



BROOKDALE COMMUNITY COLLEGE
THE COUNTY COLLEGE OF MONMOUTH

2008 ANNUAL
INSTITUTIONAL
PROFILE

September 2008

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 2008 Profiles, as approved at the May 2008 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 2008.

As such, Brookdale's Annual Institutional Profile provides a summary of many of our FY08 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. Peter F. Burnham
President

**BROOKDALE COMMUNITY COLLEGE
ANNUAL INSTITUTIONAL PROFILE
2008**

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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.

This Spring, Brookdale was awarded an unqualified accreditation from the Middle States Visiting Team. 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 Committee 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 2007?

<i>Student Status</i>	<i>Headcount</i>	<i>Percent of Total</i>
Full-time	7,893	56.3%
Part-time	6,132	43.7%
Total	14,025	100.0%

2. How many non-credit students were served in FY 2007?

There were almost 20,000 registrations (**19,645**) in Brookdale non-credit open-enrollment courses in FY 2007, representing **12,180 different individuals**. Roughly 4 out of every 10 enrollments (7,215 or 36.7%) were in career-oriented or vocational courses. Six out of 10 (12,430 or 63.3%) registrations were in leisure or recreational courses.

Course Type	Registrations	Course Category	Total Clock Hours
ABE / GED	645	Career	37,412
Sports Camps	1,025	Recreational	21,525
Fitness Center	1,164	Recreational	55,872
SCOPE*	233	Career	77,150
Open Enrollment - Career	6,337	Career	127,919
Open Enrollment - Recreation	10,241	Recreational	109,889
Total	19,645		429,767

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

There were also **2,973** registrations in courses offered through Contracted Services in FY 2007. Almost 200 courses (**195**) were delivered to **28 different companies**, resulting in 66 training FTEs. In addition, there were **6,821** registrations in courses offered through Contracted Services to local schools. One hundred and thirty-three course sections were delivered to **111 different schools**, resulting in 56 FTEs.

3. How many credit students enrolled in Fiscal Year 2007?

The unduplicated credit enrollment for FY 2007 was 20,314. These students enrolled for a total of 301,584 credits or 10,053 FTEs between the Summer III 2006 term and the Summer II 2007 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 2007 students were enrolled in one or more Basic Skills courses?

Of the 14,025 students enrolled in Fall 2007, 3,899 (27.8%) were enrolled in at least one Basic Skills course.

3. How many first-time, full-time (FTFT) students were enrolled in Basic Skills courses in Fall 2007?

Of the 2,956 first-time, full-time, degree-seeking students enrolled in Fall 2007, 2,013 (68.1%) were enrolled in at least one Basic Skills course.

4. How many and what percent of Fall 2007 FTFT students were enrolled in Basic Skills courses by subject area?

Number and Percent out of All FTFT Degree-Seeking Students (2,956)		
Subject Area:	N	%
Reading	1,117	37.8
Writing	884	29.9
Math Computation	1,239	41.9
Elementary Algebra	537	18.2

STUDENT DEMOGRAPHICS

1. What was the head count and percent by ethnicity and student status in Fall of 2007?

ETHNICITY

STUDENT STATUS	NRA*		Black		AI/AN		Asian/PI		Hispanic		White		Unknown		TOTAL
	N	%	N	%	N	%	N	%	N	%	N	%	N	%	
Full Time	98	1.2	678	8.6	20	0.3	308	3.9	685	8.7	5,915	74.9	189	2.4	7,893
Part Time	17	0.3	689	11.2	18	0.3	319	5.2	529	8.6	4,360	71.1	200	3.3	6,132
TOTAL	115	0.8	1,367	9.7	38	0.3	627	4.5	1,214	8.7	10,275	73.3	389	2.8	14,025

*Non-Resident Aliens

2. What was the headcount and percent by gender and student status in Fall 2007?

GENDER

STUDENT STATUS	Male		Female		Total N
	N	%	N	%	
Full Time	3,988	50.5	3,905	49.5	7,893
Part Time	2,197	35.8	3,935	64.2	6,132
TOTAL	6,185	44.1	7,840	55.9	14,025

3. What is the age breakdown of the Fall 2007 student body?

<u>Age Category</u>	<u>Headcount</u>	<u>Percent of Total</u>
19 and under	4,842	34.5%
20 – 24	5,048	36.0%
25 – 34	1,844	13.1%
35 – 49	1,494	10.7%
50 and over	677	4.8%
Unknown	120	0.9%
Total	14,025	100.0%

FINANCIAL AID

1. To what degree is your institution accessible to students of all economic backgrounds? What percentage of matriculated students receive different types of financial aid?

<i>Type of Financial Aid</i>	<i>Number of Recipients</i>	<i>% of All Matriculated Students Receiving Aid</i>
TAG	1,911	13.3%
EOF	488	3.4%
Distinguished Scholars / Garden State Scholars / Urban Scholars	32	0.2%
NJCLASS Loans	34	0.2%
NJSTARS	331	2.3%
Federal Grants (Pell / SEOG)	3,062	21.3%
Federal Loans (Stafford / SLS / PLUS / Perkins)	2,370	16.5%
College Work Study	85	0.6%
Institutional Grants and Scholarships	462	3.2%

- **NOTE:** The financial aid data pertain to academic year 2007-2008. Percentages were obtained by dividing the number of students who received a particular type of aid during the *Academic Year 2007-2008* by the unduplicated number of students who were matriculated in either Fall 2007 or Spring 2008 (n=14,385).

