



**Board of Trustees  
Workshop, & Public Business Meeting**

**Thursday, April 30, 2015**

**Brookdale Community College  
Freehold Campus  
3680 US Highway 9 South  
Freehold, NJ 07728**

**Workshop- 5:30 PM, Rooms 103 & 104  
Public Business Meeting-7:00 PM, Rooms 103 & 104**

**Mission**

Brookdale Community College provides a comprehensive array of quality, affordable educational choices leading to transfer and career opportunities, lifelong learning and community development. Brookdale is an open-access, future-oriented institution committed to student success and development in a socially diverse environment.

**Mission Based Institutional Effectiveness Indicators**

Student Success and Progress  
Quality and Excellence  
Value Added to the Community  
Access

**Jubilee Plan 2013-2017**

Goal 1: Inspire Student Success  
Goal 2: Maximize Resources  
Goal 3: Strengthen and expand Brookdale's alliances and partnerships  
Goal 4: Leverage Brookdale's Excellence

*NOTICE: Members of the public may request the opportunity to address the Board regarding any item on the agenda at the beginning of the Public Business Meeting, and on any item of interest to the Board at the end of the Meeting. To do so, when practical, please sign in using the form, "Request to Address the Board", which is located at the entrance to the meeting. Individual speakers are limited to five minutes; the Chair of the Board may alter the time limitations by a majority vote of the Board.*

## Annual Priorities 2014-2015

### 1. Inspire Student Success

- Completion Outcome\*: Each institute has mapped a two-year template for one or more degree programs; or, a one-year template for one or more certificate programs.
- Learning Outcome\*: Benchmarked, strong levels of student learning expected in courses, programs, and college-wide
  - Review Mission-based Indicators. What 2-3 indicators do we want to track over the next 3 years that can show measurable improvements in learning for all students?
- Equity Outcome\*: Benchmarked levels of access and success expected for low-income and minority students.
  - Review Mission-based Indicators. What 2-3 indicators do we want to track over the next three years that can show measurable improvements in learning for under-represented minorities?

### 2. Maximize Resources

- Human Resources Priorities
  - All employees directly affected by organizational changes will be presented with clear options and transitional support.
  - Determine next steps for the 21<sup>st</sup> Century Workforce Team
  - Determine next steps for Communications Team
- Fiscal Priorities
  - Revise the General Ledger to reflect the college's focus on its mission

### 3. Strengthen & Expand Alliances & Partnerships

Create College Readiness initiative with at least one additional school district.

### 4. Leverage Brookdale's Excellence

Align new collegial Governance structure with Institutes by September 2015.

\*Aspen Outcomes

## BROOKDALE COMMUNITY COLLEGE

### Board of Trustees 2015 Committee Appointments

#### Board Bylaw 1.4020, appointments to Standing Committee

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

#### Executive Committee

**Dr. Carl Guzzo, Jr., Chair**  
**Ms. Tracey Abby-White, Vice Chair**  
 Mr. Joseph. DiBella  
 Mr. David Flaherty  
 Ms. Lora Campbell

#### Audit Committee

**Mr. William Dalton, Chair**  
 Ms. Lora Campbell  
 Mr. Charles Karcher

#### Finance and Facilities

**Mr. Joseph DiBella, Chair**  
 Mr. James McConnell  
 Mr. Gary Tolchin  
 Mr. David Flaherty  
 Mr. Paul Crupi

#### Policy and Education

**Dr. Hank Cram, Chair**  
 Ms. Lora Campbell  
 Mr. Paul Crupi  
 Mr. William Dalton

#### Ad Hoc Police Committee

**Mr. David Flaherty, Chair**  
 Mr. Joseph DiBella  
 Mr. William Dalton

#### Ad Hoc By Laws Committee

**Ms. Lora Campbell, Chair**  
 Mr. Paul Crupi  
 Dr. Hank Cram  
 Mr. William Dalton  
 Mr. Joseph DiBella

#### Governance

**Mr. Paul Crupi, Chair**  
 Mr. Joseph DiBella  
 Mr. David Flaherty  
 Dr. Carl Guzzo, Jr., ex officio  
 Ms. Tracey Abby-White, ex officio

