Latonya Brennan, Trustee	
	Ms. Victoria Cattelona, Graduate Trustee	
	Mr. Paul Crupi, Trustee	
	Ms. Marta Rambaud, Trustee	
	Dr. Les Richens, Trustee	
		Dr. Kushnood Haq, Vice-President, Middle States Commission on Higher Education

Minutes of the Special Meeting, August 30, 2018
DRAFT

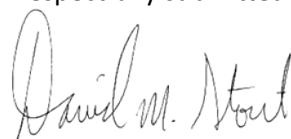
Page 1

*Participated via conference call		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda for Special Meeting	<p>A motion to adopt the meeting agenda was made by Vice-Chair Abby-White and seconded by Trustee Becht.</p> <p>Motion passed unanimously.</p>	
Public Comment on Agenda Items No public comment was made..		
Resolution to Hold a Closed Meeting A closed session was not held.		
Motion to Re-open the meeting to the public – A closed session was not held.		
MSCHE Directed Liaison Guidance Visit with Dr. Kushnood Haq, Vice President, Middle States Commission on Higher Education. <p>Dr. Haq met with the Board of Trustees to ensure appropriate measures are taken to meet the concerns of the MSCHE Commission. He reviewed the process that led to the MSCHE Commission's rendering their final decision to place the college on a warning status. He reviewed the standards the college needed to show improvement. The board reviewed the recommendations made by the Middle States Evaluation Team and discussed how they are addressing the recommendations. He emphasized the desire of the Commission to see evidence that the college has achieved and can sustain ongoing compliance with standards II and V, including but not limited to documenting evidence that the institution has (1) internal controls and processes to ensure ongoing consistent ethical behavior (Standard II) and (2) used assessment results for the improvement of educational effectiveness (Standard V). In addition, to request that the monitoring report also provide further evidence of steps taken to periodically assess the effectiveness of programs supporting the student experience (Standard IV).</p> <p>Dr. Haq provided detailed information on the preparation of an effective follow-up monitoring report due March 1, 2019. He will assign a small visiting team to visit the college in March. The visiting team will be made up of 2 appointed peer evaluators. The visiting team will provide an oral recommendation when they leave the campus and make a recommendation to the MSCHE Commission. The Commission will render their final decision mid- June 2019</p>		

Public Comment No public comment was made.		
Old/New Business No old or new business was discussed.		
Adjournment <i>The meeting was adjourned at 1:05 PM</i>	A motion to adjourn the meeting was made by Vice-Chair Abby-white and seconded by Trustee Becht. Motion passed unanimously.	

Respectfully submitted:



David M. Stout, Ph.D., Secretary

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Special Meeting – Board Retreat Minutes**

April 13, 2018

**Brookdale Community College
Brookdale Lincroft
CVA Gallery, CVA
765 Newman Springs Rd.
Lincroft, NJ 07738**

- A. Chair Guzzo called the meeting to order at 6:05 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:

On April 6 2018, at 5:30 PM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

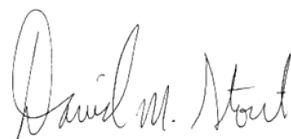
Present	Trustees	Administration:
	Ms. Abby-White, Vice-Chair	Ms. Cynthia Gruskos, Recorder
	Ms. Latonya Brennan, Trustee (6:10 PM)	
	Ms. Suzanne Brennan, Trustee	
	Mr. Hank Cram, Trustee	
	Mr. Paul Crupi, Trustee	
	Ms. Madeline Ferraro, Trustee (6:25 PM)	
	Dr. Carl Guzzo, Chair	
	Mr. Bret Kaufmann, Trustee	
	Dr. David M. Stout, Secretary	
	Dr. Les Richens, Trustee	
Absent	Mr. Daniel F. Becht, Trustee	
	Ms. Marta Rambaud, Trustee	
	Mr. Austin Ridoux, Trustee	
		Ms. Jennifer Latino, Ellucian, Facilitator

Topic and Discussion	Votes Taken	Action and Follow-up Actions
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Adoption of Agenda	<p>A motion to adopt the meeting agenda was made by Trustee Crupi and seconded by Trustee Richens.</p> <p>YES: Trustees Abby-White, L. Brennan, S. Brennan, Cram, Crupi, Kaufmann, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
Public Comment on Agenda Items No public comment was made.		
<p>. Board Development Workshop – Ms. Jennifer Latino facilitated the board retreat.</p> <ol style="list-style-type: none"> 1. Self- Evaluation - The board reviewed their self-evaluation and discussed improving board governance, board development, improving communications amongst the board, efficiencies of meetings and strategies to involve the community. Suggestions that were discussed were: <ol style="list-style-type: none"> a. Rotation of membership of the Executive Committee. b. Improved board member onboarding – Mentorship for new trustees, financial statement primer, Roberts Rules of Order training, and required campus tour c. Consider transitioning to a board of the whole. d. Rotating one member through Finance & Facilities committee. e. Improving Communications – Committee Chairs reporting out on their committees or a Board Chair communication memo/email f. Improving efficiency of meetings – Flipping executive session to the beginning of the meeting and eliminating roll call if not necessary, g. Community Engagement – SCORE members serving on citizen advisory program, 2. Strategic Priorities – The board members considered the current strategic priorities reaffirmed the 4 existing priorities of Student Success, Financial Stability, Facility Needs, Image Enhancement and added Community Needs. 3. MSCHE – Dr. Stout led a discussion on how to address the MSCHE recommendations. The board members were in agreement that their number one priority was to hire a president and delegate authority for day to day operations of the college with established processes for regular updates to the board. 4. Brookdale Values – The board reviewed the current values and made suggestions on improving the wording of the values. <ol style="list-style-type: none"> a. The addition of we value Innovation b. Expanding on the Achievements of our Past vs Lessons from our Past c. Students and Student Success – adding that Brookdale values extracurricular success. d. One Brookdale – adding we value our community leaders, Board of Trustees and Freeholders 		

<p>5. Strategic Plans – Dr. Stout reviewed how our strategic priorities related to the Academic Master Plan, Strategic Enrollment Master Plan, Information Technology Master Plan, Facilities Master Plan, and Foundation Strategic Plan.</p> <p>6. Goals and Priorities for Incoming President – Based on the review of the strategic plans the board began the process of developing goals for the next president, which will be shared with each presidential candidate prior to their interviews.</p>		
<p>Public Comment – Chair Guzzo</p> <p>No public comment was made.</p>		
<p>Old/New Business – Chair Guzzo</p> <p>No old or new business.</p>		
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Adjournment – Meeting adjourned at 9 PM.</p>	<p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Vice Chair Abby-White.</p> <p>Motion passed unanimously.</p>	

Respectfully submitted:



David M. Stout, Ph.D., Secretary

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Special Meeting Minutes – Board Retreat

April 14, 2018

**Brookdale Community College
Brookdale Lincroft
CVA Gallery, CVA
765 Newman Springs Rd.
Lincroft, NJ 07738**

- A. Vice-Chair Abby-White called the meeting to order at 9 AM. 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:

On April 6 2018, at 5:30 PM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth

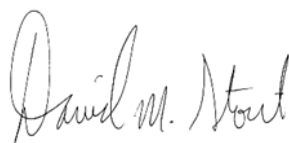
Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Vice-Chair	Ms. Cynthia Gruskos, Recorder
	Ms. Suzanne Brennan, Trustee	
	Mr. Hank Cram, Trustee	
	Mr. Paul Crupi, Trustee	
	Mr. Bret Kaufmann, Trustee	
	Dr. David M. Stout, Secretary	
	Mr. Austin Ridoux, Graduate Trustee	Ms. Jennifer Latino, Ellucian, Facilitator
	Dr. Les Richens, Trustee	
Absent	Mr. Daniel F. Becht, Trustee	
	Ms. Latonya Brennan, Trustee	
	Ms. Madeline Ferraro, Trustee	
	Ms. Marta Rambaud, Trustee	
	Dr. Carl Guzzo, Chair	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda	<p>A motion to adopt the meeting agenda was made by Trustee Cram and seconded by Trustee Richens.</p> <p>Motion passed unanimously.</p>	
Public Comment on Agenda Items – No public comment was made.		
Board Development Workshop – Ms. Jennifer Latino facilitated the second day of the retreat. The board members continued to develop and finalized the goals for the next president. The trustees made a recommendation to hold their next retreat in the Fall with the new president on a Friday evening.		
Strategic Priorities and Goals for New President – Attachment A	<p>A motion was made to adopt the strategic priorities and goals for the new president developed at the board retreat by Trustee Kaufmann and seconded by Trustee Ridoux.</p> <p>YES: Trustees Abby-White, S. Brennan, Cram, Crupi, Kaufmann, Ridoux and Richens.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
Resolution to Hold a Closed Meeting Dr. Stout was excused from the meeting.	<p>A motion was made to enter into closed session to discuss matters pertaining to personnel by Trustee Cram and seconded by Trustee Richens.</p> <p>YES: Trustees Abby-White, S. Brennan, Cram, Crupi, Kaufmann, Ridoux and Richens.</p>	

	NAYS: None ABSTENTIONS: None	
Motion to Re-Open the Special Meeting to the Public	<p>A motion was made to re-open the special meeting to the public by Trustee Richens and seconded by Trustee Cram.</p> <p>YES: Trustees Abby-White, S. Brennan, Cram, Crupi, Kaufmann, Ridoux and Richens.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
Public Comment – No public comment was made.		
Old/New Business No old or new business was discussed.		
Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adjournment – The meeting was adjourned at 12 PM.	<p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p>	

Respectfully submitted:



David M. Stout, Ph.D., Secretary

**BROOKDALE COMMUNITY COLLEGE
BOARD OF TRUSTEES PRIORITIES FOR THE NEW PRESIDENT**

Community Needs

- a) Review the existing needs assessment documentation from the College and the county
- b) Conduct a needs assessment to determine the relevant needs of Monmouth and the surrounding counties
- c) Develop a strategy to align Brookdale curriculum and resources to meet the determined needs

Student Success

- a) Review the Aspen Institute standards of success and identify strategies for Brookdale to adapt best practices
- b) Engage the College in the AACC Voluntary Framework of Accountability.
- c) Review the current remedial course success metrics and explore opportunities for more efficient and effective completion
- d) Establish and enforce policies/practices around academic best practices (ex. attendance requirement and tracking, mandatory student orientation, first-year experience)

Financial Stability

- a) Evaluate the financial structure of the College and hire a Chief Financial Officer
- b) Build partnerships with industries to generate revenue and opportunities for the Brookdale community (ex. four-year institutions, healthcare)
- c) Develop a collaborative oversight committee to inform the Brookdale community and make the budget process more transparent across the College

Facility Needs

- a) Evaluate the facilities management system and reorganize to include a cabinet level position
- b) Partner with Monmouth County and other municipalities for shared services (security, buildings and grounds, other professional services)
- c) Ensure that a safe and secure environment is provided and maintained

Image Enhancement

- a) Evaluate the marketing efforts for Brookdale and reorganize for efficiency and effectiveness
- b) Position Brookdale as the “smart choice” for the region for all learners
- c) Engage K-12 leadership (principals, guidance counselors, school board members) in learning about Brookdale
- d) Partner with the Monmouth County administration to host County resources (ex. Unemployment office sites on BCC campuses)
- e) Increase marketing around the Honors Program as a Brookdale pathway to four-year success

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 18 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

Support Staff

Adjuncts

Recommendations

2

13

B. Change of Status

Administrative

Recommendations

1

C. Separations

Support Staff

Recommendations

2

A. HIRES**SUPPORT STAFF**

1. Name: Jennifer Mehm
Department: Health Science
Position: Senior Office Assistant
Salary: \$37,079
Effective: 11/1/18
2. Name: Leah Wascz
Department: Brookdale at Neptune
Position: Student Assistant, Higher Educations Centers, full-time, 10-month position
Salary: \$36,528
Effective: 10/1/18

ADJUNCTS

1. Name: Richard Allen
Department: Education
2. Name: Andrew Apicello
Department: Chemistry
3. Name: Danielle Basmagy
Department: English
4. Name: Douglas Corcoran
Department: English
5. Name: Malcolm Evans
Department: Speech
6. Name: Ellen Faden
Department: English
7. Name: Ray Horan
Department: Biology
8. Name: Avi Lejbik
Department: English

9. Name: Ryan Moore
Department: Communication Media
10. Name: Christina Rasiewicz
Department: Sociology
11. Name: Lisa Romanienko
Department: Sociology
12. Name: Gianna Stella
Department: Chemistry
13. Name: Ryan Tomski
Department: Music

ADJUNCT DEGREE SUMMARY

Doctoral	Masters
3	10

B. CHANGE OF STATUSADMINISTRATIVE

1. Name: Charles Volpi
Department: Grants Development
Position: Customer Relations Management Administrator, Title III grant-funded position
Action: Change in status from A3 to A4 through bona fide search
New Salary: \$45,202 prorated from an annual base of \$63,815
Effective: 10/16/18

C. SEPARATIONSSUPPORT STAFF

1. Name: Margaret Faria
Department: Admissions & Registration
Position: Enrollment Specialist
Action: Retirement
Effective: 1/1/19

2. Name: Valeria Nigrelli
 Department: Mathematics
 Position: Academic Tutor
 Action: Resignation
 Effective: 6/30/18

2.1 Application for Grants

Executive Summary

US Department of Education: Fund for the Improvement of Postsecondary Education (FIPSE)

Brookdale submitted a proposal to the US Department of Education, Office of Postsecondary Education, under its FIPSE Pilot Program for Cybersecurity Education and Technological Upgrades for Community Colleges on August 29, 2018.

