



BROOKDALE COMMUNITY COLLEGE

Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, January 23, 2018 5:30 PM (EST)
765 Newman Springs Rd, Lincroft, New Jersey 07738
Lincroft Campus, Student Life Center, Navesink Rooms
Conference Call Bridge#
404-260-1415
Caller Code: 8494179

- I. Call to Order, Reading of Statement and Roll Call - Chair Guzzo - 5 minutes
- II. Pledge of Allegiance - Chair Guzzo - 5 minutes
- III. Adoption of Agenda - Chair Guzzo
- IV. Reports from the Board Committees and Liaisons - Chair Guzzo
 - A. Executive Committee - January 16 - Chair Guzzo
 - B. Finance & Facilitie Committee - January 17 - Trustee Kaufmann
 1. Monthly Financial Reporting
 2. FY18 Budget and Tuition and Fee Schedule
 3. Report from the Engineer of Record - Mr. Charles Rooney
 - C. Governance Committee - January 16 - Trustee Suzanne Brennan
 - D. Policy & Education Committee - January 11 - Trustee Richens
 - E. NJCCC Update - Trustee Crupi
 - F. Ad-Hoc Revenue Generating - Vice-Chair Abby-White
 - G. Foundation Update - Vice-Chair Abby-White
 - H. Student's Perspective - Trustee Ridoux
- V. Review of Consent Agenda - Chair Guzzo

**Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees*

 - A. Acceptance of Consent Agenda - Chair Guzzo
- VI. Approval of Public Business Meeting Minutes - December 19, 2017 - Chair Guzzo - 3 minutes
 - A. Approval of Executive Session Minutes - December 19, 2017 - Chair Guzzo
- VII. Public Comment on Agenda Items - Chair Guzzo
- VIII. Consent Agenda - Chair Guzzo - 5 minutes
 - A. Approval of Human Resources

- 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
- IX. President's Report - Dr. Stout
 - A. Academic Master Plan - Dr. Matt Reed
 - B. MSCHE Update - Dr. Kegelman
 - C. Cyber Security - Mr. Sotirion
- X. Change Order - Chair Guzzo
- XI. Approval of FY19 Schedule of Tuition and Fees - Chair Guzzo
- XII. Approval of FY19 Operating & Capital Budgets - Chair Guzzo
- XIII. Discontinuance of the Digital Animation A.A.S., Game Programming Option - Chair Guzzo
- XIV. Lodge Policy 2.0015 Institutional Memberships - Chair Guzzo
- XV. Lodge Policy 3.1000 Adjunct Faculty Positions - Chair Guzzo
- XVI. Lodge Policy 2.4000 Clinical Facilities Contracts - Chair Guzzo
- XVII. Approval of Early College High School Agreement with the Upper Freehold Regional School District - Chair Guzzo
- XVIII. Approval of Early College High School Agreement with the Manasquan School District - Chair Guzzo
- XIX. Approval of Early College High School Agreement with the Matawan-Aberdeen Regional Schools - Chair Guzzo
- XX. Public Comment - Chair Guzzo
- XXI. Old/New Business - Chair Guzzo
- XXII. Resolution to Hold a Closed Meeting - Chair Guzzo
- XXIII. Motion to Re-Open the Meeting to the Public - Chair Guzzo
- XXIV. Approval of Presidential Screening Committee - Chair Guzzo
- XXV. Adjournment - Chair Guzzo
- XXVI. Appendix - Board Materials

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

December 19, 2017

**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 5:35 P.M. and the group made the Pledge of Allegiance.
- B. Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
 - 1. On December 14, 2017, at 10:30 AM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 - 2. On December 14, 2017 at 10:30 AM advance written notice of this meeting was emailed to *The Asbury Park Press and the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Vice-Chair	Dr. Herbert Cohen
	Ms. Suzanne Brennan, Trustee (6 PM)	Ms. Marie Lucier-Woodruff
	Mr. Hank Cram, Trustee	Ms. Avis McMillon
	Mr. Paul Crupi, Vice-Chair	Mr. Joseph Pingitore
	Ms. Madeline Ferraro, Trustee (5:42 PM)	Dr. Matthew Reed
	Dr. Carl Guzzo, Chair	Ms. Patricia Sensi
	Mr. Bret Kaufmann, Trustee	Dr. Anita Voogt
	Dr. David M. Stout, Secretary	Dr. Nancy Kegelman
	Ms. Marta Rambaud, Trustee	Mr. Robert Francis
		Ms. Cynthia Gruskos, Recorder
	Dr. Les Richens, Trustee	Mr. Charles Rooney, Engineer of Record
Absent	Mr. Daniel F. Becht, Trustee	
	Ms. Latonya Brennan, Trustee	
	Mr. Austin Ridoux, Graduate Trustee	
College Counsel	Mr. Matthew Giacobbe, Esq., General and Labor Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel

C.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Adoption of Agenda for Public Business Meeting – Chair Guzzo</p> <p>Chair Guzzo announced that Mr. David DiIulis, O’Connor & Drew, our external auditor will join the meeting via conference phone to review the external financial audit.</p>	<p>A motion to adopt the meeting agenda was made by Trustee Richens and seconded by Vice-Chair-White.</p> <p>YES: Trustees Abby-White, Cram, Crupi, Kaufmann, Rambaud, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Review of Financial Audit, Single Audit, and the WBJB FM Radio Financial Statement</p> <p>Mr. David DiIulis, O’Connor and Drew joined the meeting via conference call, and reviewed the required communications he shared with the Audit Committee on December 12. He noted that they issued an unmodified opinion on the College’s financial statements and there were no material weaknesses in their internal control report they issued. He reviewed key financial statements with the Board of Trustees. In addition, he also reviewed the Single Audit and reported there were 3 immaterial findings (2 federal and 1 state findings), the recommendations made to management to correct the findings and that corrective action has been taken by management. The WBJB-FM Radio Financial Statements and management discussion were briefly reviewed as well; they issued an unmodified opinion of the WBJB FM Radio financial statements.</p>		
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Acceptance of Brookdale Community College’s FY17 Financial Audit, including Single Audit</p>	<p>A motion was made to accept the Brookdale Community College’s FY17 Financial Audit by Trustee Crupi and seconded by Trustee Rambaud.</p> <p>YES: Trustees Abby-White, Suzanne 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
<p>Acceptance of Brookdale Community College's FY17 Radio Station WJB-FM Audit</p>	<p>A motion was made to accept the Brookdale Community College's FY17 Radio Station WJB-FM Audit by Trustee Crupi and and seconded by Trustee Rambaud.</p> <p>YES: Trustees Abby-White, Suzanne Brennan, Cram, Crupi, Ferraro, Kaufmann, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Winning Strategies Report - Mr. Mike Merola and Ms. Laura Lay joined the meeting via conference call. Ms. Lay provided information on grant awards, opportunities, and potential grant opportunities they are working on with the college, which include the following:</p> <ul style="list-style-type: none"> • U.S. Department of Education Strengthening Institutions Program (Title III) grant award and implementation of the proposal • National Science Foundation (NSF) Scholarships in STEM proposal due March 28th –working with Daniel Lopez in Math • Potential Grant Targets – National Endowment of the Humanities Initiatives at Community Colleges grants due June 26, 2018 and NSF, Advanced Technological Education proposals due October 4, 2018. <p>She also reported that she is tracking Fiscal Year 2018 funding outcomes and the beginning of the FY19 budget/appropriations process. She will continue to keep Brookdale informed regarding the Higher Education Reauthorization Act.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Adoption of the Board of Trustees Committee Assignments (Attachment A)</p> <p>A. Committee Schedule Chair Guzzo presented the committee schedule <i>The locations of three board meetings for 2018 have been changed.</i> - The February 27 Public Business Meeting will be changed to the Freehold Campus; - The June 26 Public Business Meeting will be changed to the Wall Campus; - The October 23 Public Business Meeting will be changed to Long Branch Campus</p>	<p>A motion to accept the 2018 committee assignments was made by Trustee Crupi and seconded by Trustee Richens.</p> <p>YES: Trustees Abby-White, Suzanne Brennan, Cram, Crupi, Ferraro, Kaufmann, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Reports from the Board Committees and Liaisons</p>		
<p>A. Audit Committee – Trustee Rambaud reported on the Audit committee meeting held on December 12. As already noted there were no major findings in the audit of our financial statements, 3 minor findings were discovered during the single audit and corrective actions were proposed. A report on the new ethics hotline was provided by Mr. Francis at the meeting</p> <p>B. Finance and Facilities Committee – Trustee Kaufman reported on the Finance and Facilities meeting held on December 12, 2017.</p> <p>Monthly Financial Reporting Compared to Last Year –</p> <ol style="list-style-type: none"> 1. FY17 audited enrollment – 9236; forecasted enrollment FY18 9,088 (decrease of 1.6%) 2. Operating revenue decreased \$286,000; operating expenses decreased \$86,000 <p>Trustee Kaufmann reported that Dr. Stout has ordered an analysis of the college’s financial Operations and the initial reporting indicates that \$33.8M (45%) of the operating costs are Indirect / non instructional. The Administration is building the FY19 budget with the assistance of HFA.</p> <p>A report was provided on the meeting with the Assistant Secretary of Defense, Deputy Assistant Secretary of Defense, and Congressman Chris Smith. Trustee Kaufmann conveyed that the college’s position was effectively communicated by Mr. Francis, Mr. Rooney and Mr. Jacobs. In addition, Mr. Merola, Winning Strategies was a strong advocate during this meeting.</p> <p>C. Engineer of Record Report -Mr. Rooney referred to his report contained in the board materials. He reported that the Finance & Facilities Committee decided to eliminate interior islands in parking lot 6. Since last month there were issues identified with the maintenance barn roof replacement and a change order request is included this month to make additional recommended changes. He reported on the continued efforts to align current projects with Chapter 12 funding after identifying projects which could be covered by an ESEP. Mr. Rooney noted that the college does not have a comprehensive utility map, and T & M Associates will submit a proposal to develop a comprehensive utility map.</p> <p>D. Foundation Report – Vice-Chair Abby White and Dr. Stout - no report.</p>		

E. Revenue Generating Committee – Vice-Chair Abby-White provided a report on the Ad-Hoc Revenue Generating committee held on December 12, 2017. She reported that LifeSports USA is interested in pursuing the creation of a feasibility study and has requested the Board of Trustees sign a non-binding letter of intent to pursue a feasibility study. There were no objections from the board to entertain a letter of intent by LifeSports USA to create a feasibility study. The letter of intent will be reviewed by college counsel before bringing it forward for approval by the board. The next meeting is scheduled for January 30, and Vice-Chair Abby-White requested the college community to submit any ideas to her for review by the committee.

Vice-Chair Abby-White requested the By-Laws committee review the Executive Committee’s roles and responsibilities. She was concerned that the Executive Committee is taking on a larger role than setting the agenda with the president.