#### Board of School Estimate

Dr. Carl Guzzo, Jr.  
 Mr. Joseph DiBella

#### Liaison to New Jersey Council of County Colleges

Dr. David Flaherty  
 Ms. Tracey Abby-White

#### New Jersey Council of County Colleges Trustee Ambassador

Mr. David Flaherty  
 Dr. Hank Cram  
 Ms. Tracey-Abby-White

#### Liaison to Brookdale Community College Foundation

Mr. Gary Tolchin  
 Mr. Tracey Abby-White  
 Mr. Joseph DiBella

#### Nominating Committee

Ms. Lora Campbell  
 Mr. William Dalton  
 Mr. Paul Crupi

#### The Human Resources Committee

Operates as a committee of the whole

**BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2015**

<b>2015 Workshop/Public Business Meetings (PBM)</b>	<b>Executive</b>	<b>Audit</b>	<b>Finance &amp; Facilities</b>	<b>Policy &amp; Education</b>	<b>Governance</b>	<b>Foundation Board Meetings</b>	<b>Nominating</b>
<b>DATES/LOCATIONS</b>  Public Workshop 5:30 PM Public Business Mtg. 7 PM	<b>Agenda for Meetings: Emergent issues.</b>	<b>Shall meet minimum of five times per year or as requested.</b>	<b>Shall meet a minimum of four times per year or as requested.</b>	<b>Shall meet a minimum of four times per year or as requested.</b>	<b>Shall meet a minimum of four times per year or as requested</b>		<b>Appointed in September for October discussion &amp; November vote.</b>
Thursday, January 29 Lincroft – Navesink I & II	Jan. 15 5:30 –PM*		Jan. 20 6 PM	Jan. 8 5:30 PM	Jan. 7 5 PM		
Thursday, February 26 Lincroft- Navesink I & II	Feb. 17 5 PM*		Feb. 17 6 PM*		Feb. 12 5 PM		
Thursday, March 26 Lincroft – Twin Lights 1&2	March 12 5:30 PM*	March 23 5 PM	March 16 6 PM*	<del>March 12 6 PM</del> Cancelled	March 18 5 PM	March 25 3 PM	
Thursday, April 30 Freehold Campus	April 16 5:30 PM*		April 21 6 PM	April 13 5:30 PM	April 14 5 PM		
Tuesday, May 19 Lincroft- Twin Lights 1&2	May 7 5:30 PM*	May 18 5 PM	May 11 6 PM*			May 14 4 PM	
Thursday, June 25 Lincroft, Navesink 1 & 2	June 11 5:00 PM*		June 16 6 PM	June 11 5:30 PM		June 25 4 PM	
Tuesday, August 25 Lincroft, Navesink I & II	Aug. 11 5:30 PM*	Aug. 17 5 PM	Aug. 12 6 PM*				
Thursday, September 17 Lincroft, Navesink I & II	Sept. 8 5 PM*		Sept. 8 6 PM*	Sept. 10 5:30 PM			
Tuesday, October 27 Lincroft – Navesink I&II	Oct. 8 5:30 PM*	Oct. 19 5 PM	Oct. 19 6 PM				
Monday, November 30 Lincroft, Navesink I & II	Nov. 12 5 PM*	Nov. 23 5 PM	Nov. 16 6 PM	Nov. 12 5:30 PM			
Thursday, December 17 Lincroft, Navesink I & II	Dec. 7 5 PM*		Dec. 8 6 PM				

Human Resources is a Committee of the whole: shall meet as required and/or requested

\*Indicates Conference Call Conference Call Number is: 1-866-537-1618 - passcode: 6392 734# Updated 03/16/15

**BROOKDALE COMMUNITY COLLEGE  
UPCOMING EVENTS**

**BOLD indicates off campus**

**2015**

April 12	100 <sup>th</sup> Anniversary of the Armenian Genocide – Opening– 12 PM – Chhange
April 13	Policy & Education– 5:30 PM – President’s Conference Room
April 14	Governance Committee Meeting – 5 PM – President’s Conference Room
April 16	Executive Meeting – 5:30 PM – Conference Call – President’s Conference Room
April 17	Yom Ha’Shoah – Holocaust Remembrance Commemoration – 9:30 AM
April 20	Narrating Genocide - 7 PM – Navesink Rooms
April 21	Finance & Facilities Committee Meeting – 6 PM – President’s Conference Room
<b>April 23</b>	<b>NJCCC Regional Trustee Seminar – Camden County College – 5:30 PM</b>
<b>April 24</b>	<b>NJCCC Best Practices Conference 2015, Camden County College, 8 AM – 3 PM</b>
<b>April 30</b>	<b>BOT Public Workshop 5:30 PM – Public Business– Freehold Campus</b>
<b>May 1</b>	<b>Barringer Award Dinner – 6 PM Riverview Pavilion</b>
May 7	Executive Meeting – 5:30 PM – Conference Call – President’s Conference Room
May 11	Finance & Facilities – 6 PM – Conference Call – President’s Conference Room
May 13	Colloquium - Survivors Empowering Voices for Tomorrow – 9:30 AM – Arena
May 13	Allied Health Pinning – 4 PM – Arena
May 13	EOF Graduate & Award Ceremony – 6:30 PM – SLC – Twin Lights Rooms
May 14	Scholar’s Day – All Day – Lincroft Campus
May 14	Foundation Board Meeting – 4 PM – Trustee’s Conference Room
May 15	Commencement 10 AM & 3 PM- Arena
May 18	Audit Committee Meeting – 5 PM – President’s Conference Room
May 18	Nurses Pinning Ceremony – 6 PM Arena
May 19	BOT Public Workshop 5:30 PM – Public Meeting - Twin Lights I & II
<b>May 29</b>	<b>Scholarship Ball – 6 PM – Eagle Oaks</b>
June 5 & 6	BOT Retreat – Friday Evening & Saturday Day
June 11	Executive Meeting- 5:00 PM – Conference Call – President’ Conference Room
June 11	Policy & Education – 5:30 PM – President’s Conference Room
June 16	Finance & Facilities Committee Meeting – 6PM – President’s Conference Room
June 22	Spirit Award Presentations and Dinner – 5:30 PM Wyndham Garden Hotel, Trenton
June 25	Foundation Board Meeting – 4 PM –Trustees Conference Room, SLC
June 25	BOT Public Workshop - 5:30 PM – Public Business Meeting – Navesink I & II
August 11	Executive Meeting – 5:30 PM – Conference Call – President’s Conference Room
August 12	Finance & Facilities – 6 PM – Conference Call - President’s Conference Room
August 17	Audit Committee Meeting – 5 PM – President’s Conference Room
August 25	BOT Public Workshop 5:30 PM – Public Business Meeting - Navesink I & II
September 8	Executive Meeting – 5 PM – Conference Call – President’s Conference Room