2. How much institutional financial aid is provided to students in a fiscal year: Overall? Per full-time student?

- The total amount of financial aid awarded in fiscal year 2008 was **\$21,089,223**.
- **33.8%** of full-time students received financial aid. (Note: This percentage is obtained by dividing the total unduplicated number of full time students [in either Fall 2007, Spring 2008, or both terms] who received any type of financial aid during the year, by the total unduplicated number of full time students [in either Fall 2007, Spring 2008, or both terms]).

3. 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>	<i>Percent of full-time students who received financial aid</i>
FY99	\$7,254,949	30.0%
FY00	\$7,540,132	31.6%
FY01	\$8,212,155	30.4%
FY02	\$9,788,105	32.7%
FY03	\$11,900,981	34.5%
FY04	\$13,795,591	36.5%
FY05	\$14,967,591	37.5%
FY06	\$15,761,895	37.4%
FY07	\$17,594,940	38.4%
FY08	\$21,089,223	33.8%

RESIDENCY

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

- Among all Fall 2007 students, **98.7%** were New Jersey residents, of whom **90.2%** were Monmouth county residents.
- Among Fall 2007 first-time, full-time freshman, **98.7%** were New Jersey residents, of whom **87.7%** were living in Monmouth County.

SECTION D DEGREES CONFERRED AND CHARACTERISTICS OF GRADUATES

1. How many degrees were awarded to the graduating Class of 2007 (by ethnicity and degree type)?

AWARDS	NRA*		Black		AI/AN		Asian/PI		Hispanic		White		Unknown		TOTAL
	N	%	N	%	N	%	N	%	N	%	N	%	N	%	
Associate's	25	1.5	129	7.9	2	0.1	66	4.0	100	6.1	1256	77.0	54	3.3	1632
Diploma/Certif.	1	2.4	4	9.5	0	0.0	2	4.8	1	2.4	31	73.8	3	7.1	42
TOTAL	26		133		2		68		101		1287		57		1674

*Non-Resident Alien

2. What percentage of the Class of 2007 were female? Male?

AWARDS	Men		Women		TOTAL
	N	%	N	%	
Associate's	645	39.5	987	60.5	1632
Diploma/Certificate	19	45.2	23	54.8	42
TOTAL	664		1010		1674

3. What percentage of degrees are conferred annually by academic discipline?

- The table on page 8 contains the number and percent of degrees conferred in each discipline for the Classes of 2004 through 2008.

4. 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 2008 edition of *Community College Week* recently ranked Brookdale 50th (awarding 1,632 associate degrees to the Class of 2007). Brookdale was the top associate-degree producing college in New Jersey.
- In terms of specific associate-degree programs, Brookdale ranked **3rd nationally in production of Education degrees (177)**; 10th in production of Criminal Justice degrees (135); 21st in production of business, management, and marketing degrees (366) and 41st in production of Nursing degrees (176).

Number and Percent of Degrees Conferred by Program

BCC DEGREE PROGRAM	2007-2008		2006-2007		2005-2006		2004-2005		2003-2004	
	No.	%								
<u>Transfer Programs:</u>										
Architecture	5	0.3	6	0.4	8	0.5	7	0.5	8	0.5
Art	4	0.2	6	0.4	4	0.3	3	0.2	0	0.0
Business Administration	321	17.8	291	17.4	273	17.4	284	18.5	286	19.4
Computer Science	6	0.3	6	0.4	11	0.7	10	0.7	9	0.6
Criminal Justice	148	8.2	135	8.1	117	7.4	110	7.2	89	6.0
Education	221	12.2	173	10.3	176	11.2	172	11.2	177	12.0
Engineering	8	0.4	10	0.6	6	0.4	6	0.4	14	0.9
Humanities	280	15.5	253	15.1	247	15.7	266	17.3	249	16.9
Math / Science	55	3.0	33	2.0	51	3.2	47	3.1	42	2.8
Social Science	264	14.6	257	15.4	242	15.4	220	14.3	223	15.1
Transfer Total	1312	72.6	1170	69.9	1135	72.2	1125	73.3	1097	74.4
<u>Career Programs:</u>										
Accounting	6	0.3	4	0.2	15	1.0	15	1.0	15	1.0
Automotive Technology	45	2.5	55	3.3	27	1.7	41	2.7	22	1.5
Business Management	13	0.7	18	1.1	25	1.6	20	1.3	28	1.9
Communications Design	1	0.1	1	0.1	3	0.2	5	0.3	6	0.4
Communications Media	14	0.8	5	0.3	6	0.4	7	0.5	4	0.3
Computer Aided Drafting & Design	14	0.8	5	0.3	15	1.0	4	0.3	23	1.6
Computer Science	4	0.2	12	0.7	12	0.8	24	1.6	25	1.7
Culinary Arts	36	2.0	44	2.6	32	2.0	21	1.4	22	1.5
Dental Assisting	2	0.1								
Dental Hygiene	9	0.5	6	0.4	4	0.3	8	0.5	6	0.4
Digital Arts / Desktop Publishing*	3	0.2	4	0.2	2	0.1	16	1.0	9	0.6
Early Childhood Education	11	0.6	4	0.2	17	1.1	11	0.7	6	0.4
Electronics Technology	4	0.2	3	0.2	5	0.3	8	0.5	5	0.3
Fashion Merchandising	43	2.4	40	2.4	32	2.0	40	2.6	40	2.7
Food Service Management*	0	0.0	0	0.0	0	0.0	0	0.0	1	0.1
Horticulture	3	0.2	3	0.2	4	0.3	2	0.1	3	0.2
Human Services	7	0.4	11	0.7	8	0.5	3	0.2	1	0.1
Interior Design	16	0.9	10	0.6	8	0.5	13	0.8	9	0.6
Marketing	3	0.2	7	0.4	10	0.6	7	0.5	8	0.5
Medical Laboratory Technology*	0	0.0	0	0.0	0	0.0	0	0.0	1	0.1
Network Engineering Technology	4	0.2	4	0.2	3	0.2	1	0.1		
Nursing	163	9.0	176	10.5	128	8.1	86	5.6	85	5.8
Office Administration Systems	14	0.8	15	0.9	18	1.1	17	1.1	9	0.6
Paralegal Studies	34	1.9	32	1.9	26	1.7	30	2.0	27	1.8
Radiologic Technology	21	1.2	22	1.3	20	1.3	21	1.4	15	1.0
Respiratory Therapy	25	1.4	23	1.4	17	1.1	9	0.6	8	0.5
Career Total	495	27.4	504	30.1	437	27.8	409	26.7	378	25.6
TOTAL	1807	100.0	1674	100.0	1572	100.0	1534	100.0	1475	100.0