F. Student’s Perspective – Trustee Ridoux - no report

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Approval of Public Business Meeting Minutes – November 14, 2017</p>	<p>A motion to approve the November 14, 2017 minutes of the Public Business Meeting was made by Trustee Richens and seconded by Vice Chair Abby-White.</p> <p>YES: Trustees Abby-White, Suzanne Brennan, Cram, Kaufmann, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: Trustees Crupi and Ferraro</p>	
<p>Approval of the Executive Sessions Minutes – November 14, 2017 –</p>	<p>A motion to approve the November 14, 2017 minutes of the Executive Sessions Meeting was made by Trustee Richens and seconded by Vice-Chair Abby-White.</p> <p>YES: Trustees Abby-White, Suzanne Brennan, Cram, Kaufmann, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: Trustees Crupi and Ferraro</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Review of Consent Agenda</p> <p>Chair Guzzo announced that item 9, Promotional Giveaways is being pulled from the consent agenda, for purchases in excess of \$35,300 for further discussion by the Finance & Facilities committee.</p> <p>HR recommendations will be pulled from the consent agenda and voted on after executive session.</p>	<p>A motion to accept the modified consent agenda with changes was made by Trustee Ferraro and seconded by Trustee Rambaud.</p> <p>YES: Trustees Abby-White, Suzanne Brennan, Cram, Crupi, Ferraro, Kaufmann, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Public Comment on Agenda Items - Chair Guzzo</p> <p>Assistant Professor Jack Ryan - Raised an objection that the Public Business Meeting was in violation of the Open Public Meetings Act because the board packet was available only at the beginning of the meeting and not prior to the meeting.</p> <p>He raised a concern that the citizens of Lincroft will make a public objection to the college pursuing a possible partnership with LifeSports due to the possible impact on the town.</p> <p>Jack Ryan acknowledged the upcoming retirements and accomplishments of Doug Welsh (December 2017) and Carl Calendar (June 2018). A celebration of Carl Calendar's contributions to the college community will take place in April and Doug Welsh will be honored as he is inducted into the Athletic Hall of Fame in February. Jim Hunter will also be inducted into the Athletic Hall of Fame.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Consent Agenda -</p> <p>A. Acceptance of Grants</p> <p>B. Approval of Human Resources (Removed for a separate vote)</p> <p>C. Purchases In Excess of \$35,000 and New Jersey “Pay to Play” Process, in Excess of \$17,500 (Item 9 removed)</p> <p>D. Open Invoice Payment Requests for Vendor, Students and Employee Payments</p> <p>E. Monthly Financial Dashboards</p>	<p>A motion to accept the consent agenda as modified was made by Trustee Richens and seconded by Vice-Chair Abby-White.</p> <p>YES: Trustees Abby-White, Suzanne Brennan, Cram, Crupi, Ferraro, Kaufmann, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>President’s Report – Dr. David M. Stout</p> <p>Dr. Stout acknowledged the service of Carl Calendar and Doug Welsh, who will both be retiring after 48 years of service to the college. He also acknowledged the retirement of Linda Hoffman, Professor of Nursing for her 20 plus years of service to our nursing students..</p> <p>A. MSCHE Report – Dr. Nancy Kegelman provided a report on our self-study submission and appointment of the self-study team. (Full report – Attachment B)</p> <p>B. Employee Volunteer Connection – Ms. Ann Marie Alfieri and Ms. Helen Vota presented on the BCC Volunteer Connection’s history, mission and their four community service initiatives which include support of Habcore, Empty Bowls (a fundraiser for our local food banks), the Giving Tree and Project Backpack. (Board Brief – Attachment C)</p>		
<p>Approval of Change Order Request</p>	<p>A motion was made to approve the change order request by Trustee Crupi and seconded by Vice-Chair Abby-White.</p> <p>YES: Trustees Abby-White, Suzanne 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
<p>Appointment of College PACO (Public Agency Compliance Officer) of Brookdale Community College</p>	<p>A motion was made to approve the resolution for the designation of the Manager, Contract Administration, as the Public Agency Compliance Officer of Brookdale Community College by Trustee Crupi and seconded by Vice-Chair Abby-White.</p> <p>YES: Trustees Abby-White, Suzanne Brennan, Cram, Crupi, Ferraro, Kaufmann, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Authorization to enter into One Stop Service Operator with Monmouth County –</p>	<p>A motion was made to approve the resolution for the provision of the One-Stop Operator Services to the County of Monmouth by Vice-Chair Abby-White and seconded by Trustee Richens.</p> <p>YES: Trustees Abby-White, Suzanne Brennan, Cram, Crupi, Ferraro, Kaufmann, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Authorization to lease Neptune First and Second Floors</p>	<p>A motion was made to approve the resolution for the leasing of the first and second floors of the Neptune Township Board of Education facility by Trustee Richens and seconded by</p>	

	<p>Vice-Chair Abby-White.</p> <p>YES: Trustees Abby-White, Suzanne 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
<p>Authorization to submit self-study to the Middle States Commission on Higher Education’s Visiting Team</p>	<p>A motion was made to approve the resolution to authorize the institution to submit the self-study and document roadmap to the Middle State’s visiting team members six weeks in advance of the Middle States on-site visit from March 4 to 7, 2018 by Vice-Chair Abby-White and seconded by Trustee Suzanne Brennan.</p> <p>YES: Trustees Abby-White, Suzanne Brennan, Cram, Crupi, Ferraro, Kaufmann, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of the Policy 4.1004 Grants and Loans for Student Aid</p> <p>- <i>All of the 7 policies to be voted on for approval tonight were lodged at the November 14, 2017 meeting.</i></p>	<p>A motion was made to approve the revised Policy 4.1004 Grants and Loans for Student Aid by Trustee Cram and seconded by Trustee Richens.</p> <p>YES: Trustees Abby-White, Suzanne 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
<p>Approval of Policy 6.1001 Credit and Non-Credit Students with Disabilities</p>	<p>A motion was made to approve the revised Policy 6.1001 Credit & Non-Credit Students with Disabilities by Trustee Cram and seconded by Trustee Richens.</p> <p>YES: Trustees Abby-White, Suzanne Brennan, Cram, Crupi, Ferraro, Kaufmann, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of the Policy 2.300 Services to Public and Non-profit Organizations</p>	<p>A motion was made to approve the revised Policy 2.3000 Services to Public and Non-profit Organizations by Trustee Cram and seconded by Trustee Richens.</p> <p>YES: Trustees Abby-White, Suzanne Brennan, Cram, Crupi, Ferraro, Kaufmann, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of Policy 3.0002 Non-Represented Employees</p>	<p>A motion was made to approve the revised Policy 3.0002 Non-Represented Employees by Trustee Cram and seconded by Trustee Richens.</p> <p>YES: Trustees Abby-White, Suzanne 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
<p>Approval of Policy 3.0003 Employees with Disabilities</p>	<p>A motion was made to approve the revised Policy 3.0003 Employees with Disabilities by Trustee Cram and seconded by Trustee Richens.</p> <p>YES: Trustees Abby-White, Suzanne Brennan, Cram, Crupi, Ferraro, Kaufmann, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of Policy 3.3000 Employment Pending Board Approval</p>	<p>A motion was made to approve the revised Policy 3.3000 Employment Pending Board Approval by Trustee Cram and seconded by Vice-Chair Crupi.</p> <p>YES: Trustees Abby-White, Suzanne Brennan, Cram, Crupi, Ferraro, Kaufmann, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of Policy 6.9000 Athletic Policy</p>	<p>A motion was made to approve the revised Policy 6.9000 Athletic Policy by Trustee Cram and seconded by Trustee Richens.</p> <p>YES: Trustees Abby-White, Suzanne Brennan, Cram, Crupi, Ferraro, Kaufmann, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	

Public Comment

Associate Professor, Howard Miller -thanked the board for approving the submission of the MSCHE self- study. He shared the process of creating the self-study and acknowledged the contributions of his Co-Chair Nancy Kegelman.

Assistant Professor Jack Ryan – brought up concerns he has related to the 7 week semesters and possible decline in learning outcomes for our students when implemented. He also raised concerns that the Title III grant will force this change in our educational offerings and felt the faculty were not part of the decision making process.

Professor Barbara Gonos – spoke as an Educator and raised concerns she has about our goal of education at Brookdale which she believes is to produce a generation of educated functional young Americans and not just course completion rates. . She is concerned that 7 week semesters may not have an overall positive outcome for our students.

Dr. Stout responded to the public comment:

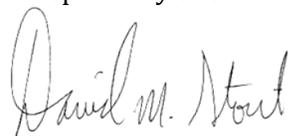
- He thanked Howard Miller and Nancy Kegelman for their leadership contributions to the MSCHE self-study process.
- He explained that the Title III grant includes the compressed semester proposal. Our proposal is to add 7 week semesters in addition to our 15 week semester offerings and the overall goal is the reduction in our achievement gap. He also explained that the theme of our new Academic Master Plan is to address the achievement gap. He looks forward to have faculty and all members of the college community help us to get us there.

Old/New Business – No new or old business was discussed.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Resolution to Hold a Closed Meeting –</p> <p>Mr. Jacobs read the resolution to hold a closed session. (Attachment D)</p>	<p>A motion was made to approve the resolution to hold an executive session by Trustee Richens and seconded by Vice-Chair Abby-White.</p> <p>YES: Trustees Abby-White, Suzanne Brennan, Cram, Crupi, Ferraro, Kaufmann, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	

<p>Motion to Re-open the meeting to the public</p>	<p>A motion was made to re-open the meeting to the public by Chair Guzzo and seconded by Vice-Chair Abby-White.</p> <p>YES: Trustees Abby-White, Suzanne Brennan, Cram, Crupi, Ferraro, Kaufmann, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of HR recommendations</p>	<p>A motion was made to approve the HR recommendations by Trustee Richens and seconded by Trustee Cram.</p> <p>YES: Trustees Suzanne Brennan, Cram, Crupi, Kaufmann, Richens and Chair Guzzo</p> <p>NAYS: Trustees Abby-White, Ferraro and Rambaud</p> <p>ABSENTIONS: None</p>	
<p>Adjournment – Chair Guzzo</p> <p><i>The meeting was adjourned at 9:30 P.M.</i></p>	<p>A motion to adjourn the meeting was made by Chair Guzzo and passed unanimously.</p>	

Respectfully submitted



David M. Stout, Ph.D., Secretary

**BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2017 Committee Appointments**

Board Bylaw 1.4010, appointments to Standing Committee

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

<p>Committees meeting monthly</p>	<p><u>Executive Committee (5)</u> Chair: Guzzo Vice-Chair: Abby-White Kaufman Cram Rimbaud</p>	<p><u>Finance and Facilities (5)</u> Chair: Kaufman Crupi Ferraro Becht S. Brennan Ridoux</p>	
<p>Committees meeting 4 times per year</p>	<p><u>Policy and Education (5)</u> Chair: Cram Richens Ferraro L. Brennan Rimbaud</p>	<p><u>Governance (5)</u> Chair: S. Brennan L. Brennan Ridoux Cram Becht</p>	<p><u>Audit Committee (4)</u> Chair: Rimbaud L. Brennan Abby-White</p>
<p>Committees Meeting on as needed basis</p>	<p><u>By Laws Committee (5)</u> Chair: Ferraro S. Brennan Becht Ridoux Rimbaud</p>	<p><u>Nominating Committee (3)</u> Chair: Kaufman Cram Ferraro</p>	<p><u>Ad-Hoc Revenue Generating</u> Chair: L. Brennan Abby-White Kaufman Ridoux Becht</p>
<p>Liaisons</p>	<p>Liaisons <u>Liaison to New Jersey Council of County Colleges (NJCC)</u> Crupi <u>NJCC Trustees Ambassador</u> Crupi</p>	<p><u>Liaison to Brookdale Community College Foundation</u> Abby-White</p>	

* The Human Resources Committee – A committee of the whole

Brookdale Community College

Middle States Update

December 19, 2017

Dr. Miles notified the College on November 30 that she had no recommended changes to the Oct. 2, 2017 self-study document. This is the document that the BOT previously reviewed and will be voting on later tonight.

On December 13, Middle States notified us of six of our seven visiting team members. In addition to Dr. Miles, the team is comprised of two faculty, a vice president of academic and student affairs, a vice president for information technology and a dean of arts and sciences. The seventh member, yet to be named, will have a financial background. The members comes from NY, PA and MD.

The College is moving forward with several recommendations and plans discussed in the Self-Study. It is our intention to compile a summary of these activities to send as an accompaniment to the self-study and document roadmap that will be provided to the team members six weeks before the planned visit from March 4 to 7. Updates will include:

Subsequent Event	Standard
New Mission Statement approved	1
Receipt of and plans for the Title III Grant	3 & 4
Process to develop the Academic Master Plan	3 & 6
Review of Academic Advising and Counseling funded by a grant from the Center for Student Success. Melinda Karp, former assistant director of Community College Research Center at Columbia University Teacher's College will be the consultant.	4
Strategic move to outsource the Bookstore	4 & 6
Quantitative and qualitative assessment of the 2015 Reorganization	6

Development of plans and schedule for Administrative Assessment	6
Design and institution of a new budget Planning Process	6
Process and progress on an information Technology Strategic Plan	6
Plans to develop a Student Enrollment Management Plan	6
Updates on the Facilities Master Plan and priorities	6
Development of Financial metrics for department	6
Two year Financial Projections	Roadmap 6
Presidential Search Plan	7
Vice President of Finance & Operations Search Plan	7

Additionally, logistics for the Middle States team visit are underway. Groups of volunteers to serve as escorts and assistance the team will be formed in the new year. Rooms have been reserved for meetings during the visit. We are prepared to schedule those meetings once the teams make the requests. We await instruction from Dr. Miles on a March 4 welcoming event.

One among many valuable tips from the Middle States conference, Dr. Stout, Dr. Reed, Howard Miller, Cynthia Gruskos and Nancy Kegelman attended from Dec. 6 to 8 was to engage in campus awareness of its responsibility when the Middle States Evaluators are on campus. As such, we will be conducting sessions for the community and specific groups regarding Middle States vocabulary and commonly used acronyms, our process, the structure and content of self-study and the updates above. We look forward to a successful visit and appreciate your engagement and support of the process.



Volunteer Connection Annual Report to the Board – December 2017

BCC Volunteer Connection wrapped up another successful year

What is the Volunteer Connection? A group of BCC staff, administrators, faculty, retirees and community members dedicated to serving the needs of the community. The VC was established in 1995 to make it easy for staff to participate in public service activities. We have several initiatives that we focus on during the year including HABCORE, Empty Bowls, The Giving Tree and next year will reinstate Project Backpack in which we will be partnering with Lunch Break in Red Bank.

Our 1st initiative, HABCORE is a residential, non-profit organization that provides permanent/transitional housing in a family setting for low income persons who are homeless, disabled or unable to care for themselves.

BCC volunteers donate, prepare & serve dinner four times a year to residents at the Coffey House, the group home in Red Bank is home to 21 male/female residents. We serve meatloaf dinners, baked ziti dinners, we have grilled hamburgers & hot dogs and we have done cold cut night. In December we also sponsor a Stuff a Stocking event for the residents of the Coffey House where our volunteers stuff a holiday stocking with all kinds of goodies and personal items for the residents. The stockings are delivered to the Coffey House so that they can be given out to the residents on Christmas morning.

Our 2nd initiative, Empty Bowls is an international initiative to help fight hunger. It's an annual project in which employees, community members, family & friends create, paint and sell the symbolic "empty bowl" and donate the proceeds to local food banks.

During the academic year all volunteers are invited to craft ceramic bowls of their own design to be used for the event. With the help from Professor Uffer's ceramic class and Erik Johanson we are able to craft and glaze the bowls in our own ceramics studio.

April of every year we hold the annual Empty Bowls event at several BCC locations including the Jersey Blues Dining room, Larrison Hall, Wall Campus as well as the Women's Conference sponsored by Continuing & Professional Studies. For a small donation, you will receive soup/bread or cake along with your choice of a handmade ceramic bowl. We are able to provide the soup, bread and cake thanks to the support from Culinary & The Culinary Education Center. The proceeds of the event are then donated to 3 charities of our choice. Our April 2017 event raised \$1,654.00 and was distributed to St. Anthony of Padua in Red Bank, Samaritan Center in Manalapan and Brookdale's own Helping Hands initiative.

Our 3rd initiative, Giving Tree is an opportunity for BCC to give back by helping families in need throughout Monmouth County, an initiative started 25 years ago by our own Helen Vota. It's an annual holiday event in which BCC employees donate wrapped gifts to local families. We receive names and gift request items from Monmouth County social service agencies like Operation Sleighbells-Family & Children Services, St. Vincent DePaul, Displaced Homemakers, VNA and through the Foundation we were able to help one of our own BCC students. Early in November, we display trees in several Brookdale locations (this year was the Bookstore, LAH, Freehold Campus & Wall Campus) and tag the trees with the gift requests. Anyone can take a tag, purchase the gift listed on the tag and return it wrapped. We have also received very generous monetary donations that were used to purchase gifts &

gift cards for the families. Once all the wrapped gifts are returned the appropriate agency will pick up from BCC.

This year we donated
of gifts=over 350
of gift cards=100
of families=30

Our 4th initiative, Project Backpack – is helping to improve the chances of success for children and the opportunity for children to start the school year ready to learn. We collect new backpacks and school supplies for children in grades K-5 and will partner with Lunch Break in Red Bank to ensure the school supplies go to helping children in need in Monmouth County.

Besides these events that take place annually, we also connect our members with other charitable events going on in and outside of Brookdale. We have partnered with the Fashion Merchandising club to provide prom dresses and accessories to young women who were impacted by Hurricane Sandy, we have participated in numerous fundraising walks and also collected supplies for one of our member's daughters who was stationed in Afghanistan.

We would like to thank all the employees, retirees & community members who have donated time and money all year to support the efforts of the Volunteer Connection.

If you would like to help, you can contact Helen or myself and we would be happy to add you to our email distribution list.

["The best way to find yourself is to lose yourself in the service of others."](#) — Mahatma Gandhi

["I believe that every human mind feels pleasure in doing good to another."](#) — Thomas Jefferson

BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLUTION AUTHORIZING EXECUTIVE SESSION

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that 3 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **December 19, 2017 at approximately 8:00 PM**

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

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

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

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

**RESOLUTION
December 19, 2017**

"(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." **Negotiations with the BCCFOP.**

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

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

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

"(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: **employment recommendations, the Presidential search process and the process for hiring a Vice President of Finance & Operations/CFO.**

"(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
December 19, 2017**

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
December 19, 2017**

3.1 Human Resources Recommendations

Hires, & Separations - This month there are a total of 20 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

Faculty
Adjuncts

Recommendations

1
18

B. Separations

Administrative

Recommendations

1

A. HIRES**FACULTY**

1. Name: Trent Welcome
Department: Graphic Design
Position: Instructor, temporary spring semester
Salary: \$29,281 prorated from an annual base of \$56,777
Effective: 1/16/18 – 6/30/18

FACULTY DEGREE SUMMARY

Masters

1

ADJUNCTS

1. Name: Antonio Ciorri
Department: Computer Science
2. Name: Harry Compton
Department: Environmental Science
3. Name: Samantha DeAlmeida
Department: Political Science
4. Name: Andrew Fouchey
Department: Nursing
5. Name: Ursula Howson
Department: Biology
6. Name: Brian Hulme
Department: Environmental Science
7. Name: Douglas Larson
Department: Counseling - HUDV
8. Name: Joseph Levantino
Department: Engineering & Technologies

9. Name: Joseph Masi
Department: Sociology
10. Name: Michael Mazzeo
Department: Criminal Justice
11. Name: Richard McCarthy
Department: Criminal Justice
12. Name: Thomas Murphy
Department: Counseling - HUDV
13. Name: June Qi-Zheng
Department: Biology
14. Name: Jessica Rigassio
Department: Counseling - HUDV
15. Name: Anthony Rosania
Department: Biology
16. Name: Beth Ann Troshane
Department: Marketing
17. Name: Erin Tulko
Department: Counseling - HUDV
18. Name: Cynthia Smith Wasacz
Department: Biology

ADJUNCT DEGREE SUMMARY

Doctoral	Masters	Bachelors
3	15	

B. SEPARATIONS**ADMINISTRATIVE**

1. Name: Robert Quinones
Department: Student Engagement
Position: Director, Student Engagement
Action: Resignation
Effective: 12/18/17

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

2.1 Acceptance of Grants

Executive Summary

Educational Opportunity Fund (EOF) Winter Session

Brookdale has been awarded a grant from the Office of the Secretary of Higher Education under its Educational Opportunity Fund (EOF) Winter Session program. Funding will support EOF renewal students as they take academic courses or participate in various enrichment activities between the Fall and Spring semesters. The program is under the direction of Richard Morales-Wright, Director of the college's EOF program.

The total grant award is **\$11,751** and does not require a match from the college.

Gannett Foundation

Displaced Homemaker Services (DHS)

Brookdale has been awarded a grant from the Gannett Foundation to expand services provided by the Displaced Homemakers Services (DHS) at Brookdale which offers free, confidential, holistic, customized support to enable women to regain emotional and financial self-sufficiency.

Funding will expand existing services by providing DHS clients with formalized job search readiness instruction during the evening. The grant also provides software and computer manuals for DH clients to practice newly acquired computer skills at home. Laurie Salka, Program Administrator for Displaced Homemakers will administer all DHS program enhancements.

The total grant award is **\$2,500** and does not require a match from the college.

The Brookdale Community College Foundation accepted this award on behalf of the College and has recorded it as restricted funds.

Recommendation:

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

January 23, 2018: Director of Grants and Institutional Development, Laura Quissaunee

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

RESOLUTION

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

	<u>Amount</u>
EOF Winter Session	\$11,751
Gannett Foundation – Displaced Homemakers	\$2,500

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

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

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

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

January 23, 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 Interim President and the Finance & Facilities Committee of the Board of Trustees at a meeting held January 17, 2018.

January 23, 2018: Interim Executive Director Finance & ITS, Joseph Pingitore

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 Executive Director, Finance & IT 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
January 23, 2018**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Capital				
1	Insurance Restoration Specialists, Inc.	Inspection, Repair and Remediation Services / Exempt 18A:64A-25.5.b. (contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for the inspection, repair, and remediation of water damage and mold in the Fitness Center and is funded by Chapter 12.	Exempt	\$ 27,015.00
Operating				
2	Suburban Trails, Inc. R. Helfrich & Son Corp.	Bus Services for Tour & Talk Trips, Spring 2018, Bid No. 18-15 / Notice was sent to 8 vendors, received 3 replies. These contracts are for charter bus services for nine Tour & Talk trips and are funded by CPS' revenue generating programs.	Bid	\$ 8,217.00

* 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 month ending November 30, 2017 totaled \$1,878,742.44. 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 Interim President and the Finance & Facilities Committee of the Board of Trustees at a meeting held January 17, 2018.

January 23, 2018: Interim Executive Director, Finance & IT Joseph Pingitore



4.1 Monthly Dashboard Summary Month Ending November 30, 2017

The comparative schedule compares data reported for the current time period to the prior year's time period. FY17 audited enrollment was 9,236; the forecasted enrollment for FY18 is 9,001, a decrease of 2.5 percent. Operating revenue is up \$1.2m and operating expenses are up \$139k. Capital revenue and expenses are down \$3.3m and \$5.1m, respectively, due to the completion of several significant capital projects funded by GO Bond, HETI, and ELF.

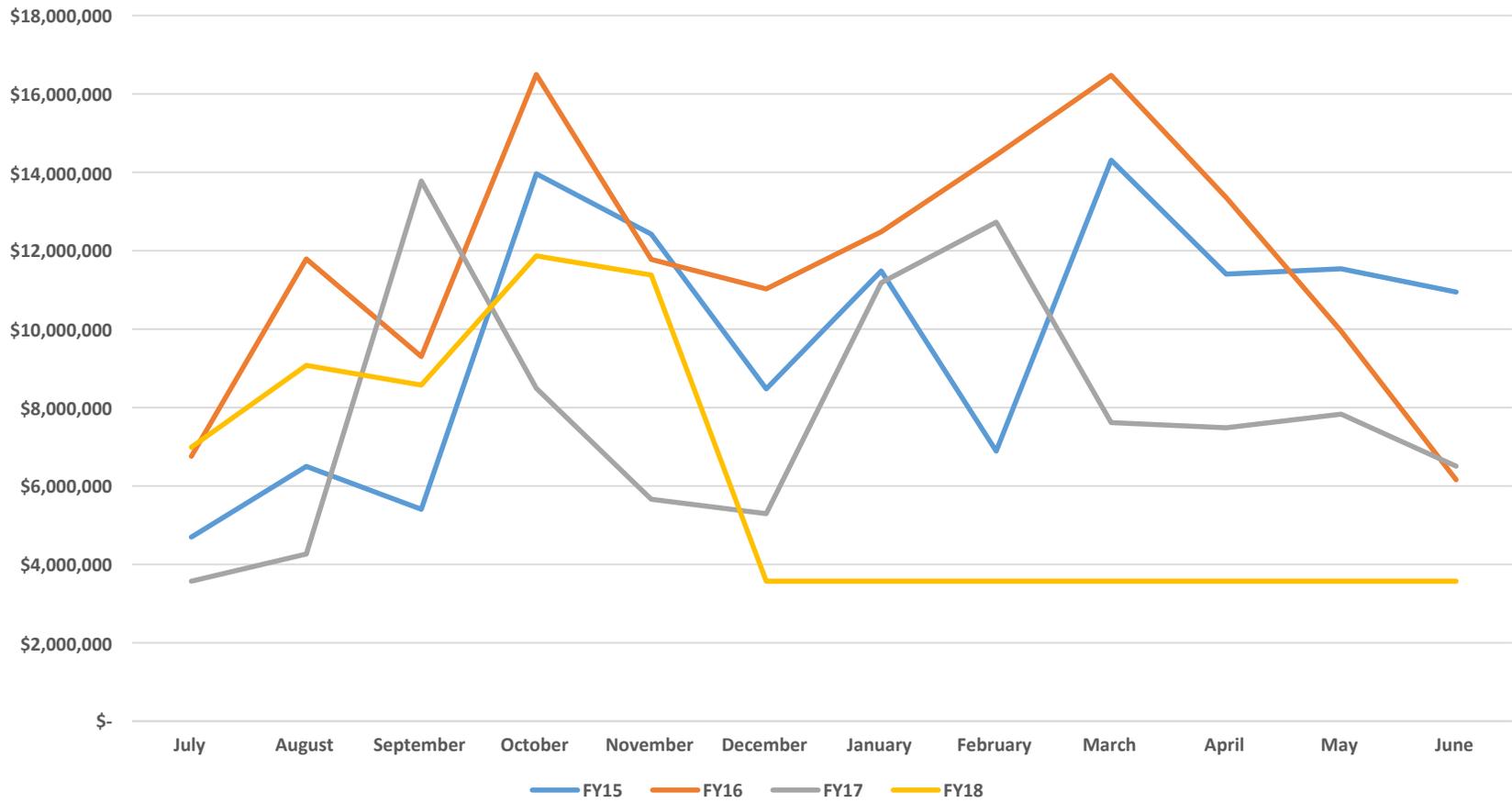
Cash disbursements through November 30, 2017 totaled \$6,853,366. In addition to payroll and its related expenses, and Bookstore purchases, the significant vendor payments include (\$852k) for health benefits; (\$348k) to Ellucian which includes (\$123k) for 3rd installment of Colleague; (\$155k) to Ben Harvey for final payment on the Wall Building; (\$143k) to ISS for cleaning services; (\$26k) for furniture in Library Resource rooms funded by the Foundation; (\$25k) for emergency alert system; and (\$22k) for milling and paving the PAC circle.

The cash balance as of November 30, 2017 totaled \$11,380,697 an increase of \$6,207,958 compared to prior year. This directly relates to the significant draw on cash for FY17 capital projects and the timing of vendor payments.

Annual Comparative Change

	Current Year 11/30/17	Prior Year 11/30/16	CHANGE
ENROLLMENT			
Credit FTE	9,001	9,236	(235) -2.5%
OPERATING EXPENDITURES			
Learning Division	\$ 10,740,193	\$ 10,501,647	\$ 238,546
Benefits & General Institutional	7,313,636	7,581,821	(268,185)
Sub Total	18,053,829	18,083,468	(29,639)
All other divisions	9,753,185	9,584,362	168,823
Total Operating Expenses	27,807,014	27,667,830	139,184
OPERATING REVENUE			
Tuition	29,645,429	28,677,518	967,911
Fees	3,626,913	3,487,655	139,258
Sub Total	33,272,342	32,165,173	1,107,169
State Appropriations	4,352,892	4,324,558	28,334
County Appropriations	8,344,591	8,344,591	-
All other revenue	2,028,741	1,957,029	71,712
Total Operating Revenue	47,998,566	46,791,351	1,207,215
CASH			
Cash	11,868,800	5,660,842	6,207,958
Total Cash	11,868,800	5,660,842	6,207,958
CAPITAL EXPENDITURES			
Renewals & Replacements	1,565,373	6,297,856	(4,732,483)
Minor Capital	1,440,325	1,827,060	(386,735)
Total Capital Expenses	3,005,698	8,124,916	(5,119,218)
CAPITAL REVENUE			
State	1,025,985	4,284,879	(3,258,894)
County	282,785	792,345	(509,560)
Other	6,056,718	5,578,001	478,717
Total Capital Revenue	7,365,488	10,655,225	(3,289,737)

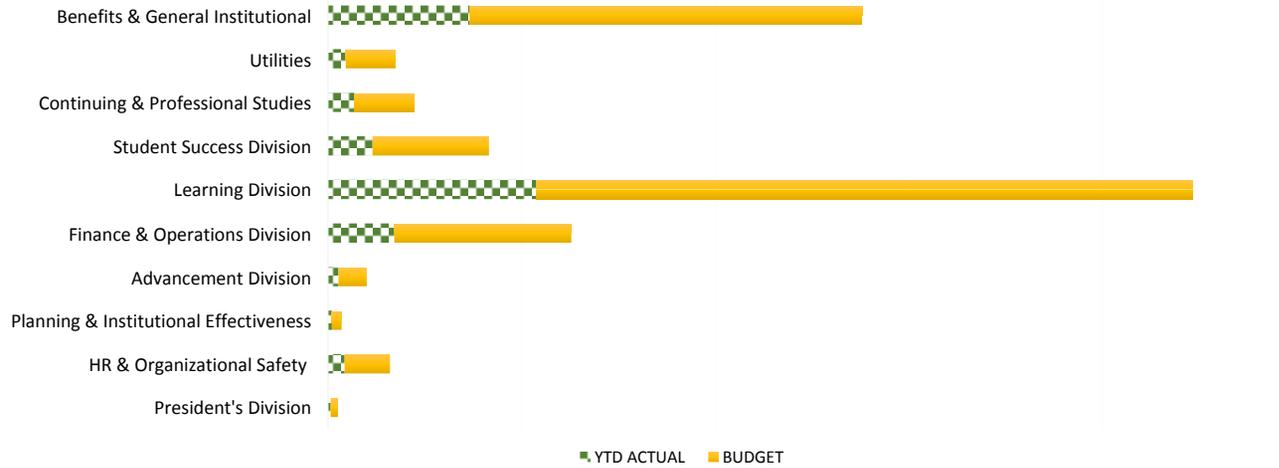
Cash Balance Trends



	Bank Balance	Bank Balance	Bank Balance	Bank Balance
	FY15	FY16	FY17	FY18
July	4,695,490.85	6,757,244.60	3,570,626.48	6,987,818.69
August	6,499,893.88	11,791,267.80	4,263,736.13	9,075,766.32
September	5,406,224.07	9,300,989.32	13,778,672.78	8,572,967.69
October	13,963,708.86	16,496,876.82	8,491,475.15	11,868,799.73
November	12,422,584.06	11,778,664.16	5,660,842.23	11,380,697.19
December	8,476,699.42	11,026,720.15	5,293,772.96	3,570,626.48 *
January	11,485,398.29	12,483,175.90	11,185,016.42	3,570,626.48 *
February	6,889,084.92	14,443,122.61	12,727,793.82	3,570,626.48 *
March	14,310,161.42	16,474,262.44	7,615,704.29	3,570,626.48 *
April	11,404,612.90	13,357,477.24	7,484,159.28	3,570,626.48 *
May	11,539,628.91	9,948,557.42	7,831,055.53	3,570,626.48 *
June	10,947,299.73	6,157,952.73	\$ 6,505,486.18	3,570,626.48 *

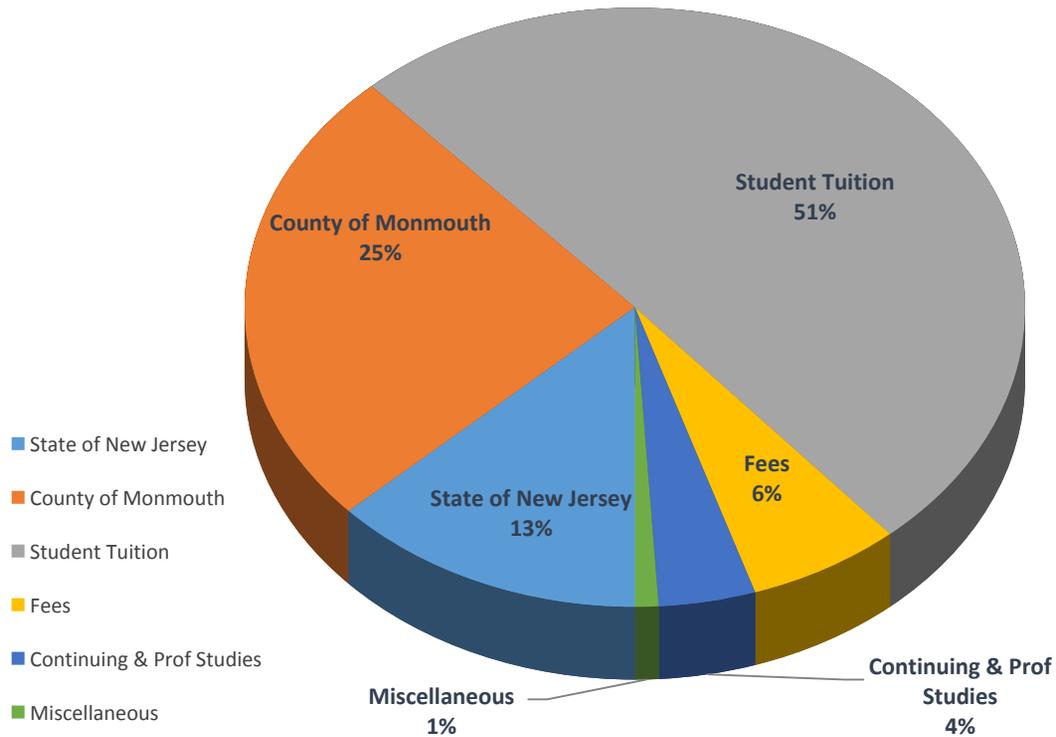
* Represents the floor over the past 3 years

November 2017 Operating Expenses



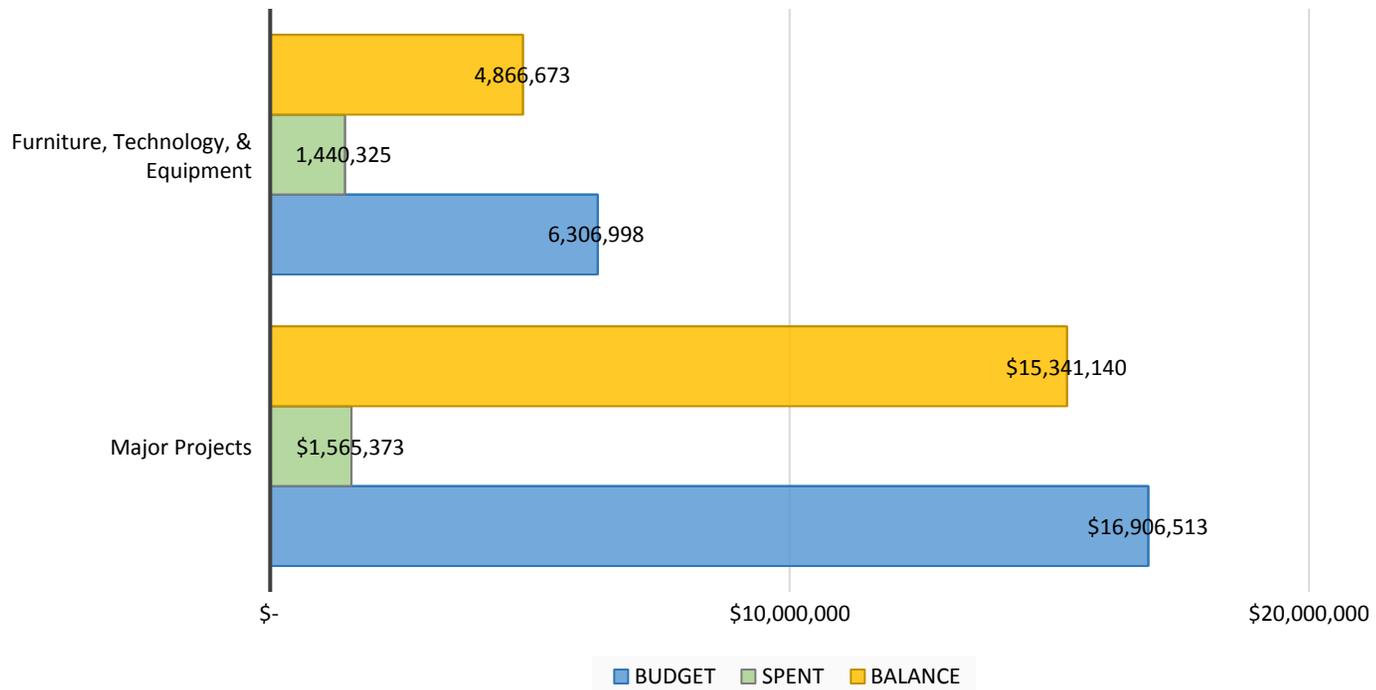
	BUDGET	YTD ACTUAL	COMMIT	BALANCE
President's Division	\$ 382,404	\$ 136,733	\$ 167,634	\$ 78,037
HR & Organizational Safety	2,344,392	858,434	1,040,805	445,153
Planning & Institutional Effectiveness	500,107	202,492	221,521	76,094
Advancement Division	1,461,193	541,874	715,428	203,891
Finance & Operations Division	9,144,774	3,425,248	4,802,708	916,818
Learning Division	33,943,582	10,740,193	16,684,352	6,519,037
Student Success Division	6,016,300	2,299,181	2,906,480	810,639
Continuing & Professional Studies	3,098,821	1,370,385	1,031,690	696,746
Utilities	2,574,414	918,838	1,570,996	84,580
Benefits & General Institutional	20,274,891	7,313,636	1,235,985	11,725,270
Total	<u>\$ 79,740,878</u>	<u>\$ 27,807,014</u>	<u>\$ 30,377,599</u>	<u>\$ 21,556,265</u>

November 2017 Operating Revenue Sources



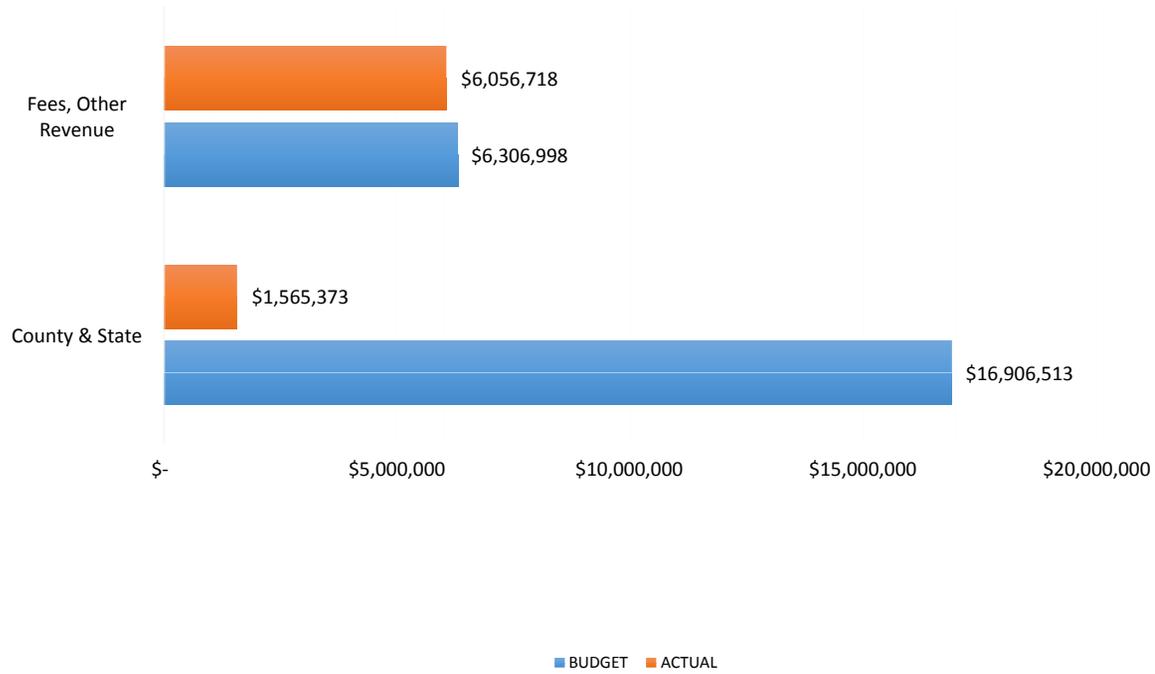
		BUDGET	YTD ACTUAL	BALANCE
State of New Jersey	\$	10,446,940	\$ 4,352,892	\$ 6,094,048
County of Monmouth		20,027,019	8,344,591	11,682,428
Student Tuition		40,221,298	29,645,429	10,575,869
Fees		5,068,313	3,626,913	1,441,400
Continuing & Prof Studies		3,200,000	1,825,377	1,374,623
Approp from Reserve		-	-	-
Miscellaneous		777,308	203,364	573,944
Total	\$	79,740,878	\$ 47,998,566	\$ 31,742,312

November 2017 Capital Fund Expenditures



	BUDGET	ALLOCATED	SPENT	BALANCE
Major Projects	\$ 16,906,513	\$ 7,222,289	\$ 1,565,373	\$ 15,341,140
Furniture, Technology, & Equipment	6,306,998	123,463	1,440,325	4,866,673
Total	\$ 23,213,511	\$ 7,345,752	\$ 3,005,698	\$ 20,207,813

November 2017 Capital Funding Sources



Capital Summary

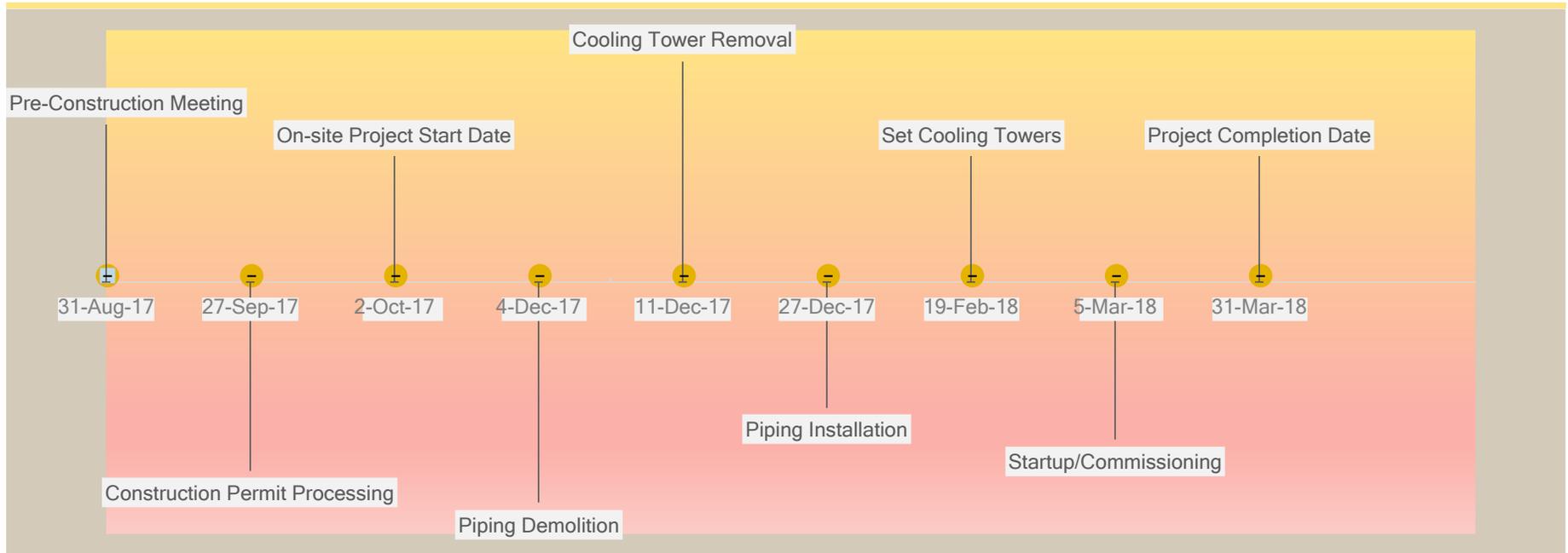
	BUDGET	ACTUAL
County & State \$	16,906,513	\$ 1,565,373
Fees, Other Revenue \$	6,306,998	\$ 6,056,718

Capital Summary through November 30, 2017

	ASSOCIATED REVENUE	ALLOCATED	ACTUAL & COMMIT	BALANCE
Chapter 12				
FY12	\$ 320,651		\$ -	\$ -
8120550 - Wall Campus Expansion	-	320,651	320,651	-
	<u>320,651</u>	<u>320,651</u>	<u>320,651</u>	<u>-</u>
FY13	534,372	-	-	-
8130515 - Replacement of Carpet and Flooring MAC	-	290,474	203,273	87,201
8130530 - Infrastructure Improvements Lincroft	-	243,898	-	243,898
	<u>534,372</u>	<u>534,372</u>	<u>203,273</u>	<u>331,099</u>
FY14	1,335,139	-	-	-
8140510 - Infrastructure Improvements Lincroft	-	1,335,139	220	1,334,919
	<u>1,335,139</u>	<u>1,335,139</u>	<u>220</u>	<u>1,334,919</u>
FY15	2,694,232	-	-	-
8150510 - Infrastructure Improvements (CAR, LAH, CVA)	-	1,452,998	25,849	1,427,149
8150515 - Life Safety	-	755,634	18,848	736,786
8150520 - CAR One Stop Renovation	-	485,600	9,900	475,700
	<u>2,694,232</u>	<u>2,694,232</u>	<u>54,597</u>	<u>2,639,635</u>
FY16	3,000,000	-	-	2,606,300
8160505 - Roof Replacement Lincroft Campus		393,700	80,674	313,026
	<u>3,000,000</u>	<u>393,700</u>	<u>80,674</u>	<u>2,919,326</u>
FY17	3,500,000	-	-	1,555,825
8170510 - Milling, Paving and Striping Lincroft Parking Lots		805,000	412,927	392,073
8170515 - CUP		1,122,974	1,122,974	-
8170520 - Maintenance Building Renovations		16,201	16,201	-
	<u>3,500,000</u>	<u>1,944,175</u>	<u>1,552,102</u>	<u>1,947,898</u>
FY18*	3,800,000	-	-	3,800,000
Total Chapter 12	<u>15,184,394</u>	<u>7,222,269</u>	<u>2,211,517</u>	<u>12,972,877</u>
Capital Projects				
8131005 - Higher Ed Bond Administration - Wall	159,842	20	159,862	-
8131010/8131030 - Equipment Leasing Fund (ELF)	840,571	-	159,979	680,592
8131015/8131025 - Hi Ed Technology Infrastructure (HETI)	34,980	-	9,600	25,380
8161005 - Higher Ed Bon Administration - MAS	686,726	-	572,180	114,546
8132450 - College Hi Ed Bond Admin Match - Wall	53,185	-	53,185	-
8132455/8132460 - College HETI Match	34,980	-	9,600	25,380
8162450 - College Hi Ed Bond Admin Match - MAS	228,909	-	190,727	38,182
Total Capital Projects	<u>2,039,192</u>	<u>20</u>	<u>1,155,133</u>	<u>884,080</u>
Total Major Capital	<u>17,223,586</u>	<u>7,222,289</u>	<u>3,366,650</u>	<u>13,856,957</u>
Minor Capital	5,989,925	106,490	2,594,967	3,546,031
Total Capital	<u>\$ 23,213,511</u>	<u>\$ 7,328,779</u>	<u>\$ 5,961,617</u>	<u>\$ 17,402,988</u>

* Pending County Bond Sale

CUP Condenser Water Piping and Cooling Tower Replacement Project



* The Central Utility Plant (CUP) bid was awarded August 22, 2017, for the amount of \$1,112,897 and is funded by Chapter 12.



BROOKDALE COMMUNITY COLLEGE PROJECTS

A. CAPITAL PROJECTS1) LINCROFT CAMPUS CENTRAL UTILITY PLANT-

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

STATUS: Seven bids were received on July 13, 2017. Estock Piping, Chesterfield, NJ was low bidder for both the piping replacement and the cooling towers replacement with bids of \$489,150.00 and \$623,767.00 respectively. A contract in the amount of \$1,112,917 was awarded to Estock Piping on August 22, 2017. Demolition of the piping and removal of the cooling towers have been completed. Installation of new piping is underway. The new cooling towers are scheduled for installation in early February. Overall completion is scheduled for mid-March 2018.

2) LINCROFT CAMPUS PARKING LOTS

Parking Lot 6 - A contract in the amount of \$23,500 awarded to Mixalia Enterprises on August 22, 2017 for the replacement of the existing concrete curb and sidewalk along the west side of the lot adjacent to the Arena has been completed. A concept plan proposing the construction of interior parking islands was prepared by our office. The plan was discussed at the December 11, 2017 F&F Committee meeting where a decision was made to not install islands in the parking lot due to snow plowing considerations. In light of this decision, the College will be reaching out to the Monmouth County Highway Department to repave the lot this summer (same as parking lot 7 last year).

3) MAINTENANCE BARN ROOF REPLACEMENT/LINCROFT CAMPUS

Due to damage from a prior wind event, the College received \$81,400 from an insurance claim to structurally repair and replace a portion of the roof. Plans and specifications were prepared by College staff and bids were received on September 12, 2017. A contract was awarded to Circle A Construction in the amount of \$97,700 at the October 17, 2017 Board of Trustees meeting. A contract change order in the amount of \$3,990 for unforeseen structural repairs was approved by the Board of Trustees on December 19, 2017. The project is substantially complete with only minor punchlist items and final inspections remaining.

4) BAC ROOF REPLACEMENTS/LINCROFT CAMPUS

BAC- A contract to prepare plans and specifications to replace the roof was awarded to USA Architects in December 2017 in the amount of \$14,600. The project will be bid over the winter with construction anticipated this spring.

5) SIDEWALK REPAIRS/LINCROFT CAMPUS

A contract to eliminate trip hazards and repair cracks in the sidewalks was awarded to Always Safe Sidewalks in the amount of \$91,005 on December 19, 2017. All the concrete cutting (removal of trip hazards) has been completed. Crack repairs and expansion joint installations will be performed once the weather improves (Spring).



B. DESIGN/STUDIES/REPORTS

1) FREEHOLD CAMPUS DRAINAGE IMPROVEMENTS

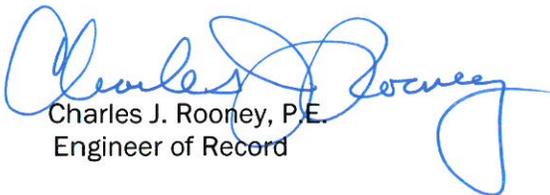
Due to an underlying clay layer, a perched groundwater condition has resulted in water bleeding onto the parking lot pavement after heavy rain events at several locations. This condition has created icing problems in the winter and over time will shorten the life of the pavement. In January 2017 a section of underdrain was installed along the upslope side of the parking lot to cut off the perched groundwater from reaching the parking lot. The underdrain has shown some improvement to the amount and duration of water bleeding onto the pavement. In the interest of better understanding the underlying soil conditions, five soil borings were performed on August 10, 2017. The borings indicated a layer of moderately compacted sand below the dense clay layer. As the boring holes were backed filled with gravel, the boring holes have the potential to act as wicks and provide relief to the perched groundwater above the clay layer. Review of the site in late August following two days of rain indicated the backfilled soil borings may be providing relief. Our office will continue to monitor the site over the fall/winter. Should the backfilled boring holes not provide sufficient relief, additional underdrains will be required.

2) FACILITIES MASTER PLAN/ESIP (ENERGY SAVING INCENTIVE PROGRAM)

In the interest of obtaining more accurate information for budgeting and planning purposes, a comprehensive phased update to the May 2016 Facilities Master Plan (FMP) update is recommended. The Board of Trustees awarded a contract to Reserve Advisors on October 17, 2017 to complete a reserve study of the Freehold Campus. Results of this study are expected shortly. Our office recently met with Tim Drury and Rob Francis to discuss the relationship of ESIP with projects identified in the FMP. ESIP can provide the College a funding mechanism to finance many of the energy saving type projects identified in the FMP apart from the Chapter 12 funding source. Our office is prepared to provide a brief overview of the benefits and scheduling of this program to the F&F Committee and the Board of Trustees this month.

3) SEWER EJECTOR PUMPS/LINCROFT CAMPUS

Our proposal dated October 23, 2017, to prepare Plans and Specifications for upgrading/replacing sanitary sewer ejector pumps located in the MAS and ATC buildings in the amount of \$21,300 was approved by the Board of Trustees on December 19, 2017. Design is currently underway with bidding of the project scheduled for next month.



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

4.2a *Change Order Request Report*

The Change Order Request Report contains summary information and a resolution for increases to existing Blanket Purchase Orders.

This report is submitted to the Board of Trustees to provide background information to enable the approval of the change requests.

Additional details for these proposed purchases are available in the Purchasing Office for review by the Board of Trustees.

This item was discussed with the Interim President and the Finance and Facilities Committee of the Board of Trustees at a meeting held January 17, 2018.

January 23, 2018: Interim Executive Director, Finance & ITS, Joseph Pingitore

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.

**Brookdale Community College
Change Order Reconciliation
January 23, 2018**

Vendor Name	Description	Contract Award	Change Orders Approved	Current Contract Value	Proposed C/Os	Contract Total	Proposed % Increase
1 Pilot Electric Co., Inc.	Emergency repair work and purchase of electric motor equipment for failed heating systems and sewerage ejector pumps.	\$ 30,000.00	\$ -	\$ 30,000.00	\$ 20,000.00	\$ 50,000.00	67%
		\$ 30,000.00	\$ -	\$ 30,000.00	\$ 20,000.00	\$ 50,000.00	

**Board of Trustees Brief
January 23, 2018**

Topic: FY19 Course Fees

Joseph Pingitore, Executive Director, Finance & Operations

General Issue Overview:

The College is presenting the FY19 Budget to the Board of Trustees, which includes increases to *Other Student Fees*. These fees are periodically reviewed by the President and Vice President Learning, for reassessment.

Key Issue:

After the review of enrollment trends and course offerings the determination to impose a \$5 increase to all course fees other than the sciences, paralegal, engineering, photography, theater, computer science, and the arts, to which a fee of \$50 will be applied. These fees will be reflected in the monthly reporting of Fees. The \$5 fee will not be applied to automotive and nursing courses, which were reviewed and approved for adjustment in FY18.

Comments:

The College will modify the system to reflect these increases effective for FY19 commencing July 1, 2018.

Summary:

The College will continue to keep the Finance Committee of the Board of Trustees apprised of recommendations for change as they developed.

4.3 Approval of a Schedule of Tuition and Fees for FY18/19

BACKGROUND

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

This recommendation has been reviewed by the Board of Trustees and Finance & Facilities Committee at a Workshop Meeting held on January 22, 2018.

BROOKDALE COMMUNITY COLLEGE
SCHEDULE OF TUITION AND FEES EFFECTIVE JULY 1, 2018

I. Tuition

Residents of Monmouth County *	\$138.00 per credit hour not to exceed \$2,070.00 per term.
Residents of Other New Jersey Counties	\$248.50 per credit hour not to exceed \$3,727.50 per term **
Out-of-State Students	\$273.50 per credit hour not to exceed \$4,102.50 per term.

* Online courses are charged the Monmouth County tuition rate.

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

II. Fees

- A. Application Fee – New students shall be required to pay a \$25 application fee.
- B. General Services Fee – Each term every student shall be required to pay a General Services Fee of \$35.88 per credit hour, not to exceed \$538.20.
- C. Change of Program Fee – a fee of \$10 will be charged when students change their major.
- D. Laboratory Fees – Laboratory fees may be assessed for certain courses for the purpose of defraying the high cost of consumable supplies, breakage, rental of facilities, and repair or replacement of equipment. The President shall be authorized to determine these courses and assess fees accordingly.
- E. Transcript Fee – A fee of \$6 dollars shall be paid for each request of an official transcript.
- F. Educational Records Reproduction Fee – Each student requiring reproduction of educational records other than transcripts shall pay \$.25 per page reproduced with a minimum fee of \$1.00.
- G. Credit-by-Examination – The regular tuition schedule applies to credits earned by examination. When credit is not granted, an examination fee of \$30.00 is paid.
- H. Returned Check Fee – A charge of \$25.00 shall be assessed for all checks issued to the College and not paid upon presentation to the bank.
- I. Late Registration Fee – A fee of \$30.00 shall be assessed to continuing students failing to register prior to the first day of classes.
- J. Installment Payment Plan – A non-refundable fee of \$60.00 shall be charged to students who wish to use the installment payment plan. The plan is available to all students in good financial standing with the College.

III. Study Abroad Fees – Brookdale Community College is a member of the College Consortium for International Studies (CCIS), and manages programs in Scotland and Canada.

- A. Application fee \$50 (to be deducted from administrative fee)
- B. Administration Fee for CCIS programs sponsored by Brookdale \$550
- C. Administration Fee for all other CCIS programs \$400

IV. International Student (F-1 Visa) Fee – processing international student admission applications and immigration compliance

- A. I-20 (Certificate of Eligibility for Nonimmigrant Student Status) Processing Fee - \$50.00

V. Tuition for Senior Citizens of Monmouth County

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

VI. Tuition for Eligible National Guard Members and their dependents

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

VII. Tuition for Eligible Persons on Unemployment

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

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

- A. Pursuant to N.J.S.A 18A:71-78.1, tuition up to a maximum of \$600.00 per year, not to exceed a maximum of \$2,400.00 total, for the member and member's family over a four year period, shall be waived for active members in good standing of a volunteer fire company, or volunteer first aid or rescue squad and/or their spouse and dependent children. Enrollment shall be on a seat-available basis, and tuition-paying students shall constitute the minimum number required for a

course. All fees shall be charged at the prevailing rates. In order to be eligible for the waiver, a student must register the first day (or after) of the term in question.

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

- A. Pursuant to amendments to State of New Jersey 209th Legislature, N.J.A-1517, the Senate and General Assembly have enacted that the students will be excused from payment of tuition subject to the payment of tuition by the State pursuant to N.J.S.A. 18A:71B-23. This includes students that are dependents and surviving spouses of police, fire, and rescue personnel, volunteer emergency responders, Port Authority of New York and New Jersey police officers, state workers and privately-employed New Jersey residents who died in the September 11 attacks on the World Trade Center, the Pentagon, and near Shanksville in rural Pennsylvania.
- B. Class space is available as of the first day of open registration for each semester.
- C. The waiver is obtained from the Financial Aid Office. All tuition and fees are waived. These benefits are available for eight years from the dependent's high school graduation.

RESOLUTION

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

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

WHEREAS, the Administration has developed a Revised Schedule of Tuition and Fees for the academic year 2018/2019 as an appendage to the Board Policy on Tuition and Fees (4.1000) and is made a part hereof and attached hereto:

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Schedule of Tuition and Fees for the academic year 2018/2019 attached hereto be and the same is hereby adopted.

January 23, 2018

4.4 *Approval of Proposed Operating & Capital Budget FY19*

Following discussions and parameters defined by the Board of Trustees at the Finance and Facilities Committee, and subsequent approval of the FY19 Tuition and Fee Schedule at the January 23, 2018 Board meeting, the College prepared the Operating and Capital Budget for FY19. The proposed budget fosters student success and allows the College to maintain an open door policy, support credit and non-credit enrollment and existing programs, while working to maintain the infrastructure of the College.

The budget is presented to the Board of Trustees at this time for approval. Following this approval, the budget will be forwarded to the Monmouth County Board of Chosen Freeholders' Board of School Estimate at a public hearing for certification of the County's share of the College's FY19 Operating and Capital Fund Budget.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at meetings held January 17 and 22, 2018.

RESOLUTION

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

WHEREAS, the Board of Trustees has caused to be duly prepared such annual budget for the fiscal year 2019; and

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

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the annual operating and capital budget for FY19, including the Chapter 12 allocation attached hereto and made a part hereof, be and the same is hereby adopted.

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

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

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

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

Brookdale Community College
Enrollment History - FTEs
FY14 - FY19

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY18 Projected	FY19 Budget
Credit FTEs:							
Summer III	313	299	303	256	248	232	221
% of Year	2.8%	2.8%	2.9%	2.6%	2.6%	2.4%	2.4%
Fall	4,920	4,740	4,591	4,337	4,302	4,202	4,009
% of Year	43.7%	44.2%	44.3%	44.3%	44.6%	44.1%	44.1%
Spring	4,432	4,271	4,096	3,884	3,844	3,837	3,660
% of Year	39.4%	39.8%	39.5%	39.6%	39.8%	40.3%	40.1%
Summer I & II	910	875	828	760	723	723	690
% of Year	8.1%	8.2%	8.0%	7.8%	7.5%	7.6%	7.6%
Credit Subtotal	10,575	10,185	9,818	9,237	9,117	8,994	8,580
% of Year	94.0%	95.0%	94.6%	94.3%	94.5%	94.4%	94.1%
% Increase/(Decrease)	(2.2%)	(3.7%)	(3.6%)	(5.9%)	(1.3%)	(2.6%)	(4.6%)
Non-Credit FTEs:							
Non-Fundable FTEs	672	541	556	561	534	534	540
% of Year	6.0%	5.0%	5.4%	5.7%	5.5%	5.6%	5.9%
Total	11,247	10,726	10,374	9,798	9,651	9,528	9,120
% Increase/(Decrease)	(2.1%)	(4.6%)	(3.3%)	(5.6%)	(1.5%)	(1.3%)	(4.3%)

Brookdale Community College
Operating Budget Summary
FY19

	FY17 Actual		FY18 Projected		FY19 Budget	
	Amount	Percent of Total	Amount	Percent of Total	Amount	Percent of Total
Current Revenue:						
Tuition	\$ 39,419,986	47.4%	\$ 39,254,005	46.4%	\$ 38,197,961	45.3%
Monmouth County	20,027,019	24.1%	20,027,019	23.7%	20,027,019	23.7%
State Aid	10,414,993	12.5%	10,324,066	12.2%	10,324,066	12.1%
General Service Fee	8,075,147	9.7%	8,666,613	10.3%	8,537,545	10.1%
Other Fees	1,413,913	1.7%	2,332,005	2.8%	3,130,120	3.7%
Cont & Prof Studies	3,007,892	3.6%	3,200,000	3.8%	3,400,000	4.0%
Other Income	754,635	0.9%	761,690	0.9%	774,000	1.0%
Total Current Revenue	\$ 83,113,585	100.0%	\$ 84,565,398	100.0%	\$ 84,390,711	100.0%
Current Expenditures:						
Learning Division	31,760,156	38.7%	\$ 33,013,006	39.1%	\$ 32,255,354	38.2%
Continuing & Prof. Studies	3,214,772	3.9%	3,098,821	3.7%	2,962,885	3.5%
Student Success Division	5,558,319	6.8%	6,063,602	7.2%	5,975,868	7.1%
President's Division	509,447	0.6%	382,404	0.5%	360,489	0.4%
Finance & Operations	8,770,129	10.7%	11,826,714	14.0%	11,936,697	14.1%
Human Resources & Safety	2,048,828	2.5%	2,194,003	2.6%	2,184,286	2.6%
Advancement Division	1,265,853	1.5%	1,390,872	1.7%	931,465	1.1%
Planning & Inst. Effectiveness	486,055	0.6%	500,107	0.6%	438,318	0.5%
Utilities	2,895,000	3.5%	2,654,438	3.2%	2,523,503	3.0%
Benefits	14,687,118	17.9%	15,417,029	18.3%	16,241,524	19.3%
General Expenses	10,799,724	13.2%	7,856,037	9.3%	8,580,322	10.2%
Total Current Expenditures	\$ 81,995,401	100.0%	\$ 84,397,033	100.0%	\$ 84,390,711	100.0%

**Brookdale Community College
Capital Budget Summary
FY19**

	FY18 Revised Budget June 2017		FY19 Budget January 2017	
	Amount	Percent of Total	Amount	Percent of Total
Revenue				
County:				
County Chapter 12	\$ 1,900,000	16.7%	\$ 3,800,000	47.8%
County Bond	400,000	3.5%	-	0.0%
Subtotal County	<u>2,300,000</u>	<u>20.2%</u>	<u>3,800,000</u>	<u>47.8%</u>
State:				
State Chapter 12	1,900,000	16.7%	3,800,000	47.8%
State Higher Education Bon	1,200,000	10.5%	-	0.0%
Subtotal State	<u>3,100,000</u>	<u>16.7%</u>	<u>3,800,000</u>	<u>47.8%</u>
Other:				
Fees- restricted	5,989,925	52.6%	350,000	4.4%
Subtotal Other	<u>5,989,925</u>	<u>52.6%</u>	<u>350,000</u>	<u>4.4%</u>
Total Revenue	<u><u>11,389,925</u></u>	<u><u>89.5%</u></u>	<u><u>7,950,000</u></u>	<u><u>100.0%</u></u>
Expenditures:				
Minor Capital	5,989,925	52.6%	-	0.0%
Renewal & Replacements	5,400,000	47.4%	7,600,000	100.0%
Total Expenditures	<u><u>\$ 11,389,925</u></u>	<u><u>100.0%</u></u>	<u><u>\$ 7,600,000</u></u>	<u><u>100.0%</u></u>

5.1 Curriculum

The faculty and administration of the College have proposed discontinuance of the Digital Animation A.A.S., Game Programming Option, due to low retention in the program resulting in low enrollment in the 200 level required courses.

The Computer Science Department has determined that students were not retained as game programming is a specialized field, and there were limited employment opportunities. Students are more interested in pursuing the College's Computer Science programs that provide a foundation in programming and exposure to a variety of applications including game creation.

Students matriculated in the Game Programming Option have been notified of the discontinuance. Courses in the program will continue to be offered to allow full-time students to complete the program. Students will also have the option of transitioning to another program.

The discontinuance of the Digital Animation A.A.S., Game Programming Option, has been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Learning, the Interim President and the Policy and Education Committee of the Board.

The Interim President recommends that the Board of Trustees adopt a resolution discontinuing the Digital Animation A.A.S., Game Programming Option.

WHEREAS, the faculty and administration of the College have proposed discontinuance of the Digital Animation A.A.S., Game Programming Option, due to low retention in the program resulting in low enrollment in the 200 level required courses; and

WHEREAS, the Computer Science Department has determined that students were not retained as game programming is a specialized field, and there are limited employment opportunities; and

WHEREAS, students are more interested in pursuing the College's Computer Science programs that provide a foundation in programming and exposure to a variety of applications including game creation; and

WHEREAS, students matriculated in the Game Programming Option have been notified of the discontinuance; and

WHEREAS, courses in the program will continue to be offered to allow full-time students to complete the program, and students will also have the option of transitioning to another program; and

WHEREAS, the discontinuance of the Digital Animation A.A.S., Game Programming Option, has been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Learning, the Interim 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 Digital Animation A.A.S., Game Programming Option, be discontinued.

January 23, 2018

BROOKDALE COMMUNITY COLLEGE

BOARD POLICY

2.0015

I. Title of Policy

Institutional Memberships

II. Objective of Policy

To establish the guidelines within which Brookdale Community College shall join and maintain memberships in local, state, and national organizations.

III. Authority

Bylaws of the Board of Trustees, Section 1.3034

IV. Policy Statement

In order that Brookdale Community College may best serve Monmouth County and further its professional standing in the field of education, training, and workforce development, the Board of Trustees recognizes the necessity for the College and certain of its personnel to maintain memberships in various local, state, and national organizations.

The Board of Trustees delegates to the President the authority to develop appropriate College Regulations defining general institutional memberships as well as organizations in which personnel of the College may hold membership at College expense.

The Board of Trustees may hold membership in local, state, and/or national organizations at College expense. ~~Those~~ The costs of memberships will be ~~defined- identified~~ reviewed through the annual budget process.

V. Responsibility for Implementation

President.

Approved: Board of Trustees
7/25/74

Reviewed and Revised: 4/17/17 and additional change on 1/11/18

3.1000

I. Title of Policy

Adjunct Faculty Positions

II. Objective of Policy

To provide authority to the President, subject to approval by the Board of Trustees, to appoint individuals to adjunct positions.

III. Authority

New Jersey Statutes – County Colleges, 18A:64A-12(f) and (g), General Powers of Boards

IV. Policy Statement

The President shall be authorized to appoint adjunct faculty, subject to the approval of the Board of Trustees at its next regularly scheduled meeting. Adjunct faculty are individuals who do not hold academic rank, but may be qualified current Brookdale officers or employees. Normally, ~~external~~ adjunct faculty shall not be assigned more ~~that than two course selections~~ 9 credits during any long academic semester. Fewer credits will be permitted in shorter terms to ensure that adjuncts do not cross the threshold to full-time employment hours. Exceptions to assign a ~~maximum of three additional course credits selections~~ must be pre-approved by the President.

All applicable provisions of the state administrative code and statutes shall govern the employment relationship with adjuncts with regard to pension contributions.

V. Responsibility for Implementation

President

Approved: 5/20/96

Rev: xx/xx/2017

BROOKDALE COMMUNITY COLLEGE**BOARD POLICY****2.4000****I. Title of Policy**

Clinical Facilities Contracts

II. Objective of Policy

To authorize the President to enter into contracts with hospitals, laboratories, and other facilities for the use of their clinical facilities.

III. Authority

Bylaws of the Board of Trustees, Section 1.3034

IV. Policy Statement

The President may, on behalf of the Board of Trustees, negotiate and enter into contracts for the use of clinical facilities in conjunction with courses and programs of study. All clinical facilities contracts will be reviewed annually by ~~College Counsel Manager~~- Contract Administration.

V. Responsibility for Implementation

President.

Approved: Board of Trustees
4/22/76

| Reviewed and Revised: 4/17/17

5.1 Curriculum

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

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

RECOMMENDATIONS

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



BOARD OF TRUSTEES

General Functions

Administration

Human Resources

Finance & Facilities

Policy & Education

RESOLUTION

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

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

WHEREAS, the two institutions have agreed to provide select students in the freshman class beginning in Fall 2018 an opportunity to complete an Associate of Arts Degree in Social Sciences over the course of four academic years; and

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

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

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

January 23, 2018

5.1 Curriculum

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

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

RECOMMENDATIONS

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



BOARD OF TRUSTEES

General Functions

Administration

Human Resources

Finance & Facilities

Policy & Education

RESOLUTION

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

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

WHEREAS, the two institutions have agreed to provide select students in the freshman class beginning in Fall 2018 an opportunity to complete an Associate of Arts Degree in Social Sciences over the course of four academic years; and

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

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

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

January 23, 2018

5.1 Curriculum

Brookdale Community College (herein **College**) is entering into an Early College High School initiative with Matawan-Aberdeen Regional School District (herein **MARSD**), to be known as the Husky Early College Academy (herein **HECA**), empowering students to graduate with an Associate of Arts Degree in Social Sciences and a high school diploma simultaneously.

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

RECOMMENDATIONS

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

RESOLUTION

WHEREAS, Brookdale Community College (herein **College**), is entering into an Early College High School initiative with Matawan-Aberdeen Regional School District (herein **MARSD**), to be known as the Husky Early College Academy (herein **HECA**), empowering students to graduate with an Associate of Arts in Social Sciences Degree and a high school diploma simultaneously; and

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

WHEREAS, the two institutions have agreed to provide select students in the freshman class beginning in Fall 2018 an opportunity to complete an Associate of Arts Degree in Social Sciences over the course of four academic years; and

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the **College** enter into this partnership with Matawan-Aberdeen Regional School District to be called the Husky Early College Academy.

January 23, 2018

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2018

(Rev: 12/5/17)

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 5:30 PM			March 22 3:45 PM
Tuesday, April 24 Lincroft, SLC, Navesink I & II	April 17 5:30 PM		April 16 5:30 PM	April 17 6:30 PM	April 5 5:30 PM	
Tuesday, May 15 Brookdale at Neptune, Rm 202 & 204	May 8 5:30 PM	May 8 6:30 PM	May 7 5:30 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		July 16 5:30 PM			
Tuesday, August 28 Brookdale at Wall, Rm 110 & 112	August 21 5:30 PM		August 20 5:30 PM			
Tuesday, September 25 Lincroft, SLC, Navesink I & II	September 20 5:30 PM		September 17 5:30 PM		September 13 5:30 PM	
Tuesday, October 23 Brookdale at Long Branch, Rm 200	October 16 5:30 PM	October 16 6:30 PM	October 15 5:30 PM			
Tuesday, November 27 Lincroft, SLC, Navesink I & II	November 13 5:30 PM		November 12 5:30 PM		November 8 5:30 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

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 Mr. Austin Ridoux	
Committees meeting 4 times per year	<u>Policy and Education (5)</u> Dr. Hank Cram, Chair Ms. Latonya Brennan Ms. Madeline Ferraro Dr. Les Richens Ms. Marta Rambaud	<u>Governance (5)</u> Ms. Suzanne Brennan, Chair Mr. Dan Becht Ms. Latonya Brennan Dr. Hank Cram Mr. Austin Ridoux	<u>Audit Committee (4)</u> Ms. Marta Rambaud, Chair Ms. Tracey Abby-White Ms. Latonya Brennan
Committees Meeting on as needed basis	<u>By Laws Committee (5)</u> Ms. Madeline Ferraro, Chair Mr. Dan Becht Ms. Suzanne Brennan Ms. Marta Rambaud Mr. Austin Ridoux	<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 Mr. Bret Kaufmann Mr. Austin Ridoux
Liaisons	Liaisons <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> Ms. Tracey Abby-White

* The Human Resources Committee – A committee of the whole

BROOKDALE COMMUNITY COLLEGE
2018 UPCOMING EVENTS

(Events in bold are held outside of Lincroft Campus)

(Rev 12/5/2017)

DATE	EVENT	TIME	LOCATION
January 11	Policy & Education Committee Meeting	5:30PM	BAC, President's Conference Room
January 16	Convocation	9:00AM	Robert J. Collins Arena
January 16	Executive Committee Meeting	5:30PM	Conference Call
January 16	Governance Committee Meeting	6:30PM	BAC, President's Conference Room
January 17	Finance & Facilities Committee Meeting	5:30PM	BAC, President's Conference Room
January 18	Foundation Board Meeting	4:00PM - 6:00PM	SLC, Trustee Conference Room
January 23	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink Rooms
January 30	Ad-Hoc Revenue Generating Committee	5:30 PM	BAC, President's Conference Room
February 5	Nursing Pinning	6 PM	Collins Arena
February 9	Athletic Hall of Fame	5:00PM - 10:00PM	Radisson Hall, Freehold
February 10	Hall of Fame Breakfast; Game	9:00AM - 11:00AM	Robert J. Collins Arena, VIP Suite
February 12-15	ACCT National Legislative Summit		Washington D.C.
February 20	Executive Committee Meeting	5:30PM	Conference Call
February 20	Governance Committee Meeting	6:30PM	BAC, President's Conference Room
February 21	Finance & Facilities Committee Meeting	5:30PM	BAC, President's Conference Room
February 26	NJCCC Council Meeting		
February 27	BOT Public Business Meeting	5:30PM	Brookdale at Freehold, Rm 103 & 104
March 14	CPS Completion Ceremony	6:00pm - 8:00PM	TBD
March 19	Finance & Facilities Committee Meeting	5:30PM	BAC, President's Conference Room
March 20	Executive Committee Meeting	5:30PM	Conference Call
March 22	Foundation Board Meeting	3:45PM - 5:00PM	SLC, Trustee Conference Room
March 22	Foundation Scholarship Recognition	5:00PM - 7:30PM	Robert J. Collins Arena
March 27	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink I & II
April 5	Policy & Education Committee Meeting	5:30PM	BAC, President's Conference Room
April 6	Wilbur Ray Scholarship Dinner	6:00PM - 9:00PM	Jacques, Middletown
April 13	BOT Retreat	TBD	TBD
April 16	Finance & Facilities Committee Meeting	5:30PM	BAC, President's Conference Room
April 17	Executive Committee Meeting	5:30PM	Conference Call
April 17	Audit Committee Meeting	6:30PM	BAC, President's Conference Room
April 24	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink I & II
April 28 -May 2	AACC Annual Convention		Houston, TX
May 4	Barringer Dinner	5:00PM - 10:00PM	TBD
May 7	Finance & Facilities Committee Meeting	5:30PM	BAC, President's Conference Room
May 8	Executive Committee Meeting	5:30PM	Conference Call
May 8	Governance Committee Meeting	6:30PM	BAC, President's Conference Room
May	CHHANGE Colloquium	TBD	Robert J. Collins Arena
May 10	Commencement	9:00AM - 3:00PM	Robert J. Collins Arena
May 10	Foundation Board Meeting	4:00PM - 6:00PM	SLC, Trustee Conference Room

May 15	BOT Public Business Meeting	5:30PM	Brookdale at Neptune, Rms 202 & 204
May 18	Foundation Scholarship Ball / Gala	TBD	TBD
DATE	EVENT	TIME	LOCATION
June 18	Finance & Facilities Committee Meeting	5:30PM	BAC, President's Conference Room
June 19	Executive Committee Meeting	5:30PM	Conference Call
June 21	Foundation Board	4:00PM – 6:00PM	SLC, Trustee Conference Room
June 26	BOT Public Business Meeting	5:30PM	Brookdale at Wall, Rm 110 & 112
July 16	Finance & Facilities Committee Meeting	5:30PM	BAC, President's Conference Room
July 17	Executive Committee Meeting	5:30PM	Conference Call
July 24	BOT Public Business Meeting	5:30PM	Brookdale at Wall, Rms 110 & 112
August 20	Finance & Facilities Committee Meeting	5:30PM	BAC, President's Conference Room
August 21	Executive Committee Meeting	5:30PM	Conference Call
August 28	BOT Public Business Meeting	5:30PM	Brookdale at Wall, Rms 110 & 112
September 4	Convocation	9:00AM	Robert J. Collins Arena
September 13	Policy & Education Committee Meeting	5:30PM	BAC, President's Conference Room
September 17	Finance & Facilities Committee Meeting	5:30PM	BAC, President's Conference Room
September 20	Executive Committee Meeting	5:30PM	Conference Call
September	ACCT Leadership Congress		
September 25	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink Rooms
September 27	Education Golf Outing (rain date Oct 2)	All Day	Eagle Oaks Country Club
October 15	Finance & Facilities Committee Meeting	5:30PM	BAC, President's Conference Room
October 16	Executive Committee Meeting	5:30PM	Conference Call
October 16	Governance Committee Meeting	6:30PM	BAC, President's Conference Room
October 23	BOT Public Business Meeting	5:30PM	Brookdale at Long Branch, Rm 200
October 24-27	ACCT		
November 8	Policy & Education Committee Meeting	5:30PM	BAC, President's Conference Room
November 12	Finance & Facilities Committee Meeting	5:30PM	BAC, President's Conference Room
November 13	Executive Committee Meeting	5:30PM	Conference Call
November 27	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink Rooms
December 10	Finance & Facilities Committee Meeting	5:30PM	BAC, President's Conference Room
December 11	Executive Committee Meeting	5:30PM	Conference Call
December 11	Audit Committee Meeting	6:30PM	BAC, President's Conference Room
December 18	BOT Public Business Meeting	5:30PM	Brookdale at Hazlet, Rms 102 & 103