September 8 Finance & Facilities – 6 PM – Conference Call – President’s Conference Room  
 September 10 Policy & Education – 5:30 PM – President’s Conference Room  
 September 17 BOT Public Workshop 5:30 PM – Public Business Meeting– Navesink I & II  
 September 24 Annual Golf Outing - Eagle Oaks Country Club

October 8 Executive Meeting - 5:30 PM – Conference Call – President’s Conference Room  
 October 19 Audit Committee Meeting – 5 PM – President’s Conference Room  
 October 19 Finance & Facilities – 6 PM – President’s Conference Room  
 October 27 BOT Public Workshop 5:30 PM – Public Business Meeting –Navesink I& II

November 12 Executive Meeting – 5 PM – Conference Call – President’s Conference Room  
 November 12 Policy & Education – 5:30 PM – President’s Conference Room  
 November 16 Finance & Facilities – 6 PM – President’s Conference Room  
 November 23 Audit Committee Meeting – 5 PM – President’s Conference Room  
 November 30 BOT Public Workshop 5:30 PM – Public Business Meeting – Navesink I & II

December 7 Executive Meeting 5 PM – Conference Call – President’s Conference Room  
 December 8 Finance & Facilities – 6 PM – President’s Conference Room  
 December 17 BOT Public Workshop – 5:30 PM – Public Business Meeting - Navesink I & II



## BOARD OF TRUSTEES

General Functions  
 Administration  
 Human Resources  
 Finance & Facilities  
 Policy & Education

### AGENDA for April 30, 2015

#### 5:30 P.M. BOARD OF TRUSTEE WORKSHOP

- A. Call to Order Reading of Statement and Roll Call
- B. Board Self-Evaluation
- C. President's Evaluation
- D. Resolution to Hold a Closed Meeting
- E. Motion to Re-Open the Meeting to the Public
- F. Adoption of Agenda for Workshop and Public Meeting Agenda Tab
- G. Report from the Board Committees and Liaisons
  - 1. Executive Committee – Chair Guzzo
  - 2. Finance & Facilities Committee – Trustee DiBella Finance Tab
    - i. Spring Semester Forecast
  - 3. Governance Committee - Trustees Abby-White and Paul Crupi
  - 4. Policy & Education Committee – Trustee Crupi for Trustee Cram
  - 5. Ad Hoc Committee on General Counsel and Labor Counsel RFPs – Trustee Campbell and Trustee Crupi
  - 6. Brookdale Community College Foundation – Trustee Abby-White
- H. Schedule of Meetings – Trustee Abby-White
- I. Marketing Brookdale Community College – Executive Director of College Relations, Avis McMillon
- G. Review of Consent Agenda\* and Business Meeting Agenda - Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.

\*Consent agenda items are routine, non-exceptional items requiring Board approval though not necessarily Board discussion.