*Program No Longer Active

SECTION E

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 Loan 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 2004 cohort had until the end of Summer 2007 to graduate or transfer).

The self-reported transfer rate for Brookdale **graduates** of transfer programs (over 70%) is substantially higher than those reported below for **incoming** classes.

1997 – 2004 Entering Cohorts:

<i>Entering Cohort</i>	<i>Total in Cohort</i>	<i>Graduates within 3 years</i>	<i>Graduation Rate</i>	<i>Transfers (non graduates)</i>	<i>Transfer Rate*</i>	<i>Combined Graduates + Transfers</i>	<i>Combined Graduation + Transfer Rate</i>
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%

2. What are Brookdale's two- and three- year combined success rates by ethnic group for the Fall 2004 entering cohort of first-time, full-time freshman?

<i>Ethnic Group</i>	<i>Total</i>	<i>Success After Two Years</i>		<i>Success After Three Years</i>	
		<i>N</i>	<i>%</i>	<i>N</i>	<i>%</i>
White	1935	263	13.6	765	39.5
Black	234	12	5.1	38	16.2
Hispanic	194	18	9.3	56	28.9
Asian	87	20	23.0	39	44.8
Alien	10	1	10.0	4	40.0
Other*	62	10	16.1	23	37.1
Total	2522	324	12.8	925	36.7

*Other includes American Indian and Unknowns

3. What are the two- and three- year combined success rates by income category for the Fall 2004 entering cohort of first-time, full-time freshman?

<i>Income Category</i>	<i>Total</i>	<i>Success After Two Years</i>		<i>Success After Three Years</i>	
		<i>N</i>	<i>%</i>	<i>N</i>	<i>%</i>
Low Income*	400	41	10.3	89	22.3
Not Low Income	967	157	16.2	414	42.8
Unknown	1155	126	10.9	422	36.5
Total	2522	324	12.8	925	36.7

*Low Income is defined as a student with a NJ Eligibility Index between 1 and 2,499.

4. What are Brookdale's two- and three- year graduation rates by ethnic group for the Fall 2004 entering cohort of first-time, full-time freshman?

<i>Ethnic Group</i>	<i>Total</i>	<i>Graduate After Two Years</i>		<i>Graduate After Three Years</i>	
		<i>N</i>	<i>%</i>	<i>N</i>	<i>%</i>
White	1935	138	7.1	361	18.7
Black	234	2	0.9	7	3.0
Hispanic	194	6	3.1	21	10.8
Asian	87	12	13.8	20	23.0
Alien	10	1	10.0	4	7.0
Other*	62	6	9.7	11	17.7
Total	2522	165	6.5	424	16.8

*Other includes American Indian and Unknowns

5. What are the two- and three- year graduation rates by income category for the Fall 2003 entering cohort of first-time, full-time freshman?

<i>Income Category</i>	<i>Total</i>	<i>Graduate After Two Years</i>		<i>Graduate After Three Years</i>	
		<i>N</i>	<i>%</i>	<i>N</i>	<i>%</i>
Low Income*	400	13	3.3	33	8.3
Not Low Income	967	76	7.9	171	17.7
Unknown	1155	76	6.6	220	19.0
Total	2522	165	6.5	424	16.8

*Low Income is defined as a student with a NJ Eligibility Index between 1 and 2,499.

6. What is the three-year transfer rate of Fall 2004 first-time, full-time students to New Jersey Senior Public Institutions? What is the overall three-year transfer rate?

- Of the 2,522 entering students in the Fall 2004 cohort, more than 500 (501 or **19.9%**) transferred to another institution. Three-hundred and fifty-three members of the cohort (**14.0%**) transferred to one of New Jersey's senior public institutions. These transfer rates do not include students who graduated from Brookdale prior to transferring.