Grant funds will be used to purchase and install a Virtual Lab environment thereby significantly enhancing the college's Networking and Cybersecurity program offerings. The NETLAB virtual environment will provide students with a safe, robust and customizable platform to learn, apply, and master hands-on skills. This solution of Virtual Labs will provide students with no-cost access to a dedicated platform that are so important in Cybersecurity. Michael Qaissaunee, Chair of Engineering and Technology, will administer the project.

The total grant amount requested is **\$95,334** and does not require a match from the college.

New Jersey Office of the Secretary of Higher Education (OSHE)

College Readiness Now V (CRN V)

Brookdale submitted a proposal to the New Jersey Council of County Colleges (NJCCC) and the New Jersey Office of the Secretary of Higher Education for funding under the College Readiness Now V Program. CRN V will serve approximately 110 students in 11th and 12th grades who are not yet college ready, with the highest priority must be given to students who are living below the poverty line. The College will collaborate with Neptune, Keansburg, and Raritan High Schools during the academic year component to offer 60 students instruction, support services, and a one-credit First-Year Seminar. The summer component will serve up to 70 students in three 2-week long Academic Success Boot Camps held on the Lincroft campus. Students taking part in the summer component will be identified and selected from various high schools throughout Monmouth County through Brookdale's Early Bird Program. Sabrina Mathues, from the College Success Division, will serve as Interim Project Director.

The total grant award is **\$69,650** and does not require a match from the college.

Recommendation:

The President recommends that the Board of Trustees approve submission of the grant applications listed.

September 25, 2018: Director of Grants and Institutional Development, Laura Qaissaunee

4.2 *Purchases in Excess of \$35,300 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 \$35,300. 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 September 17, 2018.

September 25, 2018: Interim Vice President Finance & Operations, Joey Stoner

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$35,300, or purchases with a combined total in excess of \$35,300; 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 Interim 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

WHEREAS the College certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this resolution;

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 \$35,300
September 25, 2018

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Grants				
1	Hezel Associates	Evaluation Services for the Teacher Education Program, RFP No. 04-18 / This is the 2nd year of the contract for consulting and evaluation services for the Teacher Education Program and is funded by the Career and Technical Education, Certificate of Eligibility, Educator Preparation Program (CTE-CE EPP) Grant. FY18 \$31,000.	RFP	\$ 27,100.00
Operating				
2	NJCCC Consortium - Turnitin, LLC	Software Service / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is a one year co-op agreement with New Jersey County College Joint Purchasing Consortium for Turnitin which is a web-based plagiarism detection software. This contract is funded by the Library Budget. FY18 \$24,335.20.	Exempt	\$ 23,858.44
3	Castle Branch, Inc.	Documentation Tracking/Healthcare, and Criminal Record Research, RFP No. 02-18 / This is the 2nd year of a 2 year contract for documentation tracking/healthcare, and criminal record research and is paid directly by students.	RFP	\$ 100,000.00 *
4	Winter Services Inc.	Snow Removal Services, Bid No. 17-24 / This is the 3rd year of a 3 year contract for snow removal services for the Lincroft Campus, Freehold Campus, Wall Campus, Hazlet HEC and Long Branch HEC (sidewalks only). This contract is funded by the Facilities Budget. FY18 expenditure \$1,125,677.56.	Bid	\$ 450,000.00 *

* Estimated expense based on historical data
Unless otherwise exempt, bids were publicly advertised according to law.

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

Payments made to vendors, students, and employees in the month of August totaled \$1,965,049.12. 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 September 17, 2018.

September 25, 2018: Interim Vice President Finance & Operations, Joey Stoner

**BROOKDALE COMMUNITY COLLEGE PROJECTS****A. CONSTRUCTION PROJECTS****1) LINCROFT CAMPUS PARKING LOTS**

The College is managing a Not to Exceed budget of \$805,000 for the milling and paving of various parking lots at the Lincroft Campus. Utilizing the services of the Monmouth County Highway Department, parking Lot 7 was completed during the summer of 2017 and parking lot 6 along with a portion of Arena Drive was completed this summer. Approximately \$200,000 remains available for additional work. The College is currently coordinating with the County to complete additional paving improvements in portions of parking lot 2 and lot 5 possibly this fall. The Not to Exceed amount of \$805,000 (Chapter 12 funds) will be monitored and reported monthly as work progresses.

2) FIRE ALARM PANEL REPLACEMENT PROJECT

Due to the age of eight existing fire alarm panels on the Lincroft campus and the difficulty in finding parts to maintain these panels, our office was authorized by the BOT at their May 15, 2018 meeting to proceed with preparation of plans and specifications to replace these panels. Bid documents were completed, the project was advertised with three bids received on August 7, 2018. Two of the three bids received were deemed non-responsive due to administrative defects in the bid submittals. The third bid exceeded the engineer's estimate by approximately 9%. In light of the above, the bids were formally rejected at the August 28, 2018 BOT meeting. Subsequently, the project was re-advertised with a bid opening scheduled for September 25, 2018.

3) SEWER EJECTOR PUMPS/LINCROFT CAMPUS

A contract for the replacement of sewer ejector pumps at the MAS and ATC buildings was awarded to Longo Electrical-Mechanical, Inc. in the amount of \$84,700.00 by the BOT at their May 15, 2018 meeting. Contracts have been signed and contract submittals have been approved. Based on discussions with the academic leadership team, a "sewer shutdown" period from August 24, 2018 to September 3, 2018 was selected to allow for the installation of the new pumps. The project is substantially complete, and the new pumps are up and running at both locations. Punchlist items are currently being compiled.

B. DESIGN/STUDIES/REPORTS**1) FREEHOLD CAMPUS FOUNDATION SEEPAGE PROBLEM**

Our office was requested to investigate an ongoing basement seepage problem. We have completed a site inspection along with videotaping of the interior and exterior drainage piping. Videotaping required extensive cleaning of the pipes which had numerous clogs throughout the system. The videotaping identified 5 locations where the piping had separated. Our office is currently coordinating with the College to prepare bid specifications to repair the five pipe separations. Regarding the mold contamination issue in the basement, remediation activities have been successfully completed. Post remediation sampling/testing indicated that the upper floors



are clean but additional remediation work is warranted in the basement. A proposal to complete the additional remediation work is currently being processed.

The abandoned UST was removed on August 20, 2018. Site restoration work is pending upon receipt of final soil tests. Lastly, the sewer ejector pump system recently failed. Installation of a new duplex cutter head pump system has been authorized under an emergency declaration. A temporary pump system is currently in place. The new pumps should be installed shortly.

2) MISCELLANEOUS ROOF REPAIRS

At the BOT of June 26, 2108, a contract to prepare bid documents for roof repairs at the Student Life Center, Library, Main Academic Buildings North and South and the Auto Tech Building was awarded to FVHD Architects and Planners, PC in the amount of \$39,750. Draft plans and specifications have been submitted and are currently under review by the College.

3) CVA & LAH CHILLER REPLACEMENTS

At the BOT meeting of June 26, 2018, our office was authorized to proceed with our proposal to provide engineering design and construction administration services for the replacement of antiquated chillers and upgrades to the controls at the Center for Visual Arts and Larrison Hall for a not to exceed fee of \$87,000. Design activities are currently underway and should be completed by the end of September. We anticipate advertising the project in October with a possible contract award at the November BOT meeting. It is intended to have these upgrades completed prior to next year's cooling season.

4) LED LIGHTING UPGRADES

Based on the recommendations of the recently completed Local Government Energy Audit (LGEA) reports prepared for the buildings at the Lincroft Campus and satellite campuses, the College will be pursuing energy saving measures by replacing the existing light bulbs with LED bulbs. At the BOT meeting of June 26, 2018, our office was authorized to proceed with engineering design and construction administration services for a not to exceed fee of \$75,400 for the Lincroft Campus and a not to exceed fee of \$21,500 for the satellite campuses. Field work has been completed and bid documents are substantially complete. Installation of the new lights will need to be coordinated with the academic leadership team as installations will occur over the upcoming academic year. The LGEA Reports indicate potential annual savings of more than \$300,000 from this project.


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

RESOLUTION

WHEREAS, a Complaint was filed by former College employee Frank Lawrence against the College in the action titled Lawrence v. Brookdale Community College et al., Docket No. MON-L-2522-14

WHEREAS, the Brookdale Community College Board of Trustees authorized the College to participate in a settlement conference in an attempt to amicably resolve said matter; and

WHEREAS, a tentative agreement was reached during the settlement conference; and

WHEREAS, the Board considers this settlement to be the most cost effective method of addressing this matter; and

WHEREAS, the settlement amount having been approved by the College's insurance carrier; and

WHEREAS, the Board agrees to settle the above litigation on the terms set forth in the Release Agreement negotiated by the College's General Counsel;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the terms of the Release Agreement are hereby approved and the College President or Board Chair is hereby authorized to execute the Release Agreement as negotiated by the College's General Counsel.

4.3 *Utilization of Shared Services Purchasing Initiatives*

The College is a current participant in the New Jersey County College Joint Purchasing Consortium and Monmouth County Shared Services to promote the reduction in cost of goods or services by bidding or quoting in conjunction with other county colleges and/or the County of Monmouth. The College has investigated the feasibility and fit of services offered by the County, and seeks to expand its participation to include more services offered.

The resolutions that follow will serve as the Board's approval to engage the contracts for participation.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held September 17, 2018.

September 25, 2018: Interim Vice President, Finance & Operations, Joey Stoner

RESOLUTION

AUTHORIZING THE EXECUTION OF A SHARED SERVICES AGREEMENT WITH THE COUNTY OF MONMOUTH

WHEREAS, the New Jersey Uniform Shared Services and Consolidation Act (C.40A:65-1, et seq.) authorizes local contracting units such as Brookdale Community College (hereafter, the “College”) to enter into Shared Service Agreements with other local contracting units; and

WHEREAS, the County of Monmouth, a local contracting unit, has offered to provide shared services to the College through September 30, 2028; and

WHEREAS, it is in the best interest of the College to enter into the proposed Shared Services Agreement with the County of Monmouth.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Board Chair or Vice Chair and Board Secretary are hereby authorized to execute the attached Shared Services Agreement with the County of Monmouth; and

BE IT FURTHER RESOLVED, that the Board Secretary shall forward a certified copy of this resolution, along with the executed Shared Services Agreement to

Elizabeth Perez, Shared Services Coordinator, County of Monmouth
Hall of Records Annex
1 E. Main Street
Freehold, New Jersey 07728.