## BOARD OF TRUSTEES

General Functions

Administration

Human Resources

Finance & Facilities

Policy & Education

7:00 P.M. BOARD OF TRUSTEE PUBLIC BUSINESS MEETING

- A. Call to Order
- B. Pledge of Allegiance
- C. Reading of Statement and Roll Call
- D. Public Comment on Agenda Items Public Agenda Tab
- E. Approval of Minutes of the March 26, 2015 Board Meetings Minutes Tab
- F. Faculty Tenure and Promotion Human Resources Tab
  - a Professor Cathy Blackburn, Chair of the College Wide Promotion Committee
  - b Celeste Chirichello, Interior Design, Arts & Communication
  - c George Reklaitis, History, Social Sciences
- G. Professional Staff Association Performance Recognition Human Resources Tab
  - a Helen Vota, President, Professional Staff Association
  - b Lisa Savage, Senior Office Assistant, Outreach Business & Community Development
  - c Mary Ann Kerwin, Learning Assistant, English
- H. APPROVAL ITEMS
  - Consent Agenda Consent Agenda Tab
    - 1.51 Acceptance of Gifts Grants Tab
    - 3.1 Approval of Human Resources Human Resources Tab
    - 4.1 Monthly Financial Report Finance Tab
    - 4.2 Purchases in Excess of \$34,100 and NJ Pay to Play bids, and Pursuant to the NJ Pay to Play Process, in Excess of \$17,500 Finance Tab
    - 4.2b Open Invoice Payment Requests for Vendor, Student and Employee Payments Finance Tab
  - I. (4.4) Approval of Authorization to Seek FY16 Chapter 12 Funding Finance Tab
  - J. Additional Approval Items

Items removed from the consent agenda will be considered at this time.



K. Public Comment

L. Old/New Business

M. Adjournment

#### 4.1 *Monthly Financial Report*

Operating and payroll disbursements for the month ending February 28, 2015, were \$10,858,660.52.

The Monthly Financial Report contains summary information regarding all financial transactions of the College for the month of February. This report is submitted to the Board for information in accordance with Board policy and consists of the following schedules (enclosed):

1. Monthly Analysis of Change
2. Current Operating Budget Summary
3. Current Operating Income Summary
4. Cash & Investment Summary
5. Capital Commitment Summary
6. Capital Income Summary
7. Grant Summary

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held April 21, 2015.

ENCL. NO 1

**Brookdale Community College**  
**Monthly Analysis of Change**

	02/28/15	01/31/15	CHANGE
<b>OPERATING EXPENDITURES *</b>			
Educational Services Division	\$38,978,814	\$ 38,222,807	\$ 756,007
Benefits & General Institutional	13,835,872	12,447,115	1,388,757
<b>Sub Total</b>	<b>52,814,686</b>	<b>50,669,922</b>	<b>2,144,764</b>
All other divisions	19,305,295	19,051,625	253,670
<b>Total Operating Expenses</b>	<b>72,119,981</b>	<b>69,721,547</b>	<b>2,398,434</b>
<b>OPERATING REVENUE</b>			
Tuition	37,020,897	36,659,548	361,349
General Service Fees	4,169,232	4,123,542	45,690
<b>Sub Total</b>	<b>41,190,129</b>	<b>40,783,090</b>	<b>407,039</b>
State Appropriations	6,861,512	6,003,823	857,689
County Appropriations	13,351,346	11,682,428	1,668,918
All other revenue	8,442,761	7,870,893	571,868
<b>Total Operating Revenue</b>	<b>69,845,748</b>	<b>66,340,234</b>	<b>3,505,514</b>
<b>CASH &amp; INVESTMENTS</b>			
Cash	6,104,703	9,119,929	(3,015,226)
Investments	6,000,000	6,000,000	-
<b>Total Cash &amp; Investments</b>	<b>12,104,703</b>	<b>15,119,929</b>	<b>(3,015,226)</b>
<b>CAPITAL EXPENDITURES *</b>			
Renewals & Replacements	2,967,051	2,919,144	47,907
Minor Capital	4,269,951	4,196,570	73,381
<b>Total Capital Expenses</b>	<b>7,237,002</b>	<b>7,115,714</b>	<b>121,288</b>
<b>CAPITAL REVENUE</b>			
State	295,907	274,289	21,618
County	295,906	274,287	21,619
Other	5,035,402	4,787,727	247,675
<b>Total Capital Revenue</b>	<b>5,627,215</b>	<b>5,336,303</b>	<b>290,912</b>
<b>GRANTS</b>			
Federal Grants	1,723,626	1,663,894	59,732
State Grants	508,133	490,736	17,397
Other Grants	158,681	150,695	7,986
<b>Total Grants</b>	<b>\$ 2,390,440</b>	<b>\$ 2,305,325</b>	<b>\$ 85,115</b>

Note:

\* Includes year-to-date actual and committed expenses.