7. What is the third-semester (Fall to Fall) retention rate for first-time, full-time students, by ethnicity?

<i>Fall 2006 Cohort</i>		<i>Number and Percent Retained in Third Semester (Fall 2007)</i>	
<i>Ethnic Group</i>	<i>Total</i>	<i>N</i>	<i>%</i>
White	2,060	1,471	71.4
Black	262	139	53.1
Hispanic	262	155	59.2
Asian	111	79	71.2
American Indian	8	5	62.5
Alien	15	11	73.3
Unknown	64	41	64.1
Total	2,782	1,901	68.3

8. Do third-semester retention rates vary as a function of income level?

<i>Fall 2006 Cohort</i>		<i>Number and Percent Retained in Third Semester (Fall 2007)</i>	
<i>Income Level</i>	<i>Total</i>	<i>N</i>	<i>%</i>
Low Income	438	265	60.5
Not Low Income	1,071	756	70.6
Unknown	1,273	880	69.1
Total	2,782	1,901	68.3

SECTION F FACULTY CHARACTERISTICS

1. Provide a profile of Fall 2007 full-time faculty at your institution.

- The table on page 13 contains a breakdown of Fall 2007 faculty by gender, ethnicity, academic rank, and tenure status.

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

- More than half of all course sections (54.3%) are taught by full-time Brookdale faculty.

**Number and Percent of Fall 2007
Sections Taught by Each Group**

<i>Faculty Group</i>	N	%
Full-Time	1,186	54.6
Part-Time	918	42.2
Other	70	3.2
Total	2,174	99.9

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

- There is one full time faculty member to every 2.8 part time faculty members. More specifically, in the Fall 2007 term, there were 225 full-time and 626 part-time faculty members.

Brookdale Community College
Full-Time Faculty by Ethnicity, Gender, Academic Rank and Tenure Status
Fall 2007

Tenure Status	White		Black		Hispanic		Asian		Total	
	M	F	M	F	M	F	M	F	M	F
Tenured										
Professors	43	44	0	3	0	0	0	2	43	49
Associate Professors	17	15	0	2	0	0	0	1	17	18
Assistant Professors	19	15	1	2	1	1	0	0	21	18
All Others	0	0	0	0	0	0	0	0	0	0
Total:	79	74	1	7	1	1	0	3	81	85
Without Tenure										
Professors	0	0	0	0	0	0	0	0	0	0
Associate Professors	0	0	0	0	0	0	0	0	0	0
Assistant Professors	2	1	0	0	0	0	0	0	2	1
All Others	17	31	0	2	1	1	0	4	18	38
Total:	19	32	0	2	1	1	0	4	20	39
Total:										
Professors	43	44	0	3	0	0	0	2	43	49
Associate Professors	17	15	0	2	0	0	0	1	17	18
Assistant Professors	21	16	1	2	1	1	0	0	23	19
All Others	17	31	0	2	1	1	0	4	18	38
Total:	98	106	1	9	2	2	0	7	101	124

SECTION G CHARACTERISTICS OF THE TRUSTEES OR GOVERNORS 2008

The trustees of Brookdale Community College are esteemed members of the Monmouth County community. Their dedication to Brookdale accounts in no small part for the institution's history of excellence and vision for the future. **Mr. Howard C. Birdsall**, an engineer, is Board of Trustees Chair and Chair of the Executive Committee. Mr. Birdsall is also an ex-officio member of all Board committees. He has served on the Board since 1988. **Mr. Jacob S. Elkes**, appointed to the Board in 1996, owns and operates a title search company. He serves as Board Vice Chair, is Vice Chair of the Executive Committee and is an ex-officio member of all other Board Committees. Mr. Elkes also serves as Liaison to the Brookdale Community College Foundation.

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, Educational Services and Finance Committees. Dr. Anderson is also a Liaison to the New Jersey Council of County Colleges. **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 Center.

Dr. Simon M. Bosco, Old Bridge Township Superintendent of Schools, was appointed to the Board in 2008. Dr. Bosco serves on the Educational Services and Policy Committees. **Mr. Woodrow C. Holmes**, retired president of an information technology and management services firm, joined Brookdale's Board of Trustees in 2004. He chairs the Human Resources and Nominating Committees and is also a member of the Buildings and Grounds and Information Technologies Committees. **Mrs. S. Lucille Jones** is Principal of Assunpink Center of the Mercer County Technical School District. Mrs. Jones was appointed to Brookdale's Board in 2005. She chairs the Educational Services Committee and serves on the Finance Committee. She is also a member of the Diversity Council and is Trustee Ambassador to the New Jersey Council of County Colleges.

As Superintendent of Monmouth County Schools, **Mrs. Carole Knopp Morris** was appointed to the Board in 2008. Mrs. Morris is a member of the Finance and Human Resources Committees. **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 Committee and serves on the Human Resources, Information Technologies, and Nominating Committees. **Mr. Gene J. Mulroy**, a partner in a government relations and business development firm, was appointed to the Board in 2005. Mr. Mulroy chairs the Policy committee and serves on the Information Technologies Committee.

Ms. Joan Raymond was appointed by the county in 2001 to serve on Brookdale's Board. She chairs the Finance Committee and is a member of the Executive, Buildings and Grounds, and Nominating Committees. **Ms. Michele Rizzuto**, Graduate Trustee, is a member of the Educational Services and Finance Committees.

Brookdale's Board of Trustees represents a diverse group in terms of gender (8 women; 4 men) and professional skills and experiences. Two Board members are African American; the remainder are Caucasian.