EXHIBIT "A"

MONMOUTH COUNTY MUNICIPAL ASSISTANCE / SHARED SERVICES AGREEMENT

Services available:

The municipal assistance / shared services available from the County include, but are not limited to, the following:

- Catch basin cleaning
- Culvert repairs
- Diesel inspections
- Electrical Supplies
- Equipment use (with equipment operator)
- Guiderail installation
- Mowing
- Paving
- Plowing
- Plumbing
- Salting and sanding
- Street sign installation
- Street sweeping
- Towing
- Traffic signal installation
- Vehicle painting
- Vehicle repairs
- Vehicle washing
- 911 Dispatch Services

Pricing:

It is the intent that the County will recoup its actual costs in providing the services, but no profit. Therefore, the cost of the services shall be the estimated actual cost to the County for the requested (a) equipment, (b) materials and (c) labor, as quoted by the County.

Procedure:

If the College is interested in procuring services through the Shared Services Agreement, the College will submit a completed Request Form to the County. If the County is able to honor the request, the County will approve the request and issue either a fixed or an estimated price quotation. The College will then decide, at its option, whether or not to accept the services offered by the County.

RESOLUTION

AUTHORIZING THE EXECUTION OF A COMMODITY RESALE AGREEMENT WITH THE COUNTY OF MONMOUTH

WHEREAS, N.J.A.C. 5:34-7.15 authorizes local contracting units such as Brookdale Community College (hereafter, the “College”) to enter into Commodity Resale Agreements for the purchase of certain commodities from other contracting units; and

WHEREAS, the County of Monmouth, a local contracting unit, has authorized the renewal of the Monmouth County Commodity Resale System (SYSTEM IDENTIFIER 99174 – MCCRS) through September 30, 2023; and

WHEREAS, it would be in the best interest of this College to become or remain a member of the Monmouth County Commodity Resale System for that period; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Brookdale Community College that the Board Chair or Vice Chair and Board Secretary are hereby authorized to execute the attached Commodity Resale Agreement with the County of Monmouth.

BE IT FURTHER RESOLVED, that the Board Secretary forward a certified copy of this resolution, along with the executed Commodity Resale Agreement to

Elizabeth Perez, Shared Services Coordinator, County of Monmouth
Hall of Records Annex
1 E. Main Street
Freehold, New Jersey 07728

September 25, 2018

EXHIBIT "A"
MONMOUTH COUNTY COMMODITY RESALE SYSTEM

Commodities available:

- Gasoline
- Diesel fuel
- Snow removal chemicals
- Public works materials and supplies, including road and roadway construction materials
- Such other materials as may be approved by the Director of the Division of Local Government Services

Pricing:

It is the intent that the County will recoup its actual costs, but no profit. Therefore, the cost of the commodities shall be the actual cost paid by the County for the commodities plus a modest administrative fee, as quoted by the County.

Procedure:

If the College is interested in purchasing a commodity through the County's Commodity Resale System, the College will submit a completed Request Form to the County. If the County is able to honor the request, the County will approve the request and issue a price quotation. The College will then decide, at its option, whether or not to complete the requested purchase, at the price(s) quoted by the County.

4.2a *Change Order Request*

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 President and the Finance and Facilities Committee of the Board of Trustees at a meeting held September 17, 2018.

September 25, 2018: Interim Vice President Finance & Operations, Joey Stoner

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$35,300, or purchases with a combined total in excess of \$35,300; 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

WHEREAS the College certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this resolution;

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
September 25, 2018

Vendor Name	Description	Contract		Change Orders		Current		Proposed		Contract		Proposed % Increase
		Award		Approved		Value		C/Os		Total		
1 T & M Associates	Professional services to develop scope of work (bid specifications) for Freehold's underground storm water drainage piping system issue.	\$ 15,950.00	\$	9,206.00	\$	25,156.00	\$	2,500.00	\$	27,656.00	\$	10%
		\$ 15,950.00	\$	9,206.00	\$	25,156.00	\$	2,500.00	\$	27,656.00	\$	

5.1 Curriculum

The faculty and administration of the College have proposed discontinuance of the Accounting Associate in Applied Science due to diminished retention.

A concentration in accounting is available for students in the Business Associate in Applied Science. Students interested in an accounting career may matriculate in the Business program, complete the first year of business courses, and then select the Accounting Concentration to graduate. Business faculty determined that providing students with a foundation in business better prepared them to select the appropriate career pathway.

Students identified as majors in the Accounting Associate in Applied Science have been notified of the discontinuance. All accounting courses will continue to be offered so that matriculated students may complete their program.

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

The President recommends that the Board of Trustees adopt a resolution discontinuing the Accounting Associate in Applied Science.

WHEREAS, the faculty and administration of the College have proposed discontinuance of the Accounting Associate in Applied Science due to diminished retention; and

WHEREAS, a concentration in accounting is available for students in the Business Associate in Applied Science; and

WHEREAS, students interested in an accounting career may matriculate in the Business program, complete the first year of business courses, and then select the Accounting Concentration to graduate; and

WHEREAS, business faculty determined that providing students with a foundation in business better prepared them to select the appropriate career pathway; and

WHEREAS, students identified as majors in the Accounting Associate in Applied Science have been notified of the discontinuance, and all accounting courses will continue to be offered so that matriculated students may complete their program; and

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

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Accounting Associate in Applied Science be discontinued.

September 25, 2018

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.7000 Fundraising

I. Title of Policy

Fundraising

II. Objective of Policy

To define the scope of permissible fundraising activities at Brookdale Community College and to establish appropriate criteria for same.

III. Authority

~~N.J. State Statutes — County Colleges~~ N.J.S.A. 18:64A-12 (General Powers of Boards)

IV. Policy Statement

A. All fundraising activities affiliated with Brookdale Community College shall be ~~approved and~~ coordinated through the ~~Office of Planning and Development~~ Office of Advancement.

B. All fundraising efforts should be consistent with the Mission of the College.

C. Acceptance of gifts shall not impose upon the College any obligation or condition not within the College's best interest or permitted by statute, rule or regulation.

D. All gifts of cash, securities, real estate, equipment, services or other personal property shall be accepted in accordance with Policy 2.0000-A Solicitation, Acceptance and Deaccessioning of Gifts and/or Donations by the Brookdale Community College Foundation or the Brookdale Community College Alumni Association as determined by the Office of ~~Planning and Development~~ Advancement.

~~E. Gifts of equipment and/or services will normally be accepted by the College through the Office of Planning and Development.~~

F. The Office of Planning and Development Advancement shall annually report on all fundraising efforts to the Board of Trustees.

V. Responsibility for Implementation

President

Proposed for Lodging on September 25, 2018

Page 1 of 2

Approved: 6/25/92

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.8000 Promotion, Advertising and Sponsorships

I. Title of Policy

Promotion, Advertising and Sponsorships

II. Objective of Policy

To authorize the President to develop College Regulations to define the scope of permissible promotions, advertising, and sponsorship opportunities at Brookdale Community College, and to establish appropriate guidelines for same.

III. Authority

N.J.S.A. 18A:64A-12 and N.J.S.A. 18A:64A-25.1, et seq.

IV. Policy Statement

To establish College Guidelines for Promotion, Advertising and Sponsorship to include all communications, facilities use and collaborative agreements, and to prevent the misuse of same, the President is authorized to establish rules, procedures and guidelines for the promotion, advertising and sponsorship agreements associated with Brookdale Community College.

Except for ads promoting College services, advertising does not constitute an endorsement by the College for the contents of any ad. Advertising is not a free speech issue whereby unsolicited advertisers may demand the right to pay for ads to be placed in or on any particular publication, web site, or signage. Advertising may be denied or limited at the College's sole discretion and subject to federal and state law.

V. Responsibility for Implementation

President

Approved::5/10/2001

Effective:5/10/2001

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

3.6000 Compensation

I. Title of Policy

Compensation

II. Objective of Policy

The President, with the approval of the Board of Trustees and the assistance of the College's General Counsel and/or Labor Counsel, shall be the sole authority to establish, control, modify or terminate compensation practices or salary schedules not specifically covered by negotiated agreements with recognized bargaining agentsunits.

III. Authority

~~New Jersey Statutes: County Colleges~~N.J.S.A., 18A-64A-1, et seq.

IV. Policy Statement

The intent of this policy is to ensure that all compensation programs and salary schedules are in compliance with all state and federal regulations and are consistent with practices and philosophy established by the Board of Trustees.

V. Responsibility for Implementation

President

Approved: 4/21/69

Revised: 12/15/75

Revised: 6/27/96

3.9001

I. Title of Policy

Multi-Year Contracts for ~~Professional-Administrative~~ Staff

II. Objective of Policy

To authorize the President to develop a eCollege Regulations governing the conditions under which multi-year contracts may be considered.

III. Authority

~~New Jersey Administrative Code 9A:7-4, Professional Employees Policies~~ N.J.S.A/ 18A:60-14

IV. Policy Statement

~~Professional-Administrative staff are exempt employees working in management positions. Administrative employees with more than five (5)), as defined in 3.9001R~~ academic years of service), as defined in 3.9001R may, at the discretion of the President, be recommended for multi-year contracts subject to the approval of the Board of Trustees.

Recommendations for multi-year contracts shall be based on written performance evaluations, and shall take into account the College's financial position and future personnel needs.

V. Responsibility for Implementation

President

Approved: Board of Trustees 11/20/75

Revised: 8/23/79

2/26/81

6/27/96

9/25/18

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

3.9006 Drug Free Workplace

I. Title of Policy

Drug-Free Workplace

II. Objective of Policy

To comply with the requirements of the Federal Government's directive to create a drug-free workplace and to promulgate policies and regulations regarding same.

III. Authority

Drug-Free Workplace Act of 1988, P.L. 100-690, 52 Fed. Reg. 4946 of the Federal Government

IV. Policy Statement

Brookdale Community College affirms its desire to create a drug-free workplace and to comply with the requirements of the Drug-Free Workplace Act of 1988. The President shall develop a College Regulation to include the appropriate steps necessary to implement this Act.

V. Responsibility for Implementation

President

Approved: Board of Trustees, 4/27/89

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

3.9005 Faculty Reduction in Force

I. Title of Policy

Faculty Reduction in Force

II. Objective of Policy

To direct the President to develop a College Regulation to define college seniority and to maintain a regularly updated seniority list in the event of a faculty reduction in force.

III. Authority

N.J.S.A. 18A:64A-1, et seq. and NJ Administrative Code N.J.A.C.: 9A: 7-2, Community College Reduction in Force Policies.

IV. Policy Statement

~~The~~ Under conditions underin which reduction in force shall be invoked, the eCollege will comply with are delineated in all applicable provision of the New Jersey Administrative Code. The President shall develop a College Regulation to ensure that equitable seniority lists and layoff procedures are developed for implementation in the event that a faculty reduction in force at Brookdale Community College becomes necessary. Layoff of tenured faculty within a faculty layoff unit is made in order of years of service within the unit, laying off tenured faculty with the fewest years of service first.

V. Responsibility for Implementation

President

Approved: 9/22/83

Revised: 6/27/96

9/25/18

3.9007 Equal Opportunity

I. Title of Policy

~~Affirmative Action~~ Equal Opportunity and Anti-Discrimination

II. Objective of Policy

~~To establish and maintain a proactive position for the College vis-à-vis the employment of women and members of minority groups, as well as the recruitment and retention of women and minority students. Brookdale Community College will take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans and qualified disabled persons are introduced into our workforce. This policy covers all phases of employment, including but not limited to recruitment, employment, placement, promotion, transfer, demotion, reduction in force and termination, compensation, training, use of facilities, and participation in College-sponsored activities.~~

It is the College's fundamental policy to provide equal opportunity in all areas of employment and educational practices. This policy extends to recruitment and hiring, working conditions, pay and benefits, professional development opportunities, performance review, promotion, and all other terms and conditions of employment. Furthermore, the College shall not discriminate on the basis of any protected class in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other College-administered programs.