Operating Fund  
Budget Summary Report  
FY15

AS OF FEBRUARY 28, 2015

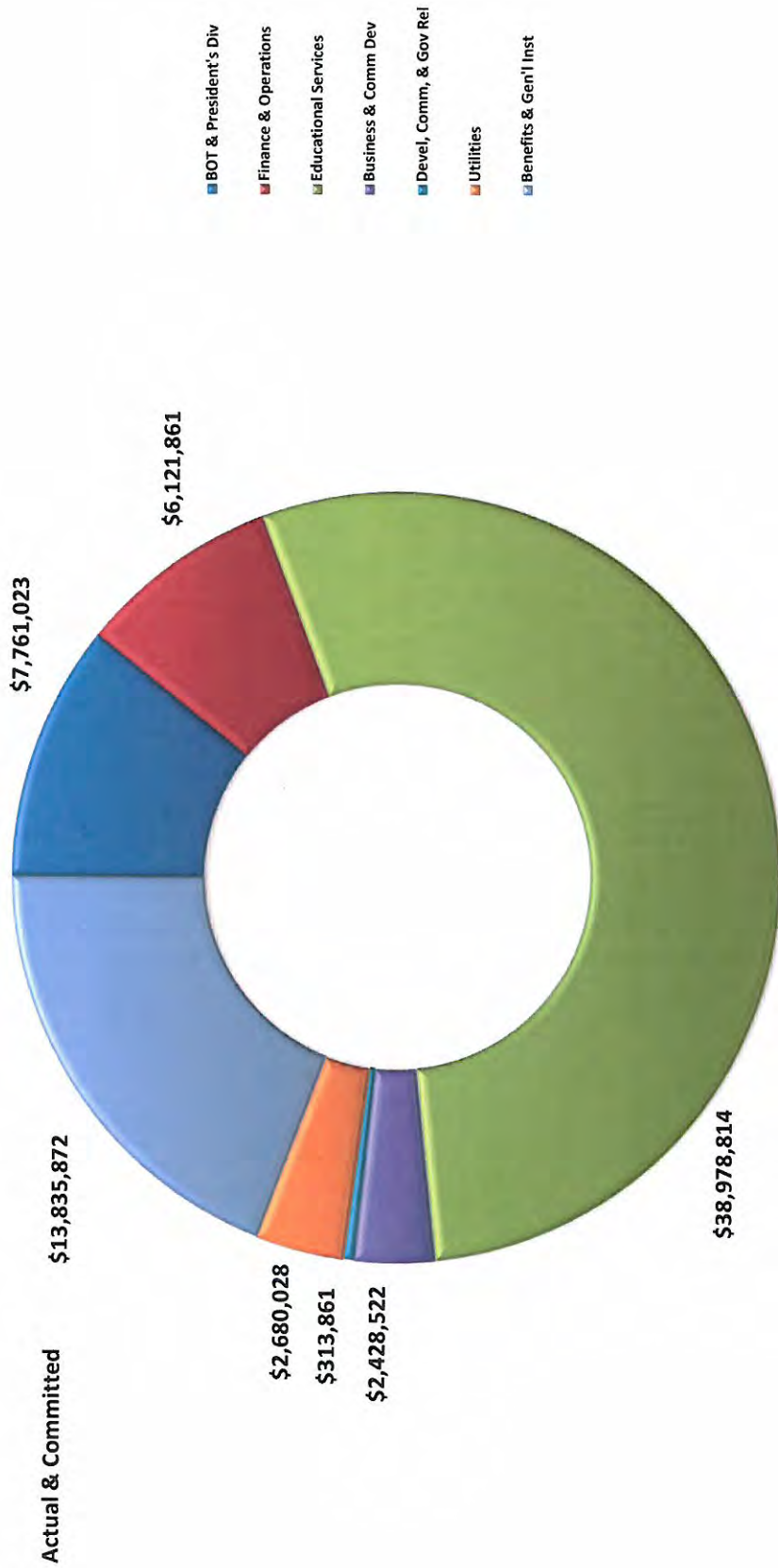
	BUDGET	ADJUST*	TOTAL AVAILABLE	YTD ACTUAL	COMMIT **	BALANCE
BOT & President's Div	\$ 7,852,035	\$ 30,694	\$ 7,882,729	\$ 5,299,299	\$ 2,461,723	\$ 121,706
Finance & Operations	6,680,062	20,197	6,700,259	3,838,396	2,283,465	578,398
Educational Services	43,383,882	(133,527)	43,250,355	25,576,096	13,402,718	4,271,541
Business & Comm Dev	2,825,071	(8,369)	2,816,702	1,759,285	669,237	388,180
Devel, Comm, & Gov Rel	507,767	(8,200)	499,567	209,788	104,073	185,706
Utilities	2,908,700	-	2,908,700	1,962,658	717,370	228,672
Bnfts & Gen'l Inst	23,559,886	99,205	23,659,091	12,846,760	989,112	9,823,219
<b>Total</b>	<b>\$ 87,717,403</b>	<b>\$ -</b>	<b>\$ 87,717,403</b>	<b>\$ 51,492,282</b>	<b>\$ 20,627,699</b>	<b>\$ 15,597,422</b>

Notes:

\* Adjustments represent budget transfers between divisions for salary increases and departmental transfers.