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

Race/Ethnicity and Gender of Board of Trustees

	White	Black	Hispanic	Asian	American Indian	NRA*	Unknown	Total
Male	7	1	0	0	0	0	0	8
Female	3	1	0	0	0	0	0	4
Total	10	2	0	0	0	0	0	12

*Non-Resident Alien

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

Title and Affiliation of Board of Trustees Members

Name	Title	Affiliation
Mr. Howard C. Birdsall	Chair	Birdsall Services Group, Inc. Sea Girt, NJ
Mr. Jacob S. Elkes	Vice Chair	Direct Title Freehold, NJ
Dr. Lewis G. Anderson	Information Technologies Committee Chair	Retired
Dr. Simon M. Bosco	Member	Superintendent of Schools Old Bridge Township
Father Brian Butch	Member	Church of the Holy Innocents, Pastor Neptune, NJ
Mr. Woodrow C. Holmes	Human Resources Committee Chair	Retired
Mrs. Sarah Lucille Jones	Educational Services Committee Chair	Principal of Assunpink Center of the Mercer County Technical School District
Mr. Richard M. Maser	Buildings & Grounds Committee Chair	Maser Consulting, P.A. Red Bank, NJ
Mrs. Carole Knopp Morris	Member	County Superintendent Neptune, NJ
Mr. Gene J. Mulroy	Policy Committee Chair	Mulroy, LiCausi & Gibbs, LLC Trenton, NJ
Ms. Joan Raymond	Finance Committee Chair	The Prism Group
Ms. Michele Rizzuto	Graduate Trustee	Aramark

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/376.asp>

SECTION H 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 as well as several higher education centers distributed throughout Monmouth County – Eastern Monmouth (Neptune), Northern Monmouth (Hazlet), Western Monmouth (Freehold), 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 36 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, programs are organized within the Academic Divisions that offer particular degrees and certificates. For example, the Nursing (AAS) Program is offered through the Science & Health Sciences Division whereas the Automotive Technology AAS and certificate programs are offered through the Business and Technology Division.

Brookdale also provides local access to post-associate degree education through Brookdale's New Jersey Coastal Communiversities, 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**

ARTS & COMMUNICATION

Architecture (AS)

Communication Design (AAS)

Communication Media (AAS)
Audio Production Option
Television Production Option

Digital Animation and 3D Design (AAS)
Digital Animation Option
Game Programming Option

Fine Arts (AFA)

Humanities (AA)
Art Option
Broadcasting Option
Communication Design Option
Journalism Option
Media Studies Option
Modern Language Option
Music Option
Photography Option
Public Relations Option
Speech Communication Option
Women's Studies Option

Interior Design (AAS)

ENGLISH & READING

Humanities (AA)
Creative Writing Option
Liberal Education Option
English Option

Liberal Studies (Certificate)

SOCIAL SCIENCES & EDUCATION

Criminal Justice (AS)
Criminal Justice Option
Corrections Option

Early Childhood Education (AAS)

Early Childhood Ed. (Certificate)

Education (AA)
Early Childhood Ed Option
Secondary Ed Option

Human Services (AAS)
Generalist Option
Addiction Studies Option
Corrections Option

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

Social Services (Certificate)

MATH

Math / Science (AS)
Math Option

**BROOKDALE COMMUNITY COLLEGE
DEGREE AND CERTIFICATE PROGRAMS**

BUSINESS & TECHNOLOGY

Accounting (AAS)

Accounting (Certificate)

Automotive Technology (AAS)

Automotive Tech Option
Automotive Engineering Option
GM Auto Service Option
Toyota T-Ten Option

Automotive Technology (Certificates)

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

Business Administration (AA)

Business Administration Option
Accounting Option

Business (AAS)

Business Management Option
Food Service Mgmt Option

Business Technology Systems (Certificate)

Computer-Aided Drafting and Design
Technology (AAS)

Computer-Aided Drafting and Design
Technology (Certificate)

Computer Science (AAS)

Programming Option
Web Site Development Option

Computer Science - Webmaster (Certif)

Computer Science (AS)

Culinary Arts (AAS)

Culinary Arts Certificates

Culinary Arts
Pastry Arts

Electronics Technology (AAS)

Computer Technician Option
Engineering Technology Option

Electronics Technology (Certificates)

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

Electric Utility Technology (AAS)

Electric Utility Tech.
Substation Option

Engineering (AS)

Fashion Merchandising (AAS)

Marketing (AAS)

Network Engineering Tech. (AAS)

LAN/WAN Technician
Network Admin. MCSE

Office Administration (AAS)

Paralegal Studies (AAS)

Technical Studies (AAS)

Business Management Option

SCIENCE & HEALTH SCIENCES

Dental Assisting (Certificate)

Dental Hygiene (AAS)

Health Information Technology (AAS)

Horticulture (Certificate)

Math / Science (AS)

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

Medical Billing & Coding (Certificate)

Nursing (AAS)

Radiologic Technology (AAS)

Respiratory Therapy (AAS)

SECTION I 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 2008, 179 full-time faculty members (75%) 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: Exploring whether deviance can be positive and valued in society; Investigating whether 12-month-old infants can predict goal objects of humans vs animals; Examining the practical feasibility of constructing a building that would use “Green” techniques and products (i.e., a Sustainable Office Building); Researching a phenomenon termed the “deviant turning point” (i.e., a potential point in time when a person chooses to move into a deviant lifestyle); Exploring socially and economically acceptable alternatives to commercial fishing in long-time fishing communities in New Jersey.

Several projects focus specifically on the teaching-learning process or on factors associated with student success. For example, faculty members in the Nursing department are exploring whether guided imagery decreases test anxiety in a “high stakes” testing environment. Members of the English and Reading division are analyzing student survey data collected over multiple semesters to uncover how Basic Skills Reading students feel about their time in the Reading Center. Two faculty members in the Social Sciences & Education division are looking at the “Juice Box Generation” and how helicopter parents and professors contribute to student dysfunction. A group of six faculty and counselors received a 2008 Brookdale Innovation Grant (BIG) to implement a learning community pilot program on a group of “pre-health sciences” students. Others used their BIG grants to create a Math Mentors Program for Women in Engineering, Science and Technology (WEST). The goal of the program (which uses a combination of workshops, in-person mentoring and e-mentoring) is to assist female students in Science and Engineering in developing social competence, academic motivation and career awareness.

Many Brookdale faculty are also currently working on information technology projects such as creating and evaluating the effectiveness of on-line and blended courses. For example, the Criminal Justice department is analyzing data from online sections of criminal justice courses in order to identify the benefits and costs of online courses for the student as well as the instructor. Others are investigating the best ways to incorporate technology into courses to enhance student learning. Specifically, a web developer in the Teaching and Learning Center is working with a member of the Electronics department to produce interactive videos for an ELEC-103 (Electronic Skills and Techniques) laboratory that will include new video components and exercises to improve student knowledge retention. And, an Art professor and an Engineering Technician are collaborating to create an interactive map of Western Architecture. This project is also funded, in part, by one of the 2008 Brookdale Innovation Grants.

The 2008 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 175 survey respondents reported attending a total of 768 conferences, workshops, and exhibits. Brookdale faculty presented at 180 of these 768 events, indicating that our faculty are more than willing to share their expertise with others.

- **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:

180 Turning Lives Around	Meals on Wheels
AIDS Walk	Middletown Township Medical Emergency Response Team
American Cancer Society	Monmouth County Board of Health Medical Reserve Corps
American Red Cross Lifesaving Instructor	Monmouth County Historical Association
Area sports coaches (e.g., Little League)	Monmouth County Medical Reserve Corps
Area sports officials (judges / umpires)	Monmouth County Park System
A Time for Me (for Women Battling Cancer)	Music Club - Performer at area Nursing Homes
Care for Caregivers	Multiple Sclerosis Society Fundraisers & Volunteers
Children's Cultural Center, Red Bank	NJ Division of Fish and Wildlife (Shorebird Steward)
Church and Temple officers / volunteers	NJ Water Watch
Classroom Volunteers & Guest Speakers	Parker Health Clinic
Clean Ocean Action / Beach Clean-ups	Parkinson's Unity Walk
Crop Walk	Poricy Park Nature Conservancy
Fire Department Volunteer	Pro Bono Legal Work
Foreign Language Resource Bank	Parent-Teacher Associations (PTA/PTO)
Girl Scouts / Cub Scouts	Public Library Volunteers & Speakers
HABcore, Red Bank	Ride for Autism
Habitat for Humanity Volunteer Builder	Riverview Medical Center Emergency Room
Human Rights Campaign	The Center in Asbury Park
Keep NJ Green Campaign	United Way of Monmouth County
March for Babies	Visiting Nurse Association
Master Gardner Program	YMCA

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: Dunellen Board of Education; Eden Family of Services; Fort Monmouth Retiree Council; Hightstown Environmental Commission; Little Falls Township Domestic Violence Advisory Committee; Manasquan Board of Education; Monmouth County Historical Association Community Advisory Board; Monmouth County United Way Allocations Committee; Monmouth County Vocational School Advisory Committee; Monmouth County YMCA; Red Cross Health & Safety Committee (Tinton Falls); Rumson Country Day School; Wall Foundation for Educational Excellence.

- **Brookdale Volunteer Connection.** The “Employee Volunteer Connection at Brookdale” was established in October 1995 to make it easy for staff to participate in public service activities. The “Volunteer Connection” 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 relevant local agencies or important causes, and emphasizes their needs through Brookdale’s newsletter (the *Brookdalian*) and campus flyers.

The generosity and good-will of the Brookdale Volunteer Connection was recognized this year when the group was honored by the Jersey Shore Chapter of the American Conference on Diversity with their 2008 Humanitarian Award. Other highlights from the 2007-2008 year include: collecting children’s books for local libraries as part of a nationwide literacy program (Project READ); collecting slightly used binders from faculty and donating them to after-school programs in the area; preparing and serving monthly dinners for residents of Habcore House in Red Bank and Asbury Park; and an “Empty Bowls Event” that raised \$900 for local food pantries in Monmouth County.

The Brookdale Volunteer Connection sponsored “Project Eat,” which consists of unscheduled campus food collections that resulted in the donation of over 1,000 pounds of food and sundries to Monmouth County food banks. The Volunteer Connection also participated in “Project Backpack” for the Reading Buddies program. Employees donated 64 backpacks (filled with school supplies) which were distributed to local schools. In December, the Volunteer Connection collected and donated over \$3,000 in cash and gift cards to families in Operation Sleigh Bells, individuals at HabCore, and the Displaced Homemakers program. Special efforts were also made to help brighten the holidays for one of Brookdale’s own staff members.

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, Northern Monmouth, Eastern Monmouth, and Western Monmouth Higher Education Centers. 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).** Brookdale Public Radio serves Monmouth and Ocean counties with it’s unique brand of music programming, National Public Radio’s award-winning news programs, along with local community announcements, 24 hours a day, 7 days a week, 365 days a year. 90.5 The NIGHT is a full service, 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 the Red Bank Jazz & Blues Festival, Comcast Jazz in the Park in Red Bank, Comcast Songwriter’s in the Park in Red Bank, Asbury Park’s Clearwater Festival, and the New Jersey Seafood Festival in Belmar.
- **Brookdale Television (BTV).** Brookdale Television 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 (80,000 households) and Cablevision systems, effectively reaching most cable-wired

households in Monmouth County. In addition to Telecourses for college credit, BTV produces Brookdale Views (hosted by Dr. Peter Burnham), Arts in Monmouth County (hosted by Theater faculty member John Bukovec and co-produced with the Monmouth County Arts Council), and the Visiting Writer's Series (hosted by English faculty members Laura McCullough and Suzanne Parker and co-produced by Student Life and Activities). The Brookdale Television programming schedule includes many community outreach efforts including the Monmouth County Prosecutor's Office's "Youth, Family & The Law" program, the Monmouth County Public Information Office's "Monmouth in Focus" program, and the Office on Aging's "Lasting Lifestyles" series. Notable local public figures are often an active part of Brookdale Television's productions.

- **Holocaust, Genocide and Human Rights Education Center.** The Holocaust, Genocide and Human Rights Education Center at Brookdale offers educational programs to local schoolchildren, teachers, and community members, and maintains an extensive library of print and media resources. More specifically, the Center for Holocaust Studies serves the community through: (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 County Juvenile Bias Crime offenders.
- **The Center for World War II Studies and Conflict Resolution.** The Center is available to all who want to learn about the political, economic, social and military aspects of World War II and enlighten new generations to heed the past in order to prepare for the future. A focus of the Center is that resolution of world problems can occur without aggression. The Center offers educational programs, a speaker's bureau, community presentations and teacher education.
- **The Displaced Homemakers Program.** This 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. Free 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.
- **Free Tuition for Senior Citizens, National Guard Members, Unemployed Persons, Volunteer Firefighters, Volunteer First Aid Workers, and Family Dependents of 9/11.** Senior citizens (over the age of 65) are offered free tuition on a seat-available basis. The state does not mandate this program but allows schools to implement it at each institution's discretion. The National Guard Free Tuition program entitles active duty members of the National Guard to free tuition. Families of National Guard members who were killed in the line of duty are also eligible for the same benefits. 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 Association, the NJ Commerce and Economic Growth Commission and the Rutgers Graduate School of Management to provide counseling on matters relating to small business – from start-up to expansion. There is no charge for these services.

SECTION J MAJOR CAPITAL PROJECTS

Major Capital Projects / Improvements (Academic Year 2007-2008)

During the Academic Year 2007-2008, 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 2007-2008 has been identified for the following projects:

- \$1,700,000 Renovation of the Long Branch Higher Education Center
- \$750,000 Renewals & Replacements for College Infrastructure
- \$525,000 Completion of the 1st and 2nd Floor of the NAS (Natural and Applied Science) Building

II. FACILITIES MASTER PLAN PROJECTS

Renovation of the Natural & Applied Science (NAS) Building. Construction began on the 1st and 2nd floors of the NAS building in January 2005 and was substantially completed in January 2007. The work was awarded as multiple prime contracts totaling \$8,513,381. As of June 30, 2008, \$18.5 has been expended over three fiscal years.

Renovation of the Long Branch Higher Education Center. Construction began on June 9, 2007 on the interior portion of the Long Branch Higher Education Center. The work was awarded as multiple prime contracts totaling \$1,505,429. The project was completed in September 2008. As of June 30, 2008, \$1,650,000 has been expended.

Renovation of the Northern Monmouth Higher Education Center. Construction began in January 2007 and was completed in October 2007. The work was awarded as multiple prime contracts totaling \$4,142,904. As of June 30, 2008, \$4,100,000 has been expended. Additionally, furniture was purchased in the amount of \$846,668 to be allocated to the three recently renovated Higher Education Centers.

Renovation of the Eastern Monmouth Higher Education Center. Interior construction took place at the relocated Eastern Monmouth Higher Education Center located at 60 Neptune Blvd. Approximately \$100,000 was spent on updating the HVAC, relocation of some walls and new finishes throughout the facility

III. OTHER MAJOR CAPITAL PROJECTS / IMPROVEMENTS

Main Electric Distribution Loop/High Voltage Switch Replacement. During FY08, Brookdale Community College spent approximately \$155,000 on the replacement of two high voltage switches. The replacement of the switches, high voltage cables, and continuation of the high voltage loop will ensure the delivery of reliable electric power to all the academic buildings on the Lincroft campus for the next two decades and beyond.

Retaining Walls for High Voltage Switches. Brookdale Community College invested \$9,800 to construct retaining walls surrounding two access covers to switch cables at two locations with extreme grade changes. This work was done to facilitate access during emergency situations where switches may be buried by soil from storm water run off or by damage caused by plowing.

Parking Lot Connector Road. A short connector road was built between parking lots 5 and 6 on the Lincroft campus at a cost of \$41,000. This road will reduce traffic at the major parking lot entrances and will increase campus safety by reducing vehicle conflicts and motor vehicle accidents.

Concrete Sidewalk Replacements. In the first year of a five year plan, \$67,500 was spent to replace approximately 1,560 feet of asphalt sidewalks with concrete at the north end of the Lincroft campus. These sidewalks will enhance the quality of life for the mobility impaired as well as improve the appearance of the sidewalks in general.

Northern Monmouth Interior Signage. Brookdale Community College spent \$5,000 on interior signage for the new Higher Education Center in Hazlet. The signage will assist members of the Brookdale community in navigating the new site.

Larrison Hall Pump Replacement. The College invested \$18,750 to purchase two sewage lift pumps outside of Larrison Hall. The replacement was necessary to prevent sewage back-ups on the north end of the Lincroft Campus.

Wayfinding Signage. Brookdale Community College invested \$6,700 in repairing and updating the way finding signage at the Lincroft campus. The project will assist visitors finding their respective destinations on campus and will improve the overall campus aesthetics.

Stair Tread Replacement. Stair treads in the Advanced Technology Center and the Center for the Visual Arts were replaced at a cost of \$13,600. The replacements were necessary because the original treads were worn and slipping, which posed tripping hazards.

Fire Alarm Project. The fire alarm system in the Robert Collins Arena was repaired at a cost of \$12,146. This investment was necessary to enhance the safety of life and property at Brookdale's primary large audience venue.

Main Academic Central Staircase. The primary egress staircase from the south end of the Main Academic Central (MAC) building was failing due to the delamination and erosion of the exterior concrete stairs. The deteriorating stairs were demolished and replaced with reinforced concrete stairs at a cost of \$17,500.

Classroom Lock Replacements. Classroom locks, at all locations, were replaced with locks that allow occupants to quickly lock the doors from the inside. These locks should provide an additional measure of security should the College be confronted with a "Virginia Tech" type of campus violence. Upon notification of a shooter situation, all College campuses can go into a "lockdown" condition. This safety measure cost \$33,408.

Parking Lot Repairs at Western Monmouth. Brookdale Community College spent \$17,095 to repair large potholes and a failed storm-water drain in the parking lot at the Western Monmouth location. This was done to prevent damage to vehicles and injury to visitors at the site.

Level One Classroom Upgrades. The College invested \$115,000 to upgrade fifty standard classrooms to “smart” classrooms. The rooms were equipped with computers, projectors, and additional electrical and data cabling that will support the use of technology in the learning process.

Centrifugal Chiller Repairs. Two electrical chillers were repaired at a cost of \$18,300. These repairs will increase the efficiency and reliability of the chillers, leading to reduced energy consumption and greenhouse gas emissions. The repaired chillers allow Brookdale Community College to provide a comfortable and safe work environment to members of the campus community during periods of high heat and humidity.

Entrance Signage. Electronic message boards were installed at both entrances of the Lincroft campus. These signs can provide information about current and upcoming events and will allow immediate notification should an emergency situation occur. This \$65,000 purchase allows the College to present an image consistent with Brookdale’s branding.

Electrical Upgrades at Eastern Monmouth HEC. The College spent \$70,000 to convert a former bank branch in Neptune for education purposes. The electrical portion of the project was funded using infrastructure funds.

Smoking Shelters. Two gazebo-style smoking shelters were purchased to provide covered areas for smoking. The gazebos and installation cost \$9,600 and will enhance the quality of air in the buildings by providing a suitable alternative to smoking directly outside building entrances.

Variable Speed Drive Replacements. Three Variable Speed Drives (VSDs) were replaced in the Warner Student Life Center at a cost of \$13,960. The VSDs control the operation of the Air Handling Units in the Center. Their replacement was necessary to maintain heating and air-conditioning in the Center.

Lighting Retrofit. The College invested \$32,000 to retrofit T-8 lighting fixtures in two regional locations. Approximately 350 fixtures were replaced. Due to improved energy efficiency, it is anticipated that the fixtures will pay for themselves in less than two years.

Northern Monmouth Pond Fountain. Brookdale Community College spent \$3,700 to place a fountain in the pond at the new Northern Monmouth Higher Education site in Hazlet. The fountain will maintain water quality and add aesthetic appeal to an otherwise brackish pond.

Interactive Television Classrooms. The College spent \$11,800 to re-install Interactive Television (ITV) Classrooms at our regional locations, expanding Brookdale’s ability to offer distance education courses at those sites.

Hot Water Heater at Western Monmouth. A hot-water heater was installed and many of the hot water lines were re-run at the Western Monmouth Higher Education Center. This \$4,400 project was completed so that food preparation classes can be safely offered at this location.

APPENDIX:

**Proposed Form and Content of the
Annual Institutional Profile Reports for 2008**

Form & Content of the Annual Institutional Profile Reports for 2008*

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 15, 2008

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 undergraduates by attendance status**
2. **Number of graduates and first-professionals 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 state-funded aid program, including both need-based and merit-based, both grants and loans (TAG, EOF, OSRP, Distinguished Scholars, Urban Scholars, NJSTARS and NJCLASS)**
5. **Percentage of students who are New Jersey residents**

D. Degrees conferred/characteristics of graduates:

1. **By race/ethnicity and sex (separately)**
2. **By general field**

E. Student outcomes:

1. **Graduation rates by race/ethnicity and income:**
 - a. **Four-, five- and six-year graduation rate (senior public institutions)**
 - b. **Two- and three-year graduation rate (community colleges)**
 - c. **Two- and three-year combined graduation and transfer rate (community colleges)**
2. **Third-semester retention rates:**
 - a. **By race/ethnicity**
 - b. **For low-income students**

3. **Transfer:**

a. Percentage of entering students who are transfers (senior public institutions)

b. Three-year transfer rate to New Jersey senior public institutions (community colleges)

c. Overall three-year transfer rate (community colleges)

F. 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**

G. 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

H. A profile of the institution:

1. Degree and certificate programs

2. Other (if desired)

I. Major research and public service activities

J. Major capital projects underway in fiscal 2008

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.