III. Authority

All applicable legislation including but not necessarily limited to Executive Order 11246 as amended by Executive Order 11375; the Civil Rights Act of 1964; the Age Discrimination in Employment Act of 1967 as amended by the Older Workers Benefit Protection Act of 1990; the Equal Pay Act of 1963; Genetic Information Nondiscrimination Act of 2008; the Rehabilitation Act of 1973; Vietnam-Era Veterans Readjustment Assistance Act of 1974; Uniformed Services Employment and Reemployment Rights Act; Title IX of the Educational Amendments of 1972; Americans with Disabilities Act of 1991 and the ADAA of 2008; N.J.S.A. 10:5-1, et seq.- the New Jersey Law Against Discrimination and N.J.S.A. 10:6-1, et seq.- the New Jersey Civil Rights Act.

IV. Policy Statement

Brookdale Community College is an equal opportunity education institution and does not discriminate on the basis of race, color, national origin, ancestry, age, gender/gender identification, sexual orientation, marital status, disability, or any other protected class, as defined by the New Jersey Law Against Discrimination, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the

Civil Rights Act of 1964, the Americans with Disabilities Act of 1991 and all other applicable laws.

Brookdale Community College is an Equal Opportunity/Affirmative Action educational institution. In order to promote this goal, the College will make positive efforts to ensure equal opportunity to all individuals without regard to race, color, sex, pregnancy, domestic partnership or civil union status, atypical hereditary cellular or blood trait, AIDS and HIV status, religion, national origin, disability or perceived disability, current military status or Vietnam Era veteran status.

V. Responsibility for Implementation

President.

Approved: 11/16/89

Revised: 6/27/96

Revised: 9/25/18, replaces Affirmative Action Policy

Brookdale Community College

College Policy

4.3001 Use of Consultants

I. Title of Policy

Use of Consultants

II. Objective of Policy

To establish the framework within which the College will engage consultants to provide services outside the expertise of College personnel.

III. Authority

N.J.S.A. 18A:64A-25.1, et seq.

Bylaws of the Board of Trustees, section 1.30341.3054 ???

V. Policy Statement

A consultant shall be defined as an individual or designee of a firm, outside the ~~full-time~~ employ of the College, who performs a service considered to be outside the expertise, time capability, or appropriateness of the College's existing personnel. ~~With the approval of the President, certain College personnel, in unique circumstances, may perform consulting duties for the College as long as these duties are outside of the employee's routine and expected function and responsibility within the College.~~

Consultants may be utilized for the following activities:

- A. Research and evaluation;
- B. Specification and design;
- C. Academic, service, and administrative development;
- D. Special needs (such as transitions between incumbents and new employees, etc.);
- E. Such other special needs as defined by the Board of Trustees.

The approval process for the use of consultants shall be as follows:

A. Annually, the Board of Trustees will appropriate a sum within the operating budget that reflects the justified and anticipated need for consulting services.

B. All consultant and architectural fees for construction and design projects, whether new, renewal, or replacement, shall be defined individually within the proposed construction budget which will be submitted to the [Buildings and Grounds- Finance and Facilities](#) Committee of the Board of Trustees for approval.

C. With the approval of the annual budget, the Board of Trustees authorizes the President to approve all consulting agreements to a maximum of \$5,000, including expenses, per individual consultant or firm. Such agreements shall be reported to the Finance [and Facilities](#) Committee of the Board of Trustees on a regular basis.

D. Individual consulting engagements of \$5,000 or multiple engagements whose sum total is in excess of \$5,000 shall require the approval of the Board prior to contracting for the service.

E. The President shall develop a College regulation setting forth the internal approval process for the engagement of consultants.

Consultants employed by Brookdale Community College must adhere to all Federal and State requirements with regard to affirmative action compliance.

V. Responsibility for Implementation

President

Approved: 4/22/93

Revised: 10/24/96



BROOKDALE

COMMUNITY COLLEGE



ANNUAL INSTITUTIONAL PROFILE

September 2018

Preface

Each of New Jersey's 31 public institutions of higher education is required to submit an annual report to New Jersey Higher Education that addresses several performance indicators. Submission of this report, entitled the Annual Institutional Profile (AIP), fulfills the 1994 Higher Education Restructuring Act mandate to "prepare and make available to the public an annual report on the condition of the institution." The form and content of the AIP is established by the State of New Jersey Office of the Secretary of Higher Education. The Appendix contains the specific form and content required for the 2018 Profiles.

Situated in six locations in Monmouth County, Brookdale Community College offers degrees designed to transfer to four-year institutions, as well as degrees and certificates which prepare students to enter the workforce directly. Brookdale is proud to rank consistently in the top 100 of over 1100 community colleges nationally in associate degree production.

The Annual Institutional Profiles include a wide variety of Indicators such as accreditation status, number of credit and noncredit students served, academic preparedness of entering students, number of degrees conferred, graduation, transfer and retention rates, percentage of course sections taught by full-time faculty, characteristics of the Board of Trustees (e.g., race/ethnicity and affiliation), research and public service activities, degree and certificate programs offered, and major capital projects in fiscal year 2018.

As such, Brookdale's Annual Institutional Profile provides a summary of many of our fiscal year 2018 accomplishments and contributions to our community. We present this report to the State of New Jersey Office of the Secretary of Higher Education and to our public constituencies with the hope that this material will be informative and useful.



David Stout, Ph.D.
President

**BROOKDALE COMMUNITY COLLEGE
ANNUAL INSTITUTIONAL PROFILE
2018**

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SECTION A ACCREDITATION STATUS

INSTITUTIONAL ACCREDITATION

Brookdale Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, the accrediting agency for all colleges in the mid-Atlantic region. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation. Following a Spring 2018 accrediting team visit, Middle States placed the College on warning because of insufficient evidence that the institution is currently in compliance with Standards II (Ethics and Integrity) and Standard V (Educational Effectiveness Assessment). Brookdale remains accredited while on warning.

Brookdale is certified by the State of New Jersey and the United States Department of Education to grant associate degrees to students who complete formal programs of study. All of Brookdale's associate-degree programs are approved by the State of New Jersey Office of the Secretary of Higher Education.

PROFESSIONAL ACCREDITATION

The Culinary Arts AAS program is accredited by the American Culinary Federation Education Foundation's (ACFEF) Accrediting Commission.

The Health Information Technology associate degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The Human Services program is accredited by the Council for Standards in Human Service Education.

The Nursing program is accredited by the Accrediting Commission for Education in Nursing (ACEN; formerly the National League for Nursing Accrediting Commission), and by the State of New Jersey, Department of Law & Public Safety, Division of Consumer Affairs, Board of Nursing.

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the New Jersey Radiologic Technology Board of Examiners.

The Respiratory Care Program is accredited by the Committee on Accreditation for Respiratory Care (CoArc).

PROGRAM RECOGNITION OR CERTIFICATION

The GM-ASEP option of the Automotive Technology program is certified by the National Automotive Technicians Foundation (NATEF).

The Paralegal Studies program is approved by the American Bar Association, Standing Committee on Legal Assistants.

SECTION B

NUMBER OF STUDENTS SERVED

1. How many full and part time credit students were enrolled in Fall 2017?

<i>Student Status</i>	<i>Headcount</i>	<i>Percent of Total</i>
Full-time	5,944	46.5%
Part-time	6,846	53.5%
Total	12,790	100.0%

2. How many non-credit students were served in FY 2017?

There were more than 11,000 registrations (**11,521**) in Brookdale non-credit open-enrollment courses in FY 2017, representing **7,224 different individuals**. Approximately 3 out of every 10 enrollments (3,903 or 33.9%) were in career-oriented or vocational courses and 7 out of 10 (7,618 or 66.1%) registrations were in leisure or recreational courses. The 11,521 registrants in non-credit open-enrollment courses enrolled for 295,080.8 clock hours or 655.7 FTEs.

Course Type	Registrations	Course Category	Total Clock Hours
ABE / GED	657	Career	47,304.0
Sports Camps	226	Recreational	4,520.0
Fitness Center	681	Recreational	21,738.0
Open Enrollment - Career	3,246	Career	151,930.1
Open Enrollment - Recreation	6,711	Recreational	69,588.7
Total	11,521		295,080.8

There were also **1,138** registrations in courses offered through Contracted Services in FY 2017. Ninety-three courses were delivered to **195 different companies**, resulting in 34.6 training FTEs. In addition, there were **4,528** registrations in courses offered through Contracted Services to local schools. Seventy-five sections were delivered to **67 different schools**, resulting in 32.8 FTEs.

3. How many credit students enrolled in Fiscal Year 2017?

The unduplicated credit enrollment for FY 2017 was 18,974. These students enrolled for a total of 282,411 credits or 9,413.7 FTEs between the Summer III 2016 term and the Summer II 2017 term.

SECTION C

CHARACTERISTICS OF UNDERGRADUATE STUDENTS

FOUNDATIONAL STUDIES TESTING AND REMEDIATION

1. What Foundational Studies placement test does Brookdale use? What criteria are used for selecting test takers?

Brookdale Community College uses the ACCUPLACER computerized adaptive placement test (CPT) to assess the preparedness of new students. The minimum and maximum possible scores on each subject test range from 20 through 120. All new degree students must take the Foundational Studies Placement Test or be waived from testing. Waivers of testing are available to the following students: (1) Those who have completed at least 24 college level credits with a grade of "C" or better at an accredited institution. The 24 credits must include English composition and a mathematics course higher than elementary algebra. (2) Those who have taken the ACCUPLACER test at another college. (3) Those with a four-year degree from an accredited college. (4) Students who have taken the SAT (as of 3/1/16) and have scored 480 or higher on Evidence Based Reading and Writing (ERW) and 530 or higher on Math. (5) Students who have taken the SAT prior to 3/1/16 and have scored 540 or higher on the Critical Reading test and 530 or higher on the SAT Quantitative test. (6) Students who have taken the ACT (as of 9/10/16) and have scored 23 or higher on Reading, 22 or higher on Math, and 8 or higher on Sentence Skills. (7) Students who have taken the ACT (prior to 9/10/16) and have scored 23 or higher on Reading and Writing and 22 or higher on Math. (8) Non-native speakers of English. (9) Individuals 65 and older.

2. How many Fall 2017 students were enrolled in one or more Foundational Studies courses?

Of the 12,790 students enrolled in Fall 2017, 2,541 (19.9%) were enrolled in at least one Foundational Studies course.

3. How many first-time, full-time (FTFT) degree-seeking students were enrolled in Foundational Studies courses in Fall 2017?

Of the 1,908 first-time, full-time, degree-seeking students enrolled in Fall 2017, 1,144 (60.0%) were enrolled in at least one Foundational Studies course.

4. How many and what percent of Fall 2017 FTFT degree-seeking students were enrolled in Foundational Studies courses by subject area?

Subject Area:	Number and Percent out of All FTFT Degree-Seeking Students (1,908)	
	N	%
Computation	758	39.7
Algebra	280	14.7
Reading	600	31.4
Writing	597	31.3

STUDENT DEMOGRAPHICS

1. What was the head count and percent by ethnicity and student status in Fall of 2017?

ETHNICITY

STUDENT STATUS	NRA		Black		AI/AN		Asian/PI		Hispanic		White		Unknown*		TOTAL
	N	%	N	%	N	%	N	%	N	%	N	%	N	%	
Full Time	127	2.1	477	8.0	33	0.6	239	4.0	878	14.8	3,914	65.8	276	4.6	5,944
Part Time	17	0.2	710	10.4	30	0.4	314	4.6	875	12.8	4,554	66.5	346	5.1	6,846
TOTAL	144	1.1	1,187	9.3	63	0.5	553	4.3	1,753	13.7	8,468	66.2	622	4.9	12,790

NRA: Non-Resident Alien AI / AN: American Indian / Alaskan Native PI: Pacific Islander *Also Includes 2 or More Races

2. What was the headcount and percent by gender and student status in Fall 2017?

GENDER

STUDENT STATUS	Male		Female		Total N
	N	%	N	%	
Full Time	3,146	52.9	2,798	47.1	5,944
Part Time	2,953	43.1	3,893	56.9	6,846
TOTAL	6,099	44.7	6,691	52.3	12,790

3. What is the age breakdown of the Fall 2017 student body?

FULL VS PART TIME STATUS

AGE CATEGORY	Full Time		Part Time		Total N
	N	%	N	%	
Less than 18	134	2.3	1,156	16.9	1,290
18 – 19	3,346	56.3	872	12.7	4,218
20 – 21	1,343	22.6	1,214	17.7	2,557
22 – 24	529	8.9	1,225	17.9	1,754
25 – 29	324	5.5	934	13.6	1,258
30 – 34	108	1.8	401	5.9	509
35 – 39	61	1.0	271	4.0	332
40 – 49	57	1.0	341	5.0	398
50 – 64	31	0.5	276	4.0	307
65 and Over	2	0.0	90	1.3	92
Unknown	9	0.2	66	1.0	75
Total	5,944	100.0	6,846	100.0	12,790

FINANCIAL AID

1. To what degree is your institution accessible to students of all economic backgrounds? Use FY17 Data.

<i>Type of Financial Aid</i>	<i>Number of Recipients</i>	<i>Total Amount Awarded</i>	<i>Average Amount Awarded Per Recipient</i>
State Programs			
Tuition Aid Grant (TAG)	1,280	\$2,406,000	\$1,879.69
Educational Opp. Fund (EOF)	281	238,000	846.98
Distinguished Scholars	0	0	0.00
Urban Scholars	0	0	0.00
NJCLASS Loans	10	48,000	4,800.00
NJ STARS	140	425,000	3,035.71
State Programs Total:		\$3,117,000	
Federal Programs			
Pell Grants	3,854	\$12,707,000	\$3,297.09
College Work Study	75	202,000	2,693.33
SEOG	1,341	479,000	357.20
SMART & ACG or other	0	0	0.00
Stafford Loans (Subsidized)	1,219	3,693,000	3,029.53
Stafford Loans (Unsubsidized)	1,242	3,989,000	3,211.76
PLUS Loans	26	137,000	5,269.23
Federal Programs Total:		\$21,207,000	
Institutional Programs			
Grants / Scholarships	529	\$432,000	\$816.64
Institutional Programs Total:		\$432,000	
Total All Programs FY17:		\$24,756,000	

*Source: NJ IPEDS Form #41 Student Financial Aid Report

RESIDENCY

1. What percentage of the student body are New Jersey residents?

- Among Brookdale's 12,790 Fall 2017 students, 12,549 (or **98.1%**) were New Jersey residents. Of these, 11,220 (or **89.4%**) were Monmouth County residents.
- Among Fall 2017 first-time, degree-seeking students (2,456), **98.5%** (or 2,419) were New Jersey residents, of whom 2,124 (or **87.8%**) were living in Monmouth County.

SECTION D

STUDENT OUTCOMES – GRADUATION, RETENTION AND TRANSFER

1. What percentage of full-time freshmen graduate or transfer within 3 years?

The figures below reflect **3-year** graduation and transfer rates for first-time, full-time matriculated students. The transfer rates include National Student Clearinghouse data on transfers to most baccalaureate-granting institutions. The reported transfer rates refer only to those students who *did not* graduate within 150% of time to degree completion. More specifically, if a student graduated within three years and then transferred to another institution, (s)he would be identified only in the graduation rate and not in the transfer rate. The data below have been reported on the annual Federal Graduation Rate Survey (GRS). On the Graduation Rate Survey, students have until the end of the Summer of their 3rd year to either graduate or transfer to another institution (e.g., members of the Fall 2014 cohort had until the end of Summer 2017 to graduate or transfer).

2005 – 2014 Entering Cohorts:

Entering Cohort	Total in Cohort	Graduates within 3 years	Graduation Rate	Transfers (non graduates)	Transfer Rate	Combined Graduates + Transfers	Combined Graduation + Transfer Rate
2005	2,667	536	20.1%	542	20.3%	1,078	40.4%
2006	2,782	600	21.6%	525	18.9%	1,125	40.4%
2007	2,956	602	20.4%	603	20.4%	1,205	40.8%
2008	3,094	627	20.3%	577	18.6%	1,204	38.9%
2009	3,145	693	22.0%	568	18.1%	1,261	40.1%
2010	3,056	654	21.4%	547	17.9%	1,201	39.3%
2011	2,633	592	22.5%	470	17.9%	1,062	40.3%
2012	2,705	627	23.2%	472	17.4%	1,099	40.6%
2013	2,519	646	25.6%	413	16.4%	1,059	42.0%
2014	2,245	617	27.5%	362	16.1%	979	43.6%

2. What are Brookdale's three-year graduation and transfer rates by ethnic group for the Fall 2014 entering cohort of first-time, full-time freshman?

Ethnic Group	Total in Cohort	Graduates within 3 years	Graduation Rate	Transfers (non graduates)	Transfer Rate	Combined Graduates + Transfers	Combined Graduation + Transfer Rate
White	1,493	476	31.9%	247	16.5%	723	48.4%
Black	219	20	9.1%	28	12.8%	48	21.9%
Hispanic	345	68	19.7%	50	14.5%	118	34.2%
Asian	53	17	32.1%	12	22.6%	29	54.7%
NRA	15	3	20.0%	0	0.0%	3	20.0%
Other	120	33	27.5%	25	20.8%	58	48.3%
Total	2,245	617	27.5%	362	16.1%	979	43.6%

*Other includes American Indian and Unknowns

3. What are Brookdale's two- and three- year graduation rates for the Fall 2005 – Fall 2014 entering cohorts of first-time, full-time freshman?

Entering Cohort		Graduate After Two Years		Graduate After Three Years	
Fall Term	N	N	%	N	%
2005	2,667	222	8.3%	536	20.1%
2006	2,782	231	8.3%	600	21.6%
2007	2,956	228	7.7%	602	20.4%
2008	3,094	235	7.6%	627	20.3%
2009	3,145	259	8.2%	693	22.0%
2010	3,056	251	8.2%	654	21.4%
2011	2,633	209	7.9%	592	22.5%
2012	2,705	262	9.7%	627	23.2%
2013	2,519	263	10.4%	646	25.6%
2014	2,245	241	10.7%	617	27.5%

4. What is the third-semester (Fall to Fall) retention rate for first-time, full-time, degree-seeking students?

Full-Time Entering Cohort		Number and Percent Retained in Third Semester		
Term	N	N	%	Third Semester
Fall 2007	2,956	2,086	70.6%	Fall 2008
Fall 2008	3,094	2,203	71.2%	Fall 2009
Fall 2009	3,145	2,172	69.1%	Fall 2010
Fall 2010	3,056	2,045	66.9%	Fall 2011
Fall 2011	2,633	1,812	68.8%	Fall 2012
Fall 2012	2,705	1,855	68.6%	Fall 2013
Fall 2013	2,519	1,748	69.4%	Fall 2014
Fall 2014	2,245	1,534	68.3%	Fall 2015
Fall 2015	2,028	1,427	70.4%	Fall 2016
Fall 2016	1,973	1,399	70.9%	Fall 2017

5. What is the third-semester (Fall to Fall) retention rate for first-time, part-time, degree-seeking students?

Part-Time Entering Cohort		Number and Percent Retained in Third Semester		
Term	Total	N	%	Third Semester
Fall 2007	420	192	45.7%	Fall 2008
Fall 2008	498	242	48.6%	Fall 2009
Fall 2009	451	228	50.6%	Fall 2010
Fall 2010	517	216	41.8%	Fall 2011
Fall 2011	481	217	45.1%	Fall 2012
Fall 2012	535	253	47.3%	Fall 2013
Fall 2013	533	237	44.5%	Fall 2014
Fall 2014	482	254	52.7%	Fall 2015
Fall 2015	559	295	52.8%	Fall 2016
Fall 2016	486	286	58.8%	Fall 2017

6. How many degrees were awarded to the graduating Class of 2018 (by ethnicity and degree type)?

AWARDS	Am Ind*	Asian	Black	Hispanic	NH / PI*	Two Plus	White	Unknown	TOTAL
Certificates	0	11	9	10	0	0	76	4	110
Associates	15	73	129	199	5	16	1,422	80	1,939
TOTAL	15	84	138	209	5	16	1,498	84	2,049

*American Indian

*Native Hawaiian / Pacific Islander

7. What percentage of the Class of 2018 were female? Male?

AWARDS	Men		Women		TOTAL
	N	%	N	%	
Certificates	54	49.4	56	50.9	110
Associates	871	44.9	1,068	55.1	1,939
TOTAL	925	45.1	1,124	54.9	2,049

8. How does Brookdale rank, nationally, in terms of degree production?

- Brookdale is consistently among the top 100 associate degree producing institutions in the nation. Brookdale's Class of 2017 was awarded 2,042 associate degrees, ranking it 59th out of all 884 two-year public community colleges (Source: IPEDS Data Center Preliminary Completions data).

9. How many degrees / certificates were awarded to the Class of 2017 by General Field?

<i>IPEDS CIP Code Major Category</i>	<i>Certificates Awarded</i>	<i>Associates Awarded</i>	<i>Total</i>
03 Natural Resources & Conservation	0	2	2
04 Architecture	0	9	9
10 Communication Technologies	0	23	23
11 Computer and Information Sciences	13	78	91
12 Personal and Culinary Services	39	25	64
13 Education	0	157	157
14 Engineering	0	33	33
15 Engineering Technologies	0	45	45
22 Legal Professions	12	29	41
24 Liberal Arts / Sciences	0	244	244
30 Multi / Interdisciplinary Studies	0	96	96
43 Homeland Security / Law Enforcement	0	156	156
44 Public Administration	0	37	37
45 Social Sciences	0	327	327
46 Construction Trades	0	24	24
47 Mechanic / Repair Technologies	30	0	30
50 Visual / Perform Arts	0	42	42
51 Health Professions	14	244	258
52 Business / Management	2	368	370
Total:	110	1,939	2,049

10. What percentage of degrees are conferred annually by academic discipline? What is the percentage for the past five years?

- The table on page 10 contains the number and percent of degrees conferred in each discipline for the Classes of 2014 through 2018.

Brookdale Community College

Number and Percent of Degrees Conferred by Program

BCC DEGREE PROGRAM	2017-2018		2016-2017		2015-2016		2014-2015		2013-2014	
	No.	%	No.	%	No.	%	No.	%	No.	%
Transfer Programs:										
Architecture	9	0.4	12	0.6	8	0.4	14	0.7	7	0.4
Art	11	0.5	19	0.9	6	0.3	4	0.2	15	0.8
Business Administration (AA)	246	12.0	380	18.2	412	19.9	394	18.7	342	17.5
Business Administration (AS)	73	3.6								
Computer Science	38	1.9	28	1.3	21	1.0	14	0.7	15	0.8
Criminal Justice	143	7.0	173	8.3	172	8.3	217	10.3	204	10.4
Education	154	7.5	163	7.8	161	7.8	164	7.8	171	8.7
Engineering	33	1.6	50	2.4	34	1.6	26	1.2	25	1.3
Environmental Science	2	0.1								
Fashion Merchandising (AS)	1	0.0								
Homeland Security	13	0.6	2	0.1	1	0.0				
Humanities	244	11.9	290	13.9	252	12.2	315	15.0	239	12.2
Human Services (AS)	36	1.8	33	1.6	32	1.5	36	1.7	13	0.7
Math / Science	96	4.7	110	5.3	136	6.6	140	6.7	130	6.6
Public Health	4	0.2	4	0.2	2	0.1				
Social Science	327	16.0	284	13.6	293	14.2	261	12.4	300	15.3
Transfer Total	1430	69.8	1548	74.2	1530	73.9	1585	75.3	1461	74.6
Career Programs:										
Accounting	7	0.3	8	0.4	3	0.1	6	0.3	6	0.3
Automotive Technology	41	2.0	38	1.8	54	2.6	44	2.1	49	2.5
Business Management	9	0.4	13	0.6	18	0.9	12	0.6	8	0.4
Communications Media	11	0.5	14	0.7	10	0.5	9	0.4	5	0.3
Computer Science	18	0.9	15	0.7	7	0.3	15	0.7	11	0.6
Culinary Arts	64	3.1	61	2.9	53	2.6	52	2.5	42	2.1
Cybersecurity	9	0.4	1	0.0						
Dental Hygiene	10	0.5	7	0.3	10	0.5	8	0.4	9	0.5
Digital Animation & 3-D Design	12	0.6	11	0.5	20	1.0	14	0.7	23	1.2
Electric Utility Technology	24	1.2	20	1.0	0	0.0	0	0.0	0	0.0
Electronics Technology	34	1.7	5	0.2	9	0.4	5	0.2	8	0.4
Fashion Merchandising	22	1.1	24	1.1	43	2.1	37	1.8	40	2.0
Graphic Design	9	0.4	12	0.6	12	0.6	4	0.2	10	0.5
Health Information Technology	18	0.9	15	0.7	20	1.0	25	1.2	12	0.6
Human Services	1	0.0	0	0.0	6	0.3	7	0.3	10	0.5
Interior Design	12	0.6	3	0.1	11	0.5	8	0.4	6	0.3
Marketing	12	0.6	6	0.3	13	0.6	7	0.3	7	0.4
Medical Coding	14	0.7	3	0.1	4	0.2	3	0.1	4	0.2
Music Technology	10	0.5	12	0.6	5	0.2	5	0.2	6	0.3
Network Information Technology	26	1.3	24	1.1	24	1.2	22	1.0	20	1.0
Nursing	174	8.5	137	6.6	133	6.4	126	6.0	114	5.8
Paralegal Studies	41	2.0	40	1.9	35	1.7	44	2.1	47	2.4
Radiologic Technology	23	1.1	35	1.7	21	1.0	25	1.2	27	1.4
Respiratory Care / Therapy	15	0.7	20	1.0	13	0.6	25	1.2	20	1.0
Social Media	0	0.0	2	0.1	4	0.2				
Social Services	0	0.0	0	0.0	0	0.0	0	0.0	1	0.1
Teacher Assistant	3	0.1	2	0.1	4	0.2	7	0.3	2	0.1
Technical Studies	0	0.0	1	0.0	0	0.0	0	0.0	0	0.0
Obsolete Programs - Misc.	0	0.0	10	0.5	8	0.4	9	0.4	10	0.5
Career Total	619	30.2	539	25.8	540	26.1	519	24.7	497	25.4
TOTAL	2049	100.0	2087	100.0	2070	100.0	2104	100.0	1958	100.0

SECTION E FACULTY CHARACTERISTICS

1. Provide a profile of Fall 2017 full-time faculty & instructional staff at your institution.

The table below provides a breakdown of Fall 2017 faculty & instructional staff by gender, ethnicity, academic rank, and tenure status.

Fall 2017 Faculty & Instructional Staff Status by Gender and Ethnicity

	<i>White</i>		<i>Black</i>		<i>Hispanic</i>		<i>Asian*</i>		<i>Unknown*</i>		<i>Total</i>	
<i>TENURED</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>
Professors	40	35	0	1	0	3	0	3	1	2	41	44
Associate Professors	15	19	1	0	2	0	0	2	0	1	18	22
Assistant Professors	14	23	3	3	0	0	0	5	0	1	17	32
All Others	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	69	77	4	4	2	3	0	10	1	4	76	98
<i>WITHOUT TENURE</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>
Assistant Professors	1	2	0	0	0	0	0	0	0	0	1	2
All Others	10	18	1	1	0	0	0	1	0	0	11	20
TOTAL	11	20	1	1	0	0	0	1	0	0	12	22
<i>COMBINED</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>
Professors	40	35	0	1	0	3	0	3	1	2	41	44
Associate Professors	15	19	1	0	2	0	0	2	0	1	18	22
Assistant Professors	15	25	3	3	0	0	0	5	0	1	18	34
All Others	10	18	1	1	0	0	0	1	0	0	11	20
TOTAL	80	97	5	5	2	3	0	11	1	4	88	120

*Asian includes Pacific Islanders and Unknown includes 2 or More Races

2. What percentage of course sections are taught by full-time faculty?

- More than half of all course sections (53.9%) are taught by full-time Brookdale faculty.

Number and Percent of Fall 2017 Sections Taught by Each Group*

<i>Faculty Group</i>	<i>N</i>	<i>%</i>
Full-Time	916	53.9
Part-Time	692	40.8
Other	90	5.3
Total	1,698	100.0

*Does not include labs, international, or independent study sections

3. What is the ratio of full-time to part-time faculty?

- There is one full-time faculty member to every 2.2 part-time faculty members. More specifically, in the Fall 2017 term, there were 208 full-time and 455 part-time faculty members.

SECTION F

CHARACTERISTICS OF THE TRUSTEES OR GOVERNORS

The Trustees of Brookdale Community College are dedicated members of the Monmouth County community. The Board is comprised of 12 Monmouth County citizens who serve in four-year terms. Two members are ex officio: Brookdale President Dr. David Stout (a non-voting member) and Interim Executive County Superintendent of Schools, Dr. Les Richens. Two members are appointed by the Governor and eight are appointed by the Monmouth County Board of Chosen Freeholders. The Graduate Trustee is chosen by his or her graduating peers.

Dr. Carl J. Guzzo Jr., Esq., is Board of Trustees Chair and Chair of the Executive Committee. He is an ex-officio member of all Board committees and is on the Board of School Estimate team. Dr. Guzzo, appointed to the Board in 2012 and reappointed in 2016, is a sole practitioner at his own law firm. **Ms. Tracey Abby-White**, Vice Chair of the Board and of the Executive Committee, was appointed to the Board in 2013 and reappointed in 2016. Ms. Abby-White serves on the Governance committee and the ad-hoc Revenue Generating Committee. Ms. Abby-White is the Director of Sales Enablement at a global network security company.

Mr. Daniel Becht, Esq., is a member of the By Laws, Finance & Facilities, Governance, and ad-hoc Revenue Generating Committees. Appointed to the Board of Trustees in March 2017, Mr. Becht practices law at his own firm. **Ms. Latonya Brennan**, appointed to the Board by the state in December 2016, is Chair of the ad-hoc Revenue Generating Committee and serves on the Governance, Policy & Education, and Audit Committees. Ms. Brennan is Vice President at an insurance risk management services company.

Ms. Suzanne Brennan, Esq., Chair of the Governance Committee, was appointed to the Board in August 2017. Ms. Brennan also serves on the Finance & Facilities Committee and By Laws Committee. Ms. Brennan is a public defender and practices law at her own firm as well as being an associate at another firm. **Dr. Henry Cram** chairs the Policy & Education Committee and is a member of the Executive, Governance, and Nominating Committees. Dr. Cram, President of the Middle States Association's Commissions on Elementary and Secondary Schools, was appointed to the Board in November 2014.

Mr. Paul Crupi serves as a member of the Finance & Facilities committee, is the Liaison to the New Jersey Council of County Colleges (NJCCC), and is a NJCCC Trustee Ambassador. Mr. Crupi, Vice President of a public affairs and business development firm, joined the Board in 2014. **Ms. Madeline Ferraro, Esq.**, appointed to the Board in 2016 by the Governor, is Chair of the By Laws Committee and serves on the Executive, Finance & Facilities, Policy & Education, and Nominating Committees. Ms. Ferraro is Vice President of Government and Public Affairs at a health care services organization.

Mr. Francis Bret Kaufmann, founder of his own consultation and evaluation firm, joined the Board in November 2015. Mr. Kaufmann chairs the Finance & Facilities committee and the Nominating Committee. Mr. Kaufmann, a member of the Executive committee and the ad-hoc Revenue Generating Committee, is also on the Board of School Estimate team. **Ms. Marta Rambaud** is Chair of the Audit Committee and is a member of the Executive, Policy & Education, and By Laws Committees. Ms. Rambaud is a university lecturer who joined the Board in May 2016.

Dr. Lester W. Richens, Interim Monmouth County Executive School Superintendent, was appointed to the Board in April 2015. Dr. Richens serves on the Policy & Education Committee. **Ms. Victoria Cattelona**, Brookdale's Graduate Trustee, was sworn in to the Board in July 2018. Ms. Cattelona is a member of the Audit, By Laws, Governance, Policy & Education, and ad-hoc Revenue Generating Committees. Ms. Cattelona attends Columbia University.

1. What is the racial / ethnic and gender breakdown of the Board of Trustees?

Race/Ethnicity and Gender of Board of Trustees

	<i>White</i>	<i>Black</i>	<i>Hispanic</i>	<i>Asian</i>	<i>American Indian</i>	<i>NRA*</i>	<i>Unknown</i>	<i>Total</i>
Male	6	0	0	0	0	0	0	6
Female	4	1	1	0	0	0	0	6
Total	10	1	1	0	0	0	0	12

**Non-Resident Alien*

2. Provide a list of Board of Trustees members with titles and affiliations.

Title and Affiliation of Board of Trustees Members

Name	Title	Affiliation
Ms. Tracey Abby-White	Director of Sales Enablement	Tenable Network Security
Mr. Daniel F. Becht, Esq.	Attorney	Law firm of Daniel F. Becht, Esq.
Ms. Latonya Brennan	Vice President	Arthur J. Gallagher and Co. Risk Management Services
Ms. Suzanne Brennan, Esq.	Associate; Municipal Public Defender; Attorney	Grace Marmero and Associates; Howell Township; Law firm of Suzanne Brennan
Dr. Henry Cram	President	Middle States Association's Commissions on Elementary and Secondary Schools
Mr. Paul Crupi	Vice President	Capital Impact Group
Ms. Madeline Ferraro, Esq.	Vice President of Government and Public Affairs	Atlantic Health System
Dr. Carl J. Guzzo Jr., Esq.	Attorney	Law Firm of Carl J. Guzzo, Esq.
Mr. Francis Bret Kaufmann	Owner, Founder	Kaufmann Consultants LLC Inspection Company
Ms. Marta Rambaud	Lecturer	Rutgers University
Dr. Lester Richens	Interim Executive County Superintendent	New Jersey Department of Education, Monmouth County Office
Ms. Victoria Cattelona	Student	Student at Columbia University

3. Provide the URLs of webpages with information on the Board of Trustees.

- Brookdale's Board of Trustees information is available on the Brookdale Community College webpage at <https://www.brookdalecc.edu/about/board-of-trustees/>

SECTION G A PROFILE OF THE INSTITUTION

1. Provide a profile of Brookdale's degree and certificate programs.

Brookdale Community College has a main campus in the Lincroft section of Middletown, Branch Campuses in Freehold and Wall, and several regional locations throughout Monmouth County – Eastern Monmouth (Neptune), Northern Monmouth (Hazlet), and Long Branch. Brookdale offers AA, AFA, AS, and AAS degrees in 75 programs including options. Brookdale also offers seven Academic Credit Certificates (ACC) that require 30 or more credits to complete, as well as 11 Academic Credit Certificates of Achievement (ACA) which require fewer than 30 credits to earn.

The table on pages 15-16 contains the degree and certificate programs currently offered at Brookdale Community College. In the table, degree programs are presented first and are listed alphabetically. Certificate programs follow.

Brookdale also provides degree pathways from associate degree through graduate level courses through its University Partnerships. Brookdale is partnering with Georgian Court University, New Jersey City University and Rutgers, the State University of New Jersey. University Partnerships allow Monmouth county residents to pursue multiple degree options without having to leave the county.

**BROOKDALE COMMUNITY COLLEGE
DEGREE AND CERTIFICATE PROGRAMS**

Academic Degree Programs (AAS, AA, AS, and AFA Degrees)

Accounting (AAS)

Architecture (AS)

Automotive Technology (AAS)

Automotive Technology Option

Automotive Engineering Option

General Motors Program

Business Administration (AS)

Business Management (AAS)

Communication Media (AAS)

Audio Production Option

Video Production Option

Computer Science (AS)

Computer Science (AAS)

Programming Option

Web Site Development Option

Criminal Justice (AS)

Criminal Justice Option

Corrections Option

National Security Studies Option

Culinary Arts (AAS)

Digital Animation and 3D Design (AAS)

Digital Animation Option

Game Programming Option

Education (AA)

Early Childhood Education Option

Secondary Education Option

Education (AS)

Electric Utility Technology (AAS)

Overhead Lines Option

Substation Option

Electronics Technology (AAS)

Computer Technician Option

Engineering Technology Option

Engineering (AS)

Environmental Science (AS)

Fashion Design and Merchandising (AS)

Fine Arts (AFA)

Graphic Design (AAS)

Health Information Technology (AAS)

Homeland Security (AS)

Hospitality Management (AS)

Humanities (AA)

Art Option

Communication Disorders Option

Creative Writing Option

English Option

Graphic Design Option

Journalism Option

Liberal Education Option

Media Studies Option

Music Option

Photography Option

Public Relations Option

Theater Option

Women's & Gender Studies Option

Human Services (AS)

Pre Social Work Option

Addiction Studies Option

Generalist Option

Interior Design (AAS)

Marketing (AAS)

DEGREE AND CERTIFICATE PROGRAMS - Continued

Academic Degree Programs Continued

Math / Science (AS)

Biology Option

Chemistry Option

Mathematics Option

Physics Option

Science Option

Music Technology (AAS)

Network Information Technology (AAS)

Nursing (AAS)

Paralegal Studies (AAS)

Public Health (AS)

Radiologic Technology (AAS)

Respiratory Care (AAS)

Social Science (AA)

Social Science Program

Anthropology Option

Criminal Justice Option

Health Science Option

History Option

Philosophy Option

Political Science Option

Psychology Option

Sociology Option

Teacher Assistant (AAS)

Technical Education (AAS)

Technical Studies (AAS)

Business Management Option

Academic Credit Certificates

Accounting

Criminal Justice

Culinary Arts

Medical Coding

Paralegal Studies

Pastry Arts

Webmaster Administration

Certificates of Achievement

Automotive Technology

Advanced Auto Technician

Brakes and Steering

Electrical / Power Systems

Engine Performance Specialist

Transmission Specialist

Cybersecurity

**Digital Drawing for Interior Design and
Architecture**

Electronics Technology

Computer Repair Technician

LAN/WAN Technician

Social Media

Social Services

SECTION H RESEARCH AND PUBLIC SERVICE ACTIVITIES

1. Provide examples of research and public service activities at your institution.

Brookdale Innovation Grants (BIG). Brookdale Innovation Grants (BIG) provide all regular employees the opportunity to develop **new** and **innovative** projects that bring promising research and proven practices to the college to better engage students, enhance teaching and learning, streamline college processes, and positively influence student success measures. Successful projects will help advance the college's **Academic Master Plan (AMP)**, focusing on the elimination of achievement gaps along lines of race, ethnicity, gender, age, and income. The AMP's key interventions include: (1) *Student Basic Needs*, (2) *First Impressions*, (3) *Barriers in the Classroom*, and (4) *Immersion*.

The 2018-2019 Brookdale Innovation Grants will support the following projects:

Global Issues Across all Disciplines. This project will promote global learning and a respect for diversity across all disciplines so students can expand their minds, deepen their classroom engagement, and make metacognitive connections between disciplines. The project will increase the number of globally enhanced course offerings and draw a greater number of students into the newly launched Global Citizenship Distinction Initiative. The project also aims to make traditionally underrepresented groups of students feel more welcome, as these globally enhanced courses show students that Brookdale recognizes and values diverse peoples and global perspectives.

How Social and Emotional Competencies Optimize Student Success. An interdisciplinary team of Brookdale faculty and administrators will investigate educational research on social and emotional learning constructs recently published by the Aspen Institute, the American Psychological Association, and Northeastern University psychologist, David DeSteno, to devise specific teaching strategies that can be introduced into Brookdale classrooms to help community college students overcome barriers to course completion.

Math Decision Zone Boot Camps. The Foundational Studies placement test (Accuplacer) is not a perfect instrument. Studies comparing students who score just below the placement test cutoff with students who score just above the cutoff show no significant difference in outcome in first credit-level course. This project will assist incoming students who score in the 'decision zone' – or just below the cutoff – on placement tests, by granting waivers for placement to those who successfully participate in boot camps and complete online foundational math work. Students will need to meet a minimum set of criteria before the first day of the Fall 2018 semester to be granted placement waivers; they will use an online readiness program to demonstrate proficiency in the targeted areas.

A Continuing Study on the Student Professor Relationship; online and in-person. This project builds on research conducted in 2012-13 that explored the student-professor relationship and its impact on student success and engagement. The current project will explore the student-professor relationship as an 'attachment relationship' and examine differences in attachment orientation that may exist among professors. Knowledge of one's working model allows for the implementation of specific strategies used to address how one's own attachment style impacts the learning environment, and students likelihood to engage and persist.

First Generation College Student (FGC) Success @ Brookdale Community College.

Brookdale's Educational Opportunity Fund (EOF) will offer this First Generation College Student (FGCS) Initiative during its 2018 Summer Bridge Program. The program will identify and connect all FGCSs and provide specific programming and support for this incoming cohort of students. The program will inspire and empower First-Gen students through the distribution of 'How to Brookdale' Handbooks, by holding FirstGen focus groups, town Hall meetings, and Lunch and Learn sessions, and through mentorship networking. The goal of the project is to improve student success.

A Peer Mentoring Program for Student Development. Administrators from the Department of Career Services and Leadership Development will offer a Peer Mentoring program designed to help new students connect with Brookdale and learn more about the college and student activities. More advanced students (second-year) in good academic standing will go through a selection process to serve as peer mentors. The mentors will be paired with incoming students (mentees) to assist them in acclimating to the college environment. The overall goal is to strengthen academic achievement and improve retention and graduation rates for mentees. The program is designed in a way that mentees will become mentors, so the program will be cyclical and have a continuous flow of students.

Brookdale Food Pantry: Meeting Student Basic Needs. Food insecurity is prevalent among college students. Recent studies indicate food insecurity may have adverse effects on student academic performance and is a factor to be considered by college administrators, faculty, and students. This project will help meet the basic needs of students by establishing a food pantry where students have access to nutritious foods on campus and access to canned and boxed foods they can take home a few times a week. The grant provides funds for refurbishing an area of the college for creating the Food Pantry. In addition to the food and sustenance made available to students, there will be a designated area with shelving, tables and chairs, and microwave ovens installed. This project expands the college's existing Helping Hands program

Brookdale Volunteer Connection. The Employee Volunteer Connection is a group of Brookdale Community College employees, retirees and community members dedicated to helping Monmouth County families in need. They help connect colleagues and students with community service projects. Each year, the Volunteer Connection identifies several Monmouth County agencies or important causes, and emphasizes their needs through an email distribution list, newsletters, campus flyers, and weekly broadcast announcements. The ***Empty Bowls*** event helps raise money for local food pantries. In spring 2018, the event raised \$1,482 and the proceeds were donated to Brookdale's Helping Hands, Fulfill (Foodbank of Monmouth/Ocean County) and Lunch Break. Each summer the Volunteer Connection contributes to ***Project Backpack*** by donating school supplies to children in the community. This initiative helps students start the school year off right and ready to learn. Together with Follett Books, Brookdale collects school supplies and partners with Lunch Break to distribute the filled backpacks to children in the community.

In November, the Volunteer Connection organizes the annual ***Giving Tree***. In 2017, Brookdale collected and distributed hundreds of gifts and gift cards to more than 90 families from Family & Children's Services Operation Sleighbell, Visiting Nurses Association (VNA), St. Vincent DePaul and Brookdale's own Helping Hands, Displaced Homemakers and the Brookdale Foundation. Throughout the year, the Volunteer Connection also donates, prepares & serves dinner for the homeless and disabled residents at the ***HABCORE*** house in Red Bank. In addition, volunteers supply holiday stockings to each resident filled with snacks, toiletries, games etc.

Adult Basic Education Programs. Adult Basic Education, GED Preparation, and English as a Second Language classes are available through our regional locations: Brookdale at Hazlet, Brookdale at Long Branch, and Brookdale at Neptune as well as the Branch Campus at Freehold. Brookdale is the lead

agency for the Monmouth County Adult Education Consortium. Members include Community Affairs and Resource Center, LADACIN Network, Literacy Volunteers, and the Monmouth County Vocational High School.

Brookdale Public Radio (90.5 The NIGHT). WBBJ-FM (Brookdale Jersey Blues) is a full-service local public radio station and National Public Radio (NPR) member station. 90.5 The NIGHT is a non-commercial FM public radio station with a staff of professional radio personnel. For the seventeenth year in a row, this member supported radio station was named “Top Radio station in Support of Live Music” during the 25th annual Asbury Music Awards. 90.5 The NIGHT is dedicated to serving the community by working with local non-profit organizations on many programming ventures and by providing free public service announcements.

Brookdale Television (BTV). Brookdale Television (BTV) is a non-profit educational access channel that provides a “visual bridge” between Brookdale Community College and the communities that it serves. BTV produces high quality educational television and public affairs programs that are broadcast via Comcast (channel 21) and Verizon FIOS (channel 46), effectively reaching most cable-wired households in Monmouth County.

Center for Holocaust, Human Rights & Genocide Education (CHHANGE). The Center for Holocaust, Human Rights & Genocide Education is dedicated to providing resources for education on the Holocaust, genocide and human rights. The Center staff works to eliminate racism, anti-Semitism and all forms of prejudice in our society. The Center serves the community through its comprehensive and creative educational programs and resources. More specifically, the Center provides: (1) A Teacher Resource Center, which contains a collection of curricula, lesson plans, and study guides. (2) A Speakers’ Bureau, which has scholars, educators and Holocaust Survivors available for programs. (3) An annual Colloquium, which welcomes over 2,400 students and teachers to the Brookdale campus for a half-day program that includes a keynote speaker and 40 break-out workshops. (4) Programs for the general community, including annual scholarly lectures, film series, book discussions, collaborative programs with the Monmouth County Prosecutor’s Office and the United States Holocaust Memorial Museum in the training of law enforcement officers, and a court-mandated 12-week education program for Monmouth and Ocean county juvenile bias crime offenders.

The Center for World War II Studies and Conflict Resolution. The Center is dedicated to fostering the study of the historical, political, social, economic, cultural and military aspects of the World War II era up through the Korean War. The Center educates the community about the era and its impact on world history and helps future generations avoid armed conflict in the resolution of global problems. The ultimate goal of The Center is to utilize the lessons learned from the World War II era to prevent the recurrence of global armed conflict in a world of sovereign states with divergent interests, wants and needs. The Center is a resource open to all, offering educational programs and community presentations.

The Displaced Homemakers Program. Brookdale Community College’s Displaced Homemakers program provides assistance to those who have lost their primary source of income due to separation, divorce, disability or death of a spouse. The need to obtain or upgrade skills for transition into the paid labor market is addressed along with the fear and emotional upheaval of facing a very difficult transition. Services include personal coaching and emotional support, career counseling, pre-employment training, workshops, and community referrals. These services are offered at Brookdale’s regional locations: Brookdale at Hazlet and Brookdale at Long Branch as well as at the Branch Campus in Freehold. Some activities are located on the College’s Lincroft campus. Introductory computer training is also provided to participants to help upgrade skills. Brookdale’s Displaced Homemakers program provides this free service through funding from the New Jersey Department of Children and Family Services Division on Women.

The Brookdale Foundation. In FY17 the Brookdale Foundation provided \$552,963 in scholarships, grants and other programs that support students. This represents an increase of \$123,582 (22%) over FY16 funding. More than 550 students received scholarships and grants during FY17, the largest dollar amount of scholarships awarded in the Foundation's history. Scholarships are awarded to students having financial need (the majority do not qualify for Federal or State grants) and who meet other established criteria. Other grants are provided to faculty, staff, and departments for projects that enhance educational services and increase access for students, including the POSEIDON Early College High School in Neptune and the Asbury College Promise program. Since 2003, over \$5 million in scholarships and grants has been awarded to nearly 7,000 students.

Free Tuition for Unemployed Persons, Volunteer Firefighters, Volunteer First Aid Workers, and Family Dependents of 9/11. The Unemployed Persons Free Tuition program requires colleges to admit people who can demonstrate that they are unemployed. Free tuition is also granted to volunteer firefighters and first aid workers. In each of these programs, students are admitted to classes on a seat-available basis and they are responsible for all fees. In response to the tragic events of September 11, 2001, Brookdale also provides Monmouth County's surviving spouses and dependent children of victims with free tuition.

New Jersey Small Business Development Center. The New Jersey Small Business Development Center (NJSBDC) at Brookdale Community College provides counseling and workshops to the business community of Monmouth and Ocean counties. Courses, workshops and conferences are designed to give owners, potential owners and managers the tools to analyze and resolve business problems and to keep up-to-date with educational, research, financial and international trade developments. All NJSBDC programs are presented by highly qualified specialists, including faculty, private consultants, business owners and government representatives. NJSBDC at Brookdale Community college is funded in part through a cooperative agreement with the U.S. Small Business Administration (SBA). The NJSBDC is the leading provider of small business consulting and management services, and is a non-profit, federal-state-educational partnership.

SECTION I MAJOR CAPITAL PROJECTS

Major Capital Projects / Improvements (Academic Year 2017 - 2018)

During the Academic Year 2017-2018, the following capital projects and improvements were undertaken at Brookdale Community College.

Counseling, Admissions & Registration (CAR) Building Renovation: The College expended \$8,550 for the installation of ADA accessible sliding doors at the East entrance of the CAR building.

Central Utility Plant (CUP) Piping Replacement: Brookdale paid \$996,782 (of the total project cost of \$1,101,074) for the Engineering and construction upgrade to the Central Utility Plant condenser water piping and cooling towers.

Center for Visual Arts (CVA) / Larrison Hall (LH) Chiller Replacement: Architectural and Engineering services for the preliminary investigation and pre-design survey of the chiller replacement at the CVA and LAH buildings cost 5,550.

Dance Studio / Fitness Center: Due to water infiltration and HVAC equipment and condensation issues, the Dance Studio / Fitness Center needed repairs and remediation, at a cost of \$27,015.

Electrical Switch Replacement: Brookdale paid \$17,151 for the emergency replacement of one of the twelve high voltage electrical switches located at the Lincroft Campus, Brookdale Administrative Center (BAC) building. The existing switch was deficient and not repairable.

Freehold Basement Seepage: Architectural and Engineering services for the preliminary investigation of the basement water seepage problem at the Freehold Branch Campus cost \$4,397.

Larrison Hall (LAH) Stairs: The stair treads and risers in the center stair tower were replaced for \$15,182.

LED Lighting Improvements: The College paid \$4,287 for Architectural and Engineering services for the preliminary investigation and pre-design survey.

Life Safety: The College expended \$50,512 on a number of Life Safety projects throughout the year. They are as follows:

- \$5,106 to install exterior building and door signage at the Lincroft Campus as required by Homeland Security / Middletown Fire Department.
- \$1,149 for the installation of interior room numbers at the Lincroft Campus as required by Homeland Security / Middletown Fire Department.
- \$10,600 to install Knox boxes located on the building at the Lincroft Campus as required by Middletown Fire Department.
- \$12,172 in professional engineering services for Fire Alarm upgrades to replace the existing discontinued IRC3 fire alarm panels with EST-3 panels located in the following buildings at the Lincroft Campus: Power Plant, Main Academic Central (MAC), Main Academic South (MAS), Police, CVA, Children's Learning Center (CLC) / Daycare, Receiving building, Maintenance and Print Shop.
- \$7,060 for the installation of new lighting in the stairway of the Collins Arena.
- \$12,203 for the fire alarm upgrade in the lower level Biology Labs in the MAS building.
- \$2,222 to install emergency lighting in the Biology Lab in MAS 041.

Lincroft Campus Main Academic South (MAS) Science Labs: The College spent \$772,363 (of the total project cost of \$4,095,086) to upgrade and renovate the science labs located in the lower level of the MAS building. Information Technology equipment was also upgraded as part of this project.

Lincroft Campus Roof Replacement: During the course of the year, the College expended \$211,024 on roof replacement projects. These included the replacement of the Student Life Center flat roof at a cost of \$80,674, as well as Architectural and Engineering services to develop the bid plans for the specifications, the removal / replacement of the roof, and the abatement at the Brookdale Administrative Center (BAC) building (\$130,350).

Lincroft Carpeting and Flooring Replacement: Flooring and carpeting were installed in the lower level of the Main Academic South (MAS) building at a cost of \$203,273.

Main Academic North (MAN) Lecture Hall Renovation: The College expended \$6,765 for the modification of the lecture hall to improve usability of space and improve access to tiered seating.

Maintenance Barn Rehabilitation: The College expended \$20,101 for the repair and rehabilitation to the Maintenance barn due to storm damage. Insurance paid \$81,498.

Painting: Brookdale spent \$17,791 for interior painting of the Main Academic Central (MAC) building and \$3,159 for exterior painting of the Central Utility Plant. Total painting costs came to \$20,950.

Paving: Brookdale expended \$201,530 on parking lot paving projects at the Lincroft and Wall Campuses over the course of the year. These projects included: (1) Milling, paving and stripping Parking Lot 7 (\$142,445), (2) Curb replacement on the east side of the Collins Arena (\$23,500), (3) Milling and paving the Circle at Lot 1 (\$21,981), and (4) Improvement of the Wall Branch Campus 6th Street entrance (\$13,604).

Sewage Ejector Pump Replacement: Brookdale spent \$15,403 for Architectural and Engineering services for the bid plans and specifications for Sewage Ejector Pump upgrades at the Main Academic South (MAS) and Advanced Technology (ATC) buildings.

Sidewalk / Entranceway Repairs: A number of sidewalk and entranceway repairs were completed on the Lincroft Campus at a total cost of \$101,210. Projects included (1) Partial repair of the sidewalk located by Parking Lot 3 (\$7,705), (2) Repair of the Center for Visual Arts (CVA) entrance steps (\$2,500), and (3) Various sidewalk and curbing repairs (\$91,005).

APPENDIX:

**Form and Content of the
Annual Institutional Profile Reports for 2018**

Form & Content of the Annual Institutional Profile Reports for 2018*

NOTE: Data for all indicators in **bold** will be provided by New Jersey Higher Education/ Office of the Secretary.

Report must be submitted electronically (preferred format is pdf) with each page containing the institution's name at the top and each lettered section starting on a new page. Please email completed reports to Research@oshe.nj.gov

Report Due Date: September 14, 2018

Reports posted on NJOSHE website: November 1, 2018

Preface (with signature of the president or chief operating officer of the institution)

- I. Table of Contents (listing each data category in the following order, with page numbers)
- II. Data by Category (including brief institutional narration if desired)
 - A. Accreditation status:
 1. Institutional accreditation
 2. Professional accreditation
 - B. Number of students served:
 1. **Number of undergraduate students by attendance status**
 2. **Number of graduate students by attendance status**
 3. Number of non-credit students served (**provided by OSHE to community colleges**)
 4. **Unduplicated number of students for entire academic year**
 - C. Characteristics of undergraduate students:
 1. **Mean math, reading, and writing SAT scores (senior public institutions)**
 2. **Enrollment in remediation courses by subject area**
 3. **Race/ethnicity, sex, and age (separately)**
 4. **Numbers of students receiving financial assistance under each federal-, state-, & institution-funded aid program [FY 2017 data]**
 5. **Percentage of students who are New Jersey residents**
 - D. Student outcomes:
 1. **Graduation rates:**
 - a. **Four-, five- and six-year graduation rate by race/ethnicity (senior public institutions)**
 - b. **Two-year graduation rate (community colleges)**
 - c. **Three-year graduation and transfer rate by race/ethnicity (community colleges)**
 2. **Third-semester retention rates:**
 - a. **By attendance status**

E. Faculty characteristics:

1. **Full-time faculty by race/ethnicity, sex, and tenure status (simultaneously)**
2. Percentage of course sections taught by full-time faculty
3. **Ratio of full- to part-time faculty**

F. Characteristics of the trustees or governors:

1. Race/ethnicity and sex (simultaneously)
2. List of trustees/governors with titles and affiliations
3. URLs of webpages with information on trustees/governors

G. Profile of the institution:

1. Degree and certificate programs
2. Other (if desired)

H. Major research and public service activities

I. Major capital projects underway in fiscal year 2018

III. Other Institutional Information (if desired)

An annual institutional profile report is required of all public higher education institutions by N.J.S.A. 18A:3B-43.

*The form and content of Thomas Edison State University's report differs from this list, consistent with their unique mission.

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2018 Committee Appointments

Board Bylaw 1.4010, appointments to Standing Committee

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

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

* The Human Resources Committee – A committee of the whole

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2018 (Rev 7: 07/20/18)

2018 Public Business Meetings (PBM)	Executive	Governance	Finance & Facilities	Audit	Policy & Ed	Foundation Board Meetings
DATES/LOCATIONS Public Business Meeting 5:30 PM	Shall meet prior to each regular meeting	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested.	4:00 PM in Trustees Conference Room
Tuesday, January 23 Lincroft, SLC, Navesink I & II	January 16 5:30 PM	January 16 6:30 PM	January 17 5:30 PM		January 11 5:30 PM	January 18 4:00 PM
Tuesday, February 27 Brookdale at Freehold, Rm 103 & 104	February 20 5:30 PM	February 20 6:30 PM	February 21 5:30 PM			
Tuesday, March 27 Lincroft, SLC, Navesink I & II	March 20 5:30 PM		March 19 5:00 PM			March 22 3:45 PM
Tuesday, April 24 Lincroft, SLC, Navesink I & II	April 17 5:30 PM		April 16 5:00 PM	April 17 6:30 PM	April 18 4:00 PM	
Tuesday, May 15 Neptune High School	May 8 5:30 PM	May 8 6:30 PM	May 7 5:00 PM			May 10 4:00 PM
Tuesday, June 26 Brookdale at Wall, Rm 110 & 112	June 19 5:30 PM		June 18 5:30 PM			June 21 4:00 PM
Tuesday, July 24 Brookdale at Wall, Rm 110 & 112	July 17 5:30 PM to 6 PM		July 16:5:30 PM July 17 6 PM			
Tuesday, August 28 Brookdale at Wall, Rm 110 & 112	August 21 5:30 PM		August 20:Aug. 21 5:30 PM 6:30 PM			
Tuesday, September 25 Lincroft, SLC, Navesink I & II	September 20 6:00 PM		September 17 5:00 PM		September 13 Sept. 20 – 4:30 PM	
Tuesday, October 23 Brookdale at Long Branch, Rm 200	October 16 5:30 PM	October 16 6:30 PM	October 15 5:00 PM			
Tuesday, November 27 Lincroft, SLC, Navesink I & II	November 13 6:00 PM		November 12 5:30 PM		November 8 Nov. 13 – 4:30 PM	
Tuesday, December 18 Brookdale at Hazlet, Rm 102 &	December 11 5:30 PM		December 10 5:30 PM	December 11 6:30 PM		

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

V2 – Changed F & F Meetings to 5 PM, March, April, May, Sept. & Oct; v4 – May 15 location; v 5 – P & E mtgs changed, v6 – July F & F mtg changed., v6- F& F

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