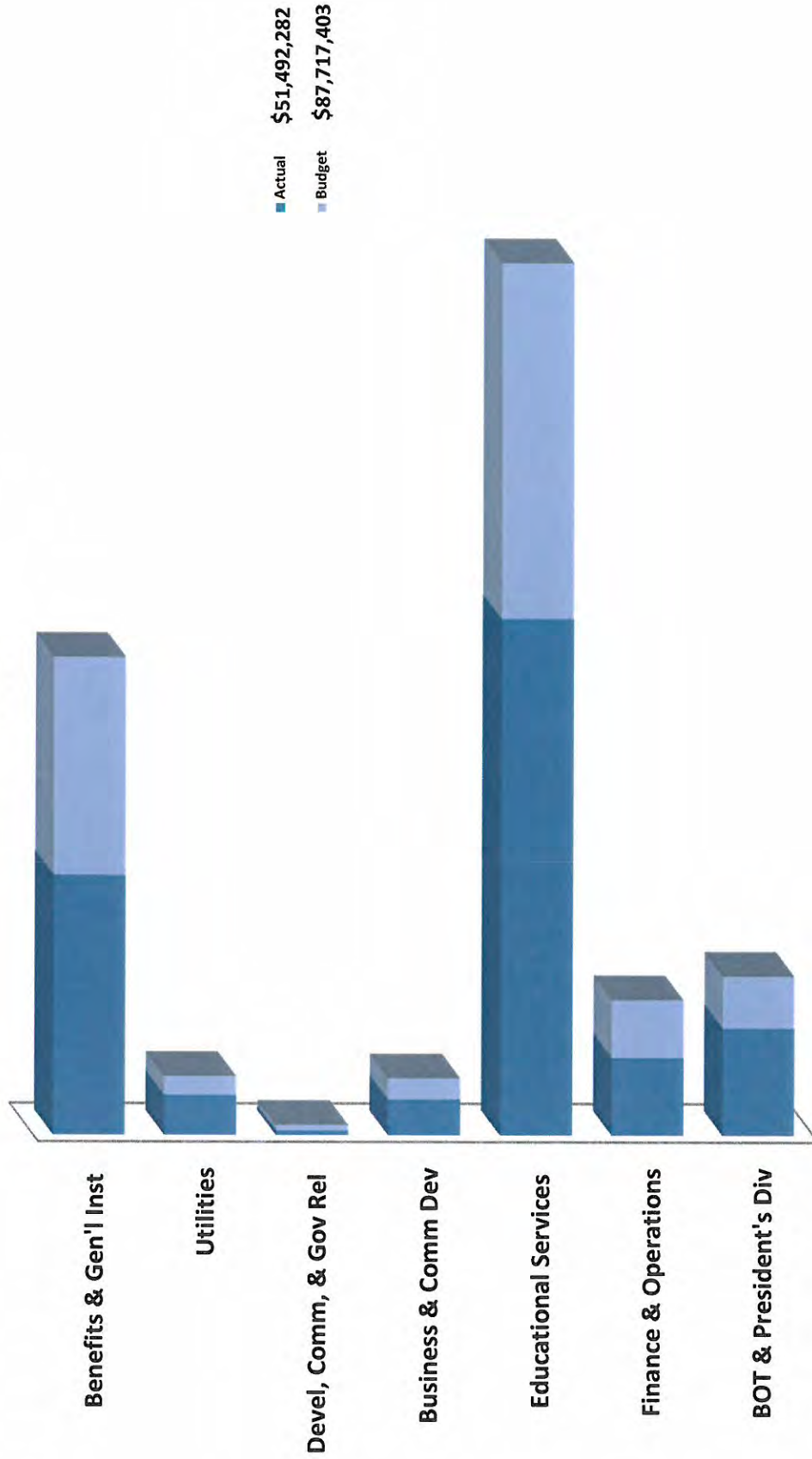
\*\* Committed represents total funds encumbered for a good or service.

**Brookdale Community College  
Operating Fund  
As of February 28, 2015  
FY15**



The overall FY15 projected operating budget is \$87,717,403; as of February 28, 2015, 82.2% or \$72,119,981 was spent and/or obligated.

**Brookdale Community College  
Expenditures vs. Budget  
As of February 28, 2015  
FY15**

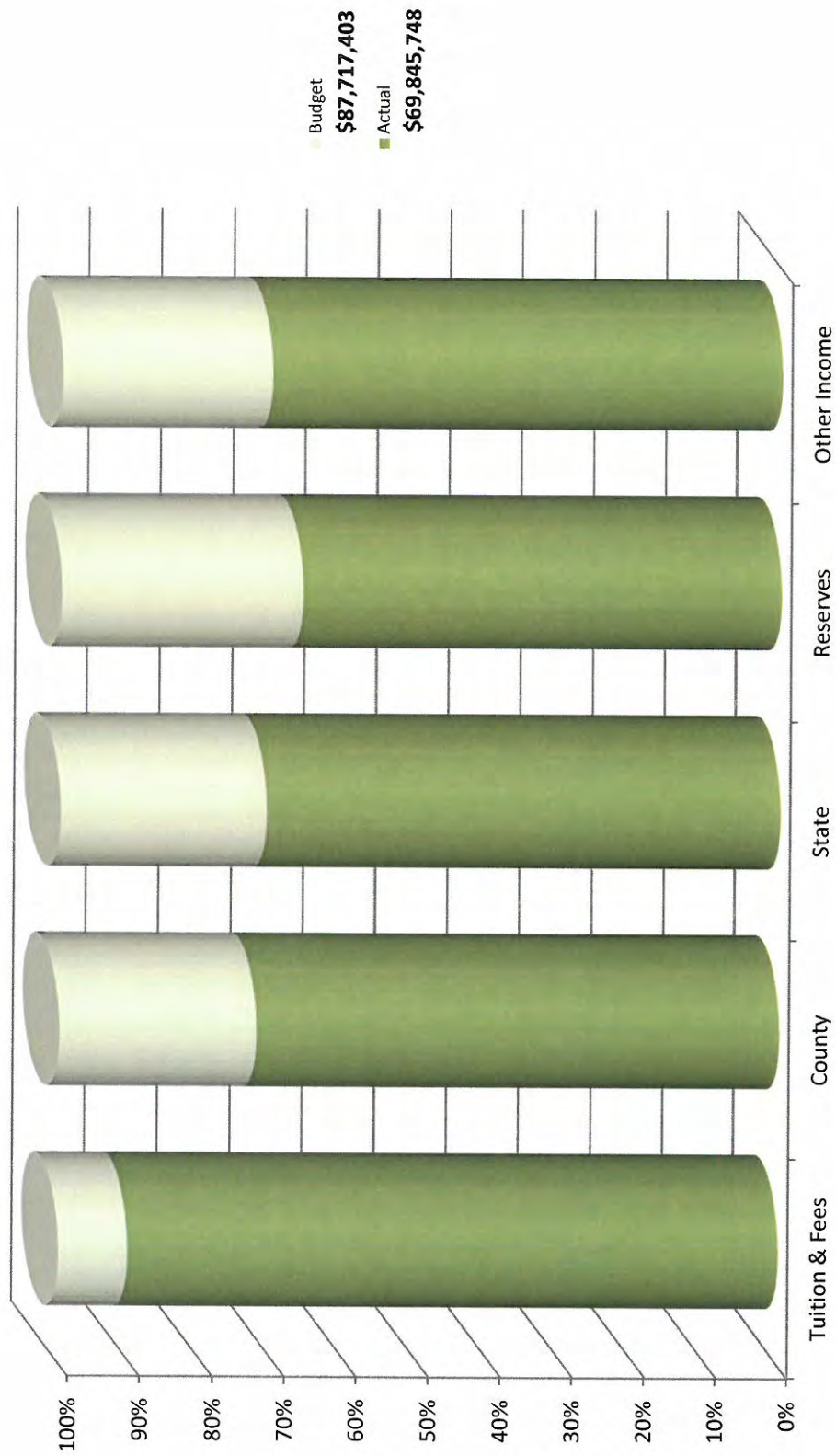


Brookdale Community College  
Operating Fund  
Income Summary Report  
FY15

AS OF FEBRUARY 28, 2015

	BUDGET	ADJUST	TOTAL AVAILABLE	YTD ACTUAL	BALANCE
State of New Jersey	\$ 10,293,332	\$ -	\$ 10,293,332	\$ 6,861,512	\$ 3,431,820
County of Monmouth	20,027,019	-	20,027,019	13,351,346	6,675,673
Student Tuition	40,948,750	-	40,948,750	37,020,897	3,927,853
General Service Fee	4,706,875	-	4,706,875	4,169,232	537,643
Other Student Fees	1,450,000	-	1,450,000	1,410,158	39,842
Business & Comm Dev	2,960,000	-	2,960,000	2,259,188	700,812
Approp from Reserve	6,356,427	-	6,356,427	4,237,618	2,118,809
Miscellaneous	975,000	-	975,000	535,796	439,204
<b>Total</b>	<b>\$ 87,717,403</b>	<b>\$ -</b>	<b>\$ 87,717,403</b>	<b>\$ 69,845,748</b>	<b>\$ 17,871,655</b>

# Brookdale Community College Operating Income As of February 28, 2015 FY15





**Brookdale Community College**  
**Summary of Cash & Investments**  
**FY15**

**AS OF FEBRUARY 28, 2015**

<b>Cash:</b>			
Operating	\$ 6,098,702.36		
Payroll	<u>6,000.87</u>		
		\$	6,104,703.23
<b>Certificates of Deposit:</b>	<u>6,000,000.00</u>		
		\$	<u><u>12,104,703.23</u></u>

**Investment Details:**

The College currently has three \$2M CDs, all for 12 month terms purchased between January 2015 and February 2015.

The three CDs are with First Choice Bank.

The rate is .80 percent

Interest at maturity totals \$48,000.

Total amount redeemed through February 28, 2015, is \$6,000,000 with earned interest of \$34,057.52.

**Brookdale Community College**  
**Capital Fund**  
**Budget Summary Report**  
**FY15**

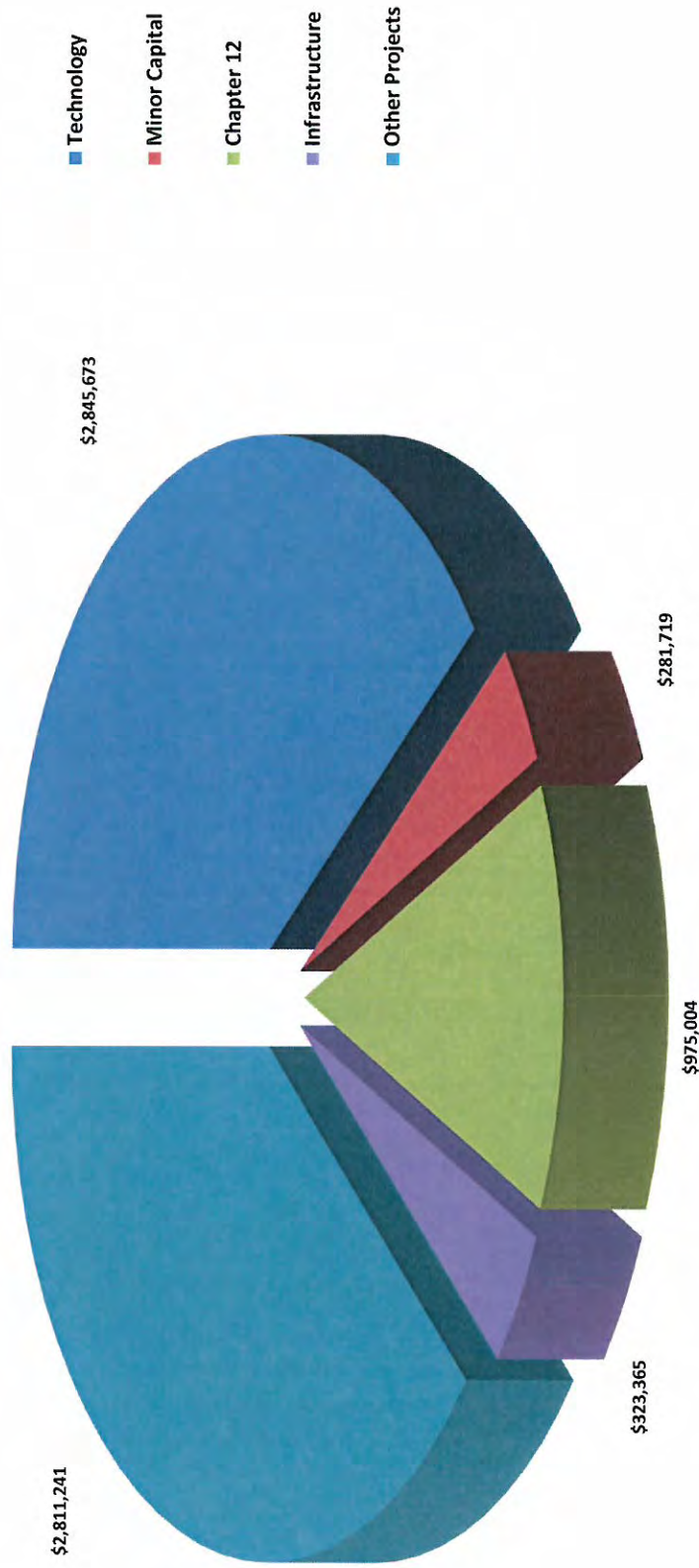
AS OF FEBRUARY 28, 2015

	BUDGET	ALLOCATED	ACTUAL & COMMIT	BALANCE
FY12 Chapter 12 Projects	\$ 5,233,820		\$ -	\$ 4,272,079
8120520 - Gorman Hall	-	410,951	182,397	228,554
8120530 - Energy Efficiency	-	237,507	182,119	55,388
8120535 - Window Replacement WM	-	214,525	214,525	-
8120540 - Megastructure Water Main	-	298,000	298,000	-
8120545 - Back Campