



BROOKDALE COMMUNITY COLLEGE
THE COUNTY COLLEGE OF MONMOUTH

2011 ANNUAL
INSTITUTIONAL
PROFILE

September 2011

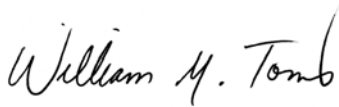
PLANNING, ASSESSMENT AND RESEARCH

Preface

Each of New Jersey's 31 public institutions of higher education is required to submit an annual report to the New Jersey Commission on Higher Education that addresses several performance indicators. Submission of this report, entitled the Annual Institutional Profile (AIP), fulfills the 1994 Higher Education Restructuring Act mandate to "prepare and make available to the public an annual report on the condition of the institution." The form and content of the AIP is established by the Commission on Higher Education. The Appendix contains the specific form and content required for the 2011 Profiles, as approved at the June 24th, 2011 meeting of the Commission on Higher Education.

The Annual Institutional Profiles include a wide variety of Indicators such as accreditation status, number of credit and noncredit students served, academic preparedness of entering students, number of degrees conferred, graduation, transfer and retention rates, percentage of course sections taught by full-time faculty, characteristics of the Board of Trustees (e.g., race/ethnicity and affiliation), research and public service activities, degree and certificate programs offered, and major capital projects in fiscal year 2011.

As such, Brookdale's Annual Institutional Profile provides a summary of many of our fiscal year 2011 accomplishments and contributions to our community. We present this report to the Commission on Higher Education and to our public constituencies with the hope that this material will be informative and useful.



Dr. William Toms
Interim President

**BROOKDALE COMMUNITY COLLEGE
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2011**

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SECTION A ACCREDITATION STATUS

INSTITUTIONAL ACCREDITATION

Brookdale Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, the accrediting agency for all colleges in the mid-Atlantic region. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation. Accreditation status is reviewed every five years and re-accreditation occurs at ten-year intervals.

Brookdale was awarded an unqualified accreditation from the Middle States Visiting Team in Spring 2008. In addition to achieving complete fulfillment of all 14 standards of *The Characteristics of Excellence*, the visiting team commended Brookdale's leadership for encouraging and supporting a culture of engagement and assessment. The College was also issued commendations for clearly integrating the planning and assessment processes so that the results of assessment are used to develop plans to improve teaching, learning and institutional effectiveness.

Brookdale is certified by the State of New Jersey and the United States Department of Education to grant associate degrees to students who complete formal programs of study. All of Brookdale's A.A., A.F.A., A.S., A.A.S., and Certificate programs are approved by the New Jersey Commission on Higher Education.

PROFESSIONAL ACCREDITATION

The Nursing Program (A.A.S.) is accredited by the National League for Nursing Accrediting Commission and by the State of New Jersey, Department of Law & Public Safety, Division of Consumer Affairs, Board of Nursing.

The Radiologic Technology (A.A.S.) program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

The Respiratory Therapy Program (A.A.S.) is accredited by the Commission on Accreditation for Respiratory Care (CoArc).

PROGRAM APPROVAL OR CERTIFICATION

The GM-ASEP and Toyota T-Ten options of the Automotive Technology program are certified by the National Automotive Technicians Foundation (NATEF).

The Paralegal Studies Program (A.A.S.) is approved by the American Bar Association, Standing Committee on Legal Assistants.

SECTION B NUMBER OF STUDENTS SERVED

1. How many full and part time credit students were enrolled in Fall 2010?

<i>Student Status</i>	<i>Headcount</i>	<i>Percent of Total</i>
Full-time	9,193	58.2%
Part-time	6,590	41.8%
Total	15,783	100.0%

2. How many non-credit students were served in FY 2010?

There were more than 15,500 registrations (**15,551**) in Brookdale non-credit open-enrollment courses in FY 2010, representing **9,947 different individuals**. Roughly 4 out of every 10 enrollments (6,029 or 38.8%) were in career-oriented or vocational courses. Six out of 10 (9,522 or 61.2%) registrations were in leisure or recreational courses. The 15,551 registrants in non-credit open-enrollment courses enrolled for more than 300,000 clock hours or 705 FTEs.

Course Type	Registrations	Course Category	Total Clock Hours
ABE / GED	839	Career	35,924
Sports Camps	1,068	Recreational	21,526
Fitness Center	581	Recreational	27,294
SCOPE*	63	Career	20,021
Open Enrollment - Career	5,127	Career	133,530
Open Enrollment - Recreation	7,873	Recreational	78,895
Total	15,551		317,190

*SCOPE: Strategies for Continuing Professional Education: IT Certification Training

There were also **2,936** registrations in courses offered through Contracted Services in FY 2010. One hundred and sixty-eight courses were delivered to **63 different companies**, resulting in 37 training FTEs. In addition, there were **5,982** registrations in courses offered through Contracted Services to local schools. One hundred and twenty-eight course sections were delivered to **97 different schools**, resulting in 51 FTEs.

3. How many credit students enrolled in Fiscal Year 2010?

The unduplicated credit enrollment for FY 2010 was 22,830. These students enrolled for a total of 360,877 credits or 12,029.2 FTEs between the Summer III 2009 term and the Summer II 2010 term.

SECTION C CHARACTERISTICS OF UNDERGRADUATE STUDENTS

BASIC SKILLS TESTING AND REMEDIATION

1. What Basic Skills Placement Test does Brookdale use? What criteria are used for selecting test takers?

Brookdale Community College uses the ACCUPLACER computerized adaptive placement test (CPT) to assess the preparedness of new students. The minimum and maximum possible scores on each subject test range from 20 through 120. All new degree students must take the Basic Skills Placement Test. Waivers of testing are available to the following students: (1) Those who have completed at least 24 college level credits with a grade of “C” or better. The 24 credits must include English composition and a mathematics course higher than elementary algebra. (2) Those who have taken the ACCUPLACER or New Jersey Basic Skills Test at another New Jersey college. (3) Those with a four-year degree from an accredited college. (4) Those who have scored above 540 on the SAT Verbal test and above 530 on the SAT Quantitative test. (5) Non-native speakers of English. (6) Individuals 65 and older.

2. How many Fall 2010 students were enrolled in one or more Basic Skills courses?

Of the 15,783 students enrolled in Fall 2010, 4,465 (28.3%) were enrolled in at least one Basic Skills course.

3. How many first-time, full-time (FTFT) degree-seeking students were enrolled in Basic Skills courses in Fall 2010?

Of the 3,056 first-time, full-time, degree-seeking students enrolled in Fall 2010, 2,128 (69.6%) were enrolled in at least one Basic Skills course.

4. How many and what percent of Fall 2010 FTFT degree-seeking students were enrolled in Basic Skills courses by subject area?

**Number and Percent out of All FTFT
Degree-Seeking Students (3,056)**

Subject Area:	N	%
Computation	1,419	46.4
Algebra	539	17.6
Reading	1,145	37.5
Writing	1,015	33.2

STUDENT DEMOGRAPHICS

1. What was the head count and percent by ethnicity and student status in Fall of 2010?

ETHNICITY

STUDENT STATUS	NRA*		Black		AI/AN		Asian/PI		Hispanic		White		Unknown		TOTAL
	N	%	N	%	N	%	N	%	N	%	N	%	N	%	
Full Time	102	1.1	869	9.5	30	0.3	309	3.4	963	10.5	6,599	71.8	321	3.5	9,193
Part Time	14	0.2	789	12.0	17	0.3	263	4.0	654	9.9	4,619	70.1	234	3.6	6,590
TOTAL	116	0.7	1,658	10.5	47	0.3	572	3.6	1,617	10.2	11,218	71.1	555	3.5	15,783

*Non-Resident Aliens

2. What was the headcount and percent by gender and student status in Fall 2010?

GENDER

STUDENT STATUS	Male		Female		Total N
	N	%	N	%	
Full Time	4,838	52.6	4,355	47.4	9,193
Part Time	2,575	39.1	4,015	60.9	6,590
TOTAL	7,413	47.0	8,370	53.0	15,783

3. What is the age breakdown of the Fall 2010 student body?

FULL VS PART TIME STATUS

AGE CATEGORY	Full Time		Part Time		Total N
	N	%	N	%	
Less than 18	218	2.4	386	5.9	604
18 – 19	4,749	51.7	673	10.2	5,422
20 – 21	2,415	26.3	1,009	15.3	3,424
22 – 24	838	9.1	1,176	17.8	2,014
25 – 29	436	4.7	1,045	15.9	1,481
30 – 34	171	1.9	523	7.9	694
35 – 39	87	0.9	436	6.6	523
40 – 49	136	1.5	729	11.1	865
50 – 64	68	0.7	402	6.1	470
65 and Over	2	0.0	131	2.0	133
Unknown	73	0.8	80	1.2	153
Total	9,193	100.0	6,590	100.0%	15,783

FINANCIAL AID

1. To what degree is your institution accessible to students of all economic backgrounds? Use FY10 Data.

<i>Type of Financial Aid</i>	<i>Number of Recipients</i>	<i>Total Amount Awarded</i>	<i>Average Amount Awarded Per Recipient</i>
State Programs			
Tuition Aid Grant (TAG)	2,588	\$4,608,000	\$1,780.53
Educational Opp. Fund (EOF)	437	347,000	794.05
Distinguished Scholars	12	10,000	833.33
Urban Scholars	16	11,000	687.50
NJCLASS Loans	17	92,000	5,411.76
NJ STARS	292	1,000,000	3,424.66
State Programs Total:		\$6,068,000	
Federal Programs			
Pell Grants	4,310	\$15,376,000	\$3,567.52
College Work Study	139	240,000	1,726.62
SEOG	881	313,000	355.28
SMART & ACG or other	553	413,000	746.84
Stafford Loans (Subsidized)	2,369	6,931,000	2,925.71
Stafford Loans (Unsubsidized)	2,053	5,699,000	2,775.94
PLUS Loans	39	133,000	3,410.26
Federal Programs Total:		\$29,105,000	
Institutional Programs			
Grants / Scholarships	364	\$248,000	\$681.32
Institutional Programs Total:		\$248,000	
Total All Programs FY10:		\$35,421,000	

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

2. What has been the trend over the past decade in terms of overall amount of financial aid provided to Brookdale students?

<i>Fiscal Year</i>	<i>Total Amount of Financial Aid Awarded</i>
FY00	\$7,540,132
FY01	\$8,212,155
FY02	\$9,788,105
FY03	\$11,900,981
FY04	\$13,795,591
FY05	\$14,967,591
FY06	\$15,761,895
FY07	\$17,594,940
FY08	\$20,577,939
FY09	\$22,796,000
FY10	\$35,421,000

RESIDENCY

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

- Among Brookdale's 15,783 Fall 2010 students, 15,585 (or **98.7%**) were New Jersey residents. Of these, 14,107 (or **90.5%**) were Monmouth County residents.
- Among Fall 2010 first-time, degree-seeking freshman (3,573), **99.0%** (or 3,536) were New Jersey residents, of whom 3,135 (or **88.7%**) were living in Monmouth County.

SECTION D STUDENT OUTCOMES – GRADUATION, RETENTION AND TRANSFER

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

The figures below reflect **3-year** graduation and transfer rates for first-time, full-time matriculated students. The transfer rates include National Student Clearinghouse data on transfers to most baccalaureate-granting institutions. The reported transfer rates refer only to those students who *did not* graduate within 150% of time to degree completion. More specifically, if a student graduated within three years and then transferred to another institution, (s)he would be identified only in the graduation rate and not the transfer rate. The data below have been reported on the annual Federal Graduation Rate Survey (GRS). On the Graduation Rate Survey, students have until the end of the Summer of their 3rd year to either graduate or transfer to another institution (i.e., members of the Fall 2007 cohort had until the end of Summer 2010 to graduate or transfer).

1997 – 2007 Entering Cohorts:

Entering Cohort	Total in Cohort	Graduates within 3 years	Graduation Rate	Transfers (non graduates)	Transfer Rate	Combined Graduates + Transfers	Combined Graduation + Transfer Rate
1997	1,525	229	15.0%	333	21.8%	562	36.9%
1998	1,712	276	16.1%	324	18.9%	600	35.0%
1999	1,920	343	17.9%	376	19.6%	719	37.4%
2000	1,913	342	17.9%	351	18.3%	693	36.2%
2001	2,031	380	18.7%	395	19.4%	775	38.2%
2002	2,128	400	18.8%	363	17.1%	763	35.9%
2003	2,327	402	17.3%	460	19.8%	862	37.0%
2004	2,522	424	16.8%	501	19.9%	925	36.7%
2005	2,667	536	20.1%	542	20.3%	1,078	40.4%
2006	2,782	600	21.6%	525	18.9%	1,125	40.4%
2007	2,956	602	20.4%	603	20.4%	1,205	40.8%

2. What are Brookdale’s three-year graduation and transfer rates by ethnic group for the Fall 2007 entering cohort of first-time, full-time freshman?

Ethnic Group	Total in Cohort	Graduates within 3 years	Graduation Rate	Transfers (non graduates)	Transfer Rate	Combined Graduates + Transfers	Combined Graduation + Transfer Rate
White	2,220	506	22.8%	451	20.3%	957	43.1%
Black	241	19	7.9%	45	18.7%	64	26.6%
Hispanic	292	40	13.7%	61	20.9%	101	34.6%
Asian	113	23	20.4%	29	25.7%	52	46.0%
NRA	16	4	25.0%	2	12.5%	6	37.5%
Other	74	10	13.5%	15	20.3%	25	33.8%
Total	2,956	602	20.4%	603	20.4%	1,205	40.8%

*Other includes American Indian and Unknowns

3. What are Brookdale’s two- and three- year graduation rates for the Fall 2003 – Fall 2007 entering cohorts of first-time, full-time freshman?

Entering Cohort	Total	Graduate After Two Years		Graduate After Three Years	
		N	%	N	%
2007	2,956	228	7.7%	602	20.4%
2006	2,782	231	8.3%	600	21.6%
2005	2,667	222	8.3%	536	20.1%
2004	2,522	165	6.5%	424	16.8%
2003	2,327	155	6.7%	402	17.3%

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

Full-Time Entering Cohort	Total	Number and Percent Retained in Third Semester		Third Semester
		N	%	
Fall 2009	3,145	2,172	69.1%	Fall 2010
Fall 2008	3,094	2,203	71.2%	Fall 2009
Fall 2007	2,956	2,086	70.6%	Fall 2008
Fall 2006	2,782	1,901	68.3%	Fall 2007
Fall 2005	2,667	1,744	65.4%	Fall 2006

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

Part-Time Entering Cohort	Total	Number and Percent Retained in Third Semester		Third Semester
		N	%	
Fall 2009	451	228	50.6%	Fall 2010
Fall 2008	498	242	48.6%	Fall 2009
Fall 2007	420	192	45.7%	Fall 2008
Fall 2006	454	209	46.0%	Fall 2007
Fall 2005	543	260	47.9%	Fall 2006

6. How many degrees were awarded to the graduating Class of 2010 (by ethnicity and degree type)?

AWARDS	NRA*		Black		AI/AN		Asian/PI		Hispanic		White		Unknown		TOTAL
	N	%	N	%	N	%	N	%	N	%	N	%	N	%	
Certificates	1	1.8	1	1.8	0	0.0	1	1.8	3	5.5	49	89.1	0	0.0	55
Associates	25	1.5	106	6.2	5	0.3	80	4.7	132	7.7	1332	77.5	38	2.2	1,718
TOTAL	26	1.5	107	6.0	5	0.3	81	4.6	135	7.6	1381	77.9	38	2.1	1,773

*Non-Resident Alien

7. What percentage of the Class of 2010 were female? Male?

AWARDS	Men		Women		TOTAL
	N	%	N	%	
Certificates	21	38.2	34	61.8	55
Associates	752	43.8	966	56.2	1,718
TOTAL	773	43.6	1,000	56.4	1,773

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

- Brookdale is consistently among the top 100 associate degree producing institutions in the nation. The June 13, 2011 edition of *Community College Week* recently ranked Brookdale 63rd (awarding 1,718 associate degrees to the Class of 2010). Brookdale was the #2 associate-degree producing college in New Jersey, falling behind Bergen Community College, which awarded 1,867 associate degrees to its Class of 2010.
- In terms of specific associate-degree programs, Brookdale ranked **4th nationally in production of Education degrees (224)**; 17th in production of business, management, and marketing and related support services degrees (402); 10th in production of Criminal Justice and Corrections degrees (167) and 12th in the related category of Homeland Security, Law Enforcement, Firefighting & Protective Services Degrees (167).

9. How many degrees / certificates were awarded to the Class of 2010 by General Field?

<i>IPEDS CIP Code Major Category</i>	<i>Certificates Awarded</i>	<i>Associates Awarded</i>	<i>Total</i>
01 Agriculture	2	0	2
04 Architecture	0	5	5
10 Communication Tech	1	19	20
11 Computer and Information Sciences	1	15	16
12 Personal and Culinary Services	25	25	50
13 Education	0	224	224
14 Engineering	0	17	17
15 Engineering Technologies	5	38	43
22 Legal Professions	10	22	32
24 Liberal Arts / Sciences	2	268	270
30 Multi / Interdisciplinary Studies	0	65	65
43 Homeland Security / Law Enforcement	0	167	167
44 Public Administration	0	10	10
45 Social Sciences	0	220	220
46 Construction Trades	0	22	22
47 Mechanic / Repair Technologies	4	0	4
50 Visual / Perform Arts	0	19	19
51 Health Professions	0	180	180
52 Business / Management	5	402	407
Total:	55	1,718	1,773

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

- The table on page 11 contains the number and percent of degrees conferred in each discipline for the Classes of 2007 through 2011.

Number and Percent of Degrees Conferred by Program

BCC DEGREE PROGRAM	2010-2011		2009-2010		2008-2009		2007-2008		2006-2007	
	No.	%	No.	%	No.	%	No.	%	No.	%
Transfer Programs:										
Architecture	3	0.1	5	0.3	4	0.2	5	0.3	6	0.4
Art	9	0.4	8	0.5	3	0.2	4	0.2	6	0.4
Business Administration	341	16.9	328	18.5	310	19.1	321	17.8	291	17.4
Computer Science	15	0.7	6	0.3	5	0.3	6	0.3	6	0.4
Criminal Justice	143	7.1	167	9.4	114	7.0	148	8.2	135	8.1
Education	248	12.3	224	12.6	225	13.8	221	12.2	173	10.3
Engineering	15	0.7	17	1.0	6	0.4	8	0.4	10	0.6
Humanities	295	14.7	268	15.1	268	16.5	280	15.5	253	15.1
Liberal Studies Certificate	2	0.1	2	0.1						
Math / Science	119	5.9	65	3.7	46	2.8	55	3.0	33	2.0
Social Science	298	14.8	220	12.4	220	13.5	264	14.6	257	15.4
Transfer Total	1488	74.0	1310	73.9	1201	73.9	1312	72.6	1170	69.9
Career Programs:										
Accounting	14	0.7	10	0.6	5	0.3	6	0.3	4	0.2
Automotive Technology	34	1.7	35	2.0	31	1.9	45	2.5	55	3.3
Business Management	20	1.0	16	0.9	16	1.0	13	0.7	18	1.1
Communications Design*	4	0.2	2	0.1	4	0.2	1	0.1	1	0.1
Communications Media	7	0.3	9	0.5	4	0.2	14	0.8	5	0.3
Computer Aided Drafting & Design	12	0.6	6	0.3	8	0.5	14	0.8	5	0.3
Computer Science	4	0.2	6	0.3	5	0.3	4	0.2	12	0.7
Culinary Arts	57	2.8	50	2.8	40	2.5	36	2.0	44	2.6
Dental Assisting	0	0.0	0	0.0	0	0.0	2	0.1		
Dental Hygiene	11	0.5	12	0.7	10	0.6	9	0.5	6	0.4
Diagnostic Medical Sonography	9	0.4								
Digital Arts / Desktop Publishing*	0	0.0	1	0.1	5	0.3	3	0.2	4	0.2
Digital Animation & 3-D Design	16	0.8	10	0.6	4	0.2				
Early Childhood Education*	4	0.2	0	0.0	5	0.3	11	0.6	4	0.2
Electric Utility Technology	17	0.8	22	1.2	18	1.1				
Electronics Technology	1	0.0	7	0.4	2	0.1	4	0.2	3	0.2
Fashion Merchandising	55	2.7	37	2.1	45	2.8	43	2.4	40	2.4
Health Information Technology	2	0.1								
Horticulture	3	0.1	2	0.1	1	0.1	3	0.2	3	0.2
Human Services	4	0.2	10	0.6	4	0.2	7	0.4	11	0.7
Interior Design	8	0.4	9	0.5	6	0.4	16	0.9	10	0.6
Marketing	7	0.3	7	0.4	6	0.4	3	0.2	7	0.4
Medical Billing & Coding*	2	0.1								
Network Information Technology	13	0.6	3	0.2	5	0.3	4	0.2	4	0.2
Nursing	121	6.0	128	7.2	124	7.6	163	9.0	176	10.5
Office Administration Systems*	7	0.3	9	0.5	8	0.5	14	0.8	15	0.9
Paralegal Studies	42	2.1	32	1.8	24	1.5	34	1.9	32	1.9
Radiologic Technology	26	1.3	23	1.3	19	1.2	21	1.2	22	1.3
Respiratory Therapy	24	1.2	17	1.0	25	1.5	25	1.4	23	1.4
Career Total	524	26.0	463	26.1	424	26.1	495	27.4	504	30.1
TOTAL	2012	100.0	1773	100.0	1625	100.0	1807	100.0	1674	100.0

*Program no Longer Active

SECTION E FACULTY CHARACTERISTICS

1. Provide a profile of Fall 2010 full-time faculty at your institution.

The table below provides a breakdown of Fall 2010 faculty by gender, ethnicity, academic rank, and tenure status.

Fall 2010 Faculty Status by Gender and Ethnicity

	<i>White</i>		<i>Black</i>		<i>Hispanic</i>		<i>Asian / PI</i>		<i>Unknown</i>		<i>Total</i>	
	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>	<i>M</i>	<i>F</i>
TENURED												
Professors	42	42	0	3	0	0	0	3	0	2	42	50
Associate Professors	24	16	0	1	0	1	0	0	1	0	25	18
Assistant Professors	16	20	1	1	2	1	0	3	0	1	19	26
TOTAL	82	78	1	5	2	2	0	6	1	3	86	94
WITHOUT TENURE												
Assistant Professors	1	2	0	0	0	0	0	0	0	0	1	2
All Others	10	30	3	2	0	0	0	5	0	1	13	38
TOTAL	11	32	3	2	0	0	0	5	0	1	14	40
COMBINED												
Professors	42	42	0	3	0	0	0	3	0	2	42	50
Associate Prof	24	16	0	1	0	1	0	0	1	0	25	18
Assistant Prof	17	22	1	1	2	1	0	3	0	1	20	28
All Others	10	30	3	2	0	0	0	5	0	1	13	38
TOTAL	93	110	4	7	2	2	0	11	1	4	100	134

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

- Half of all course sections (50.0%) are taught by full-time Brookdale faculty.

**Number and Percent of Fall 2011
Sections Taught by Each Group**

<i>Faculty Group</i>	<i>N</i>	<i>%</i>
Full-Time	1,205	50.0
Part-Time	1,051	43.6
Other	153	6.4
Total	2,409	100.0

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

- There is one full-time faculty member to every 3 (3.09) part-time faculty members. More specifically, in the Fall 2010 term, there were 234 full-time and 722 part-time faculty members.

SECTION F CHARACTERISTICS OF THE TRUSTEES OR GOVERNORS 2011

The trustees of Brookdale Community College are dedicated members of the Monmouth County community. **Mr. Jacob S. Elkes** is Board of Trustees Chair and Chair of the Executive Committee. He is an ex-officio member of all Board committees and also serves as Liaison to the Brookdale Community College Foundation. Mr. Elkes is president of a title search company and has served on the Board since 1996. **Dr. Simon M. Bosco**, Old Bridge Township Superintendent of Schools, was appointed to the Board in 2008. Dr. Bosco serves as Board Vice Chair and is Vice Chair of the Executive Committee. He is an ex-officio member of all Board committees and is also Chair of the Human Resources Committee.

Dr. Lewis G. Anderson joined the Brookdale Board of Trustees in 1999. He serves as Chair of the Information Technologies Committee and is a member of the Executive, Buildings and Grounds, Educational Services and Finance Committees. Dr. Anderson is also a Liaison to the New Jersey Council of County Colleges and to the Brookdale Community College Foundation. **Father Brian Butch** was appointed to the Board in 2005. He is a member of the Buildings and Grounds, Human Resources, and Policy Committees and is a Liaison to the Holocaust, Genocide and Human Rights Education Center. Father Butch is a parole board member for the State of New Jersey. Brookdale's newest Board of Trustees member is **Ms. Lora U. Campbell**. Ms. Campbell is a lawyer and was appointed by the state in May of 2011.

Mrs. S. Lucille Jones is Principal of the Mercer County Technical Schools. Mrs. Jones was appointed to Brookdale's Board in 2005. She chairs the Educational Services Committee and serves on the Finance Committee. Mrs. Jones is also a Trustee Ambassador to the New Jersey Council of County Colleges. **Dr. Peter Kapsales** joined Brookdale's Board in August 2009. He is a member of the Finance, Information Technologies, and Policy Committees. Dr. Kapsales is President of a management and technology consulting company.

Mr. Richard M. Maser, President and CEO of an engineering consulting firm, was appointed to Brookdale's Board of Trustees in 2002. Mr. Maser chairs the Buildings and Grounds and Nominating Committees and serves on the Human Resources and Information Technologies Committees. **Ms. Joan Raymond** is a managing partner of a facility maintenance and management corporation. She was appointed by the county in 2001 to serve on Brookdale's Board. Ms. Raymond chairs the Finance Committee and is a member of the Executive, Buildings and Grounds, and Nominating Committees. **Mr. Alec Moran**, Brookdale's Graduate Trustee, was sworn in during the August 2011 Trustees meeting.

1. What is the Racial / Ethnic and Gender Breakdown of the Board of Trustees?

Race/Ethnicity and Gender of Board of Trustees

	<i>White</i>	<i>Black</i>	<i>Hispanic</i>	<i>Asian</i>	<i>American Indian</i>	<i>NRA*</i>	<i>Unknown</i>	<i>Total</i>
Male	7	0	0	0	0	0	0	7
Female	2	1	0	0	0	0	0	3
Total	9	1	0	0	0	0	0	10

**Non-Resident Alien*

2. Provide a List of Board of Trustees Members with Titles and Affiliations.

Title and Affiliation of Board of Trustees Members

Name	Title	Affiliation
Dr. Lewis G. Anderson	Retired	Retired
Dr. Simon M. Bosco	Superintendent	Old Bridge Public Schools
Father Brian Butch	Member Parole Board	State of New Jersey
Ms. Lora U. Campbell	Attorney	NJ Manufacturers Insurance Company
Mr. Jacob S. Elkes	President	Direct Title
Mrs. S. Lucille Jones	Principal	Mercer County Technical Schools, NJ
Dr. Peter Kapsales	President	KCG LLC
Mr. Richard M. Maser	CEO and President	Maser Consulting P.A.
Ms. Joan Raymond	Managing Partner	The Prism Group
<i>Mr. Alec Moran</i>	<i>Graduate Trustee</i>	<i>Brookdale Student</i>

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

- Brookdale’s Board of Trustees information is available on the Brookdale Community College webpage at: <http://www.brookdalecc.edu/pages/584.asp>

SECTION G A PROFILE OF THE INSTITUTION

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

Brookdale Community College has a main campus in Lincroft, a Branch Campus in Western Monmouth, and several Higher Education Centers distributed throughout Monmouth County – Eastern Monmouth (Neptune), Northern Monmouth (Hazlet), Long Branch, and Wall Township. In addition, Brookdale Community College is unique among New Jersey community colleges in having a marine and environmental science field station located in Gateway National Recreation Area Sandy Hook. Sandy Hook is a barrier beach peninsula with 1,665 acres of coastal habitat located at the northern tip of the Jersey Shore. The field station occupies Building 53 of the hook's historic Fort Hancock section.

Brookdale offers the AA, AFA, AS, and AAS degrees in 38 programs as well as more than 20 credit certificate programs and a wide variety of non-credit classes in many areas of personal and career interest. The table on the next two pages contains the degree and certificate programs currently offered at Brookdale Community College. In the table, degree programs are presented first and are listed alphabetically. Certificate programs follow.

Brookdale also provides local access to post-associate degree education through Brookdale's New Jersey Coastal Communiversity, a post-associate degree partnership with Georgian Court University, Montclair State University, New Jersey City University, New Jersey Institute of Technology, and Rutgers, the State University of New Jersey.

**BROOKDALE COMMUNITY COLLEGE
DEGREE AND CERTIFICATE PROGRAMS**

Academic Degree Programs

Accounting (AAS)	Digital Animation and 3D Design (AAS) Digital Animation Option Game Programming Option
Architecture (AS)	Early Childhood Education (AAS)
Automotive Technology (AAS) Automotive Tech Option Automotive Engineering Option General Motors Program Toyota T-Ten Program	Education (AA) Early Childhood Ed Option Secondary Ed Option
Business (AAS) Business Management Option	Electric Utility Technology (AAS) Overhead Lines Substation Option
Business Administration (AA) Business Administration Option Accounting Option	Electronics Technology (AAS) Computer Technician Option Engineering Technology Option
Communication Media (AAS) Audio Production Option Video Production Option	Engineering (AS)
Computer-Aided Drafting and Design Technology (AAS)	Fashion Merchandising (AAS)
Computer Science (AAS) Programming Option Web Site Development Option	Fine Arts (AFA)
Computer Science (AS)	Graphic Design (AAS)
Criminal Justice (AS) Criminal Justice Option Corrections Option	Health Information Technology (AAS)
Culinary Arts (AAS)	Humanities (AA) Art Option Creative Writing Option English Option Graphic Design Option Journalism Option Languages Option Liberal Education Option Media Studies Option Music Option Photography Option Public Relations Option Speech Communication Option Theater Option Women's Studies Option
Dental Hygiene (AAS)	
Diagnostic Medical Sonography (AAS)	

DEGREE AND CERTIFICATE PROGRAMS - Continued

Academic Degree Programs Continued

Human Services (AAS)

- Generalist Option
- Addiction Studies Option
- Corrections Option

Interior Design (AAS)

Marketing (AAS)

Math / Science (AS)

- Biology Option
- Chemistry Option
- Environmental/Earth Studies Option
- Mathematics Option
- Physics Option
- Science Option

Medical Laboratory Technology (AAS)

Music Technology (AAS)

Network Information Tech. (AAS)

Nursing (AAS)

Paralegal Studies (AAS)

Radiologic Technology (AAS)

Respiratory Therapy (AAS)

Social Science (AA)

- Anthropology Option
- Ethnic Studies Option
- History Option
- International Studies Option
- Philosophy Option
- Political Science Option
- Psychology Option
- Public Administration Option
- Social Science Option
- Sociology Option

Sustainable Energy (AAS)

Technical Studies (AAS)

- Business Management Option

Certificate Programs

Accounting

Automotive Technology

- Advanced Auto Mechanic
- Brakes and Steering
- Electric and Power Systems
- Engine Performance Specialist
- Remanufacturing Specialist
- Transmission Specialist

Computer-Aided Drafting and Design

Computer Science - Webmaster

Culinary Arts

- Culinary Arts
- Pastry Arts

Dental Assisting

Early Childhood Education

Electronics Technology

- A+ Computer Repair Technician
- CCNA & MCSE Network Admin.
- LAN/WAN Technician

Horticulture Certificates

- Horticulture
- Floral Design
- Landscape Design

Liberal Studies

Medical Coding

Paralegal Studies

Social Services

SECTION H RESEARCH AND PUBLIC SERVICE ACTIVITIES

1. Provide a profile of the faculty research and public service activities at your institution.

Brookdale regularly collects information on faculty research and public service activities via a Faculty Professional Development Survey. In Spring 2011, 136 full-time faculty members (58%) completed the survey and the results indicate that Brookdale full-time faculty are very involved in research and public service activities.

- **CURRENT FACULTY RESEARCH PROJECTS:** The Professional Development Survey indicated that the personal and professional research activities of Brookdale faculty are diverse and wide ranging. A few examples illustrate the varied nature of current research projects: Using stories of the famous to normalize speech anxiety; Investigating ways to alleviate poverty and hunger in Africa; Analyzing the management of the NJ Pine Barrens; Exploring nursing education in China (Taizhou Hospital); Engaging students in field research and scientific inquiry through documentation of campus biodiversity; Researching the narrative structure and function of video games; and determining the impact, use and abuse of RateMyProfessors.com

Many current research projects focus on the teaching-learning process. For example, Nursing department faculty are exploring the use of guided imagery to decrease test anxiety during high stakes tests. Math department faculty are doing their homework on homework. Specifically, they are looking at the impact of mandatory vs. optional homework on grades in Introductory Algebra course sections and they are comparing course completion rates in Introductory Algebra and Statistics classes for students who are assigned paper vs online homework.

Quite a few research projects focus on the use of technology in the classroom. A recent doctoral dissertation, for example, examined how collaborative software was utilized by adjunct faculty to stimulate student engagement in a lecture course. Two Brookdale Innovation Grant (BIG) recipients from the Math department focused on the advantages of utilizing adaptive software to assist Basic Skills Math students. The software was used in both end-of-semester review courses and in a placement test review course. An instructor in the Psychology department used a Brookdale Innovation Grant to evaluate the effectiveness of e-textbooks and e-reader technology as learning aids and a member of the English department is exploring the best applications for iPads to support teaching English Composition.

The 2011 Faculty Professional Development Surveys also indicate that Brookdale faculty are very motivated when it comes to keeping up-to-date and connected with others in their fields. The 136 survey respondents reported attending more than 500 different conferences, workshops, exhibits, roundtables and webinars. Brookdale faculty presented at 128 of these events, indicating that our faculty are more than willing to share their expertise with others. Some of the regional, national, and international conferences that Brookdale faculty members presented at in FY11 included: American Sociological Association; Association of Writers and Writing Programs; Eastern Communication Association; Eastern Psychological Association; Eastern Sociological Society Meeting; Interior Design Educators Council International Conference; International Writing Centers Association; Math Association of Two-Year Colleges in New Jersey; Mid-Atlantic Regional Association for Asian Studies; Mid-Atlantic World History Association; Middle Atlantic College Reading Association; National Communication Association; National League for Nursing Center of Excellence; National Organization of Associate Degree Nursing Programs; New Jersey Associate

Degree Council; New Jersey Association for the Education of Young Children; New Jersey Communication Association; New Jersey Council for History Education; New Jersey Women’s and Gender Studies Consortium Colloquium; Society for Cinema and Media Studies; Society for Photographic Education; U.S. Department of Education Community College Summit.

- **FACULTY PUBLIC SERVICE ACTIVITIES:** Brookdale faculty are involved in a wide range of volunteer and public service activities. The listing of activities and organizations below provides an indication of the **types and range** of public service activities that Brookdale faculty are involved in:

Amyotrophic Lateral Sclerosis (ALS)	Meals on Wheels
Area sports coaches (e.g., Soccer; Little League; Basketball)	Monmouth Commission on Human Relations
Boy Scouts of America	Monmouth County Medical Reserve Corps
Children’s Therapy Center for Children with Disabilities	Monmouth County Mental Health Board
Church and Temple officers / volunteers / educators	Monmouth County Park System Trail Maintenance
Classroom Volunteers & Guest Speakers	Multiple Sclerosis Fund Raiser
Elizabeth Coalition to House the Homeless	New Jersey Division of Fish and Wildlife
Fire Department Volunteer	Out of the Darkness Suicide Prevention Fundraiser Walk
Freehold “Plant a Row” Garden	Poricy Park Nature Conservancy
Girl Scouts of the Jersey Shore / America	Pro Bono Legal Work
HabCore	Parent-Teacher Associations (PTA/PTO)
Interpreter–Foreign Language Resource Bank	Race for the Cure – Breast Cancer Fundraiser
Jenna’s Rainbow Foundation	Riverview Medical Center Emergency Room
Jersey Shore University Medical Center	Riverview Medical Center Volunteer Trainer
League of Women Voters	Visiting Nurse Association
Manna House	

In addition to the types of individual volunteer and public service activities listed above, Brookdale faculty and staff contribute to the Community in many other ways including:

- **Advisory Boards.** Brookdale faculty are currently serving on the boards and advisory committees of several non-profit organizations including: Asbury Park Early Childhood Advisory Committee; Association of NJ Environmental Commissions; Brookdale Community College Foundation Board; Domestic Violence Advisory Board (Township of Little Falls); Dunnellen Board of Education; Hightstown Environmental Commission; Keansburg Early Childhood Program; Middletown Community Outreach; Monmouth Beach Public Library; Monmouth Commission on Human Relations; Monmouth County Mental Health Board; New Jersey Alliance for the Preservation of World War II History in Asia; New Jersey School Boards Delegate; Oceanport Borough Environmental Commission; Red Bank Human Relations Advisory Committee; Tinton Falls Little League; Monmouth County YMCA Board of Advisors.
- **Brookdale Volunteer Connection.** The “Employee Volunteer Connection at Brookdale” is a group of Brookdale employees dedicated to serving the needs of the community. They help connect and mobilize colleagues and students to participate in community service projects. Each year, the “Volunteer Connection” identifies several local agencies or important causes,

and emphasizes their needs through Brookdale's *Bulletin Board* newsletter and campus flyers.

Highlights from the 2010-2011 year include: collecting slightly used student binders from faculty and donating them to after-school programs in the area; preparing and serving monthly dinners for developmentally disabled residents of HABcore House in Red Bank; hosting an "**Empty Bowls Event**" that raised \$1,200 for local food pantries in Monmouth County. The group also coordinated emergency care assistance for a colleague who lost her home and belongings to a fire.

Each summer, the Volunteer Connection contributes to "**Project Backpack**" for the Reading Buddies program. In Summer 2010, employees donated 70 backpacks (filled with school supplies) which were distributed to local schools. Each winter, the Volunteer Connection organizes the annual "**Giving Tree**" - an event the entire campus community participates in. This year Brookdale collected and distributed hundreds of gifts and gift cards to more than 76 families in need throughout Monmouth County.

For the second year in a row, Brookdale's Volunteer Connection supported a "Memory Walk" and a "prom dress" program. Specifically, members participated in "**Memory Walk '10**," which was sponsored by the Alzheimer's Association. Over \$700 was raised to help support those affected by Alzheimer's disease. The Volunteer Connection also took part in Family & Children Services' "**prom dress**" collection, providing dresses for high school juniors and seniors from low income families. This year, the Volunteer Connection joined in the first **Brookdale Cares: MLK Day of Service Event**, on January 17, 2011.

ADDITIONAL BROOKDALE PUBLIC SERVICE ACTIVITIES INCLUDE:

- **Adult Basic Education Programs.** Adult Basic Education, GED Preparation, and English as a Second Language classes are available through the Long Branch, Eastern Monmouth (Neptune), or Northern Monmouth (Hazlet) Higher Education Centers and at the Western Monmouth Branch Campus. The Office of Adult Basic Education also offers English Literacy Civics and Citizenship courses to help individuals become citizens of the United States of America.
- **Brookdale Public Radio (90.5 The NIGHT).** WBJB-FM-90.5 The NIGHT is a full-service local public radio station and National Public Radio (NPR) member station. 90.5 The NIGHT is a non-commercial FM public radio station with a staff of professional radio personnel. 90.5 The NIGHT is dedicated to serving the community by working with local non-profit organizations on many programming ventures and by providing free public service announcements. Brookdale Public Radio is also a major contributor and/or sponsor to the largest outdoor festival events throughout the county including Riverfest, the New Jersey Seafood Festival in Belmar, and Comcast's Jazz in the Park in Red Bank.
- **Brookdale Television (BTV).** Brookdale Television (BTV) is a non-profit educational access channel that provides a "visual bridge" between Brookdale Community College and the communities that it serves. BTV produces high quality educational television and public affairs programs that are broadcast via both the Comcast (75,000 households) and Cablevision systems, effectively reaching most cable-wired households in Monmouth County. In addition to Telecourses for college credit, BTV produces a number of informative series' such as *State Matters*, which is hosted by Assemblywoman Jennifer Beck. This program discusses the socio-economic, educational, and environmental issues debated in Trenton that affect the lifestyles and livelihoods of Monmouth County residents. Brookdale Television also hosts

Jersey Shore Update, a program in which 11th District Assemblyman Sean Kean and influential members of the Jersey Shore community discuss topics concerning the past, present and future of the Jersey Shore.

- **Holocaust, Genocide and Human Rights Education Center.** The Holocaust, Genocide and Human Rights Education Center (HGHREC) is dedicated to providing resources for education on the Holocaust, genocide and human rights. The Center staff works to eliminate racism, anti-Semitism and all forms of prejudice in our society. HGHREC serves the community through its comprehensive and creative educational programs and resources. More specifically, the HGHREC provides: (1) A Teacher Resource Center, which contains a collection of curricula, lesson plans, and study guides. (2) Individualized programs and in-service trainings. (3) A Speakers' Bureau, which has scholars, educators and Holocaust Survivors available for programs. (4) Services to students and teachers, such as the student leadership conference, theatrical performances, teacher training programs, and a writing and art contest for students in grades 5 – 12. (5) An annual Colloquium, which welcomes over 2,400 students and teachers to the Brookdale campus for a half-day program that includes a keynote speaker and 40 break-out workshops. (6) Programs for the general community, including annual scholarly lectures, film series, book discussions, an Armenian Genocide Remembrance program, collaborative programs with the Monmouth County Prosecutor's Office and the United States Holocaust Memorial Museum in the training of Law Enforcement Officers, and a court-mandated 12-week education program for Monmouth and Ocean County Juvenile Bias Crime offenders.
- **The Center for World War II Studies and Conflict Resolution.** The Center is dedicated to fostering the study of the historical, political, social, economic, cultural and military aspects of the World War II era up through the Korean War. The Center will educate the community about the era and its impact on world history and help future generations avoid armed conflict in the resolution of global problems. The ultimate goal of The Center is to utilize the lessons learned from the World War II era to prevent the recurrence of global armed conflict in a world of sovereign states with divergent interests, wants and needs. The Center is a resource open to all, offering educational programs, a speaker's bureau, community presentations and teacher education.
- **The Displaced Homemakers Program.** Brookdale Community College's Displaced Homemakers Program provides assistance to those who have lost their primary source of income due to separation, divorce, disability or death of a spouse. The need to obtain or upgrade skills for transition into the paid labor market is addressed along with the fear and emotional upheaval of facing a very difficult transition. Services include self-esteem / assertiveness training, personal and career counseling, pre-employment training, workshops, support groups and community referrals. These services are offered at Brookdale's Higher Education Centers with some activities located on the College's Lincroft campus. Introductory computer training is also provided to participants to help upgrade skills. Brookdale's Displaced Homemakers Program provides this free service through funding from the New Jersey Department of Community Affairs Division on Women
- **Free Tuition for Unemployed Persons, Volunteer Firefighters, Volunteer First Aid Workers, and Family Dependents of 9/11.** The Unemployed Persons Free Tuition program requires colleges to admit people who can demonstrate that they are unemployed. Free tuition is also granted to volunteer firefighters and first aid workers. In each of these programs, students are admitted to classes on a seat-available basis and they are responsible for all fees. In response to the tragic events of September 11, 2001, Brookdale also provides Monmouth County's surviving

spouses and dependent children of victims with free tuition.

- **Small Business Development Center.** The Small Business Development Center provides one-on-one counseling and workshops to the business community of Monmouth and Ocean counties. The Center links resources of the United States Small Business Administration, the New Jersey Economic Development Authority, and the Rutgers Graduate School of Management to provide counseling on matters relating to small business – from start-up to expansion.

SECTION I MAJOR CAPITAL PROJECTS

Major Capital Projects/ Improvements (Academic Year 2010/2011)

During the Academic Year 2010-2011, the following Facilities Master Plan related projects and other major capital projects and improvements were undertaken at Brookdale Community College.

I. FACILITIES MASTER PLAN FUNDING EFFORTS

Capital funding for 2008-2011 has been identified for the following projects:

\$21,600,000	Renovation and expansion of Collins Arena
\$ 7,400,000	Renovation and expansion of Automotive Technology Center
\$ 6,700,000	Interior Renovation of Western Monmouth Branch Campus
\$ 5,000,000	Renovation and Upgrade of Central Utility Plant
\$ 395,000	Creation of Facilities Master Plan 2020
\$ 1,500,000	Renewal & Replacements for College Infrastructure

II. FACILITIES MASTER PLAN PROJECTS

Renovation and Expansion of Collins Arena. Construction began in May 2009 with an expected completion date of January 2011. The work was awarded as multiple prime contracts totaling \$15,832,992. As of June 30, 2011 \$18.2 million has been expended, including \$10.4 million from prior years. This project allowed for the renovation of 58,000 square feet and the addition of a fitness center which opened in September 2010 and an event center which opened in July 2010 totaling approximately 31,600 square feet. The renovated Collins Arena was reopened in January 2011.

<i>FY09 Expense</i>	<i>FY10 Expense</i>	<i>FY11 Expense</i>	<i>Total Project Cost</i>
\$1,400,000	\$9,033,456	\$ 7,778,487	\$18,211,943

Renovation and Expansion of the Auto Technology Center. Construction began in May 2009 with completion having occurred by January 2010. This project renovated 17,400 square feet and added approximately 12,000 square feet. The work was awarded as multiple prime contracts totaling \$4,747,300. As of June 30, 2011 \$7,395,446 was expended, including \$7.02 million during prior years.

<i>FY09 Expense</i>	<i>FY10 Expense</i>	<i>FY11 Expense</i>	<i>Total Project Cost</i>
\$1,350,000	\$5,673,841	\$371,605	\$7,395,446

Interior Renovation of Western Monmouth Branch Campus. Western Monmouth Branch Campus was transformed through interior renovation on the 1st, 3rd and 4th floors of the building which began in February, 2009. This project included the renovation of 37,900 square feet on three floors and minor finish work on the 2nd floor. This project was awarded as multiple prime contracts totaling \$4,255,931. As of June 2011, \$7,821,530 was expended including \$6.82 million in prior years. This project was completed in September 2010.

<i>FY09 Expense</i>	<i>FY10 Expense</i>	<i>FY11 Expense</i>	<i>Total Project Cost</i>
\$2,500,000	\$4,327,486	\$994,044	\$7,821,530

Renovation and Upgrade to the Central Utility Plant. This project included the replacement of chillers and boilers which were at or near the end of their life expectancy. The incentives provided by the Board of Public Utilities coupled with the rebates available made it the right time to realize increased efficiencies. Additionally, the operational changes to scheduling brought about by a building controls system that upgrades efficiencies of the units, helped Brookdale achieve significant savings even after the completion of the Arena and Automotive Technology projects increased the square footage served by the plant by 10%. This project was awarded as a single prime contract in the amount of \$2.72 million with direct purchase of boilers and chillers from the manufacturers at a cost of \$1.2 million. This project was substantially complete as of June 30, 2011.

Facilities Master Plan 2020. The College has committed \$395,000 to hire consultants to assist us in the creation of our Facilities Master Plan 2020. The consultants have been given directions and a report is expected early Fiscal Year 2012.

III. OTHER MAJOR CAPITAL PROJECTS / IMPROVEMENTS

Installation of Outdoor Lighting and Emergency Phones

The college invested just over \$66,000 to replace seven inoperative or missing emergency phones on the Lincroft Campus. The expenditure included the cost of the phones and ADA compliant towers along with the labor and materials necessary to install them.

Roofing Repairs

The College expended just over \$14,000 on repairs to the Gorman Hall roof. Leaks were detected in many locations including the stairwell, various offices and the areas adjacent to our telephone operations and the IT Server Farm.

Catch Basin Repairs

The College spent just over \$5,000 to repair catch basins in parking lots 1 & 7. Both basins were surrounded by sink holes and were about to collapse. Repairs included rebuilding several courses of brick to bring the basin up to lot level, backfilling earth around the repair and installation of bicycle safe grates to comply with NJ Storm Water regulations.

Financial Aid Relocation

The College expended over \$26,000 to relocate the Financial Aid department to an alternate location in order to remediate mold from the drywall and carpeting. Air quality testing was done to ensure the health and safety of Brookdale employees prior to reoccupying the affected area.

Western Monmouth Water Intrusion

The College invested approximately \$4,000 to repair a water intrusion issue at the Western Monmouth site. The repairs included excavating the NE corner of the building, resealing the conduits which passed through the side of the building and backfilling the area upon completion of the repairs.

Basement Storage

The College expended \$9,500 to install additional storage shelving for archival materials from the President's office in the Administrative Services Building. This modification allows for organizing and preserving files as opposed to stacking them on the basement floor.

Storm Water Permits

The College expended just under \$6,500 to acquire Storm Water Permits from the NJ Department of Environmental Protection.

Campus Wide Signage

The College invested approximately \$21,000 to procure, repair and install directional and regulatory signage at the Lincroft Campus.

Library Electrical Investigation

The College expended \$16,500 on engineering and consultant services to investigate anomalies in the library electrical distribution system which was causing damage to the computers located in the library.

Engineering Services

The College invested \$8,400 for engineering services to design a supplemental parking area on the Lincroft campus. Fees included the provision of liaison services with the New Jersey Department of Environmental Protection related to recording storm water discharge and soil erosion.

Security Analysis

The College expended \$2,500 with a security firm to review current security systems for their appropriate use in a future campus master security system. The review included access, alarm and surveillance systems.

Cooling Tower Repairs

The College invested just over \$12,000 in repair parts for the efficient operation of the cooling towers which contributed to the successful installation of three new 750 ton centrifugal chillers.

Installation of Hot Water Heaters

The College has invested \$72,000 in the installation of a condensing domestic hot water heater to provide sufficient hot water as required to maintain dining services operations. Domestic hot water had been provided by the central utility plant boilers being maintained at high temperatures throughout the summer season. We are now able to lower the central plant boilers summer operating temperatures and realize significant energy savings.

Western Monmouth Parking Lot

The College has committed \$340,000 of infrastructure money in support of a \$1.2 million project to provide additional funding for a 350 space parking lot at the Western Monmouth Branch Campus. This additional parking lot is required to accommodate the parking needs as a result of the 2010 renovation which increased teaching space from 29 to 46 spaces.

Engineering Consultant Services

The college invested \$145,000 in consulting services in support of the Central Utility Plant project. The consultant's early work exposed operational practices that ran equipment unnecessarily. We look at this as an investment due to the cost savings brought about by their suggestions which will save the College money through the implementation of their recommendations.

APPENDIX:

**Form and Content of the
Annual Institutional Profile Reports for 2011**

Approved 6/24/2011

Form & Content of the Annual Institutional Profile Reports for 2011*

NOTE: Data for all indicators in **bold** will be provided by the Commission on Higher Education.

Report must be submitted electronically (preferred format is pdf) with each page containing the institution's name at the top and each lettered section starting on a new page.

Report Due Date: September 16, 2011

Reports posted on CHE website: November 1, 2011

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

I. Table of Contents (listing each data category in the following order, with page numbers)

II. Data by Category (including brief institutional narration if desired)

A. Accreditation status:

1. Institutional accreditation
2. Professional accreditation

B. Number of students served:

1. **Number of undergraduate students by attendance status**
2. **Number of graduate students by attendance status**
3. Number of non-credit students served (**provided by CHE to community colleges**)
4. **Unduplicated number of students for entire academic year**

C. Characteristics of undergraduate students:

1. **Mean math, reading, and writing SAT scores (senior public institutions)**
2. **Enrollment in remediation courses by subject area**
3. **Race/ethnicity, sex, and age (separately)**
4. **Numbers of students receiving financial assistance under each federal-, state-, & institution-funded aid program [FY 2010 data]**
5. **Percentage of students who are New Jersey residents**

D. Student outcomes:

1. **Graduation rates:**
 - a. **Four-, five- and six-year graduation rate by race/ethnicity (senior publics)**
 - b. **Two-year graduation rate (community colleges)**
 - c. **Three-year graduation and transfer rate by race/ethnicity (community colleges)**
2. **Third-semester retention rates:**
 - a. **By attendance status**

E. Faculty characteristics:

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

F. Characteristics of the trustees or governors:

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

G. Profile of the institution:

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

H. Major research and public service activities

- I. Major capital projects underway in fiscal year 2011

III. Other Institutional Information (if desired)

*The form and content of the reports from UMDNJ and Thomas Edison State College will vary somewhat, consistent with their mission and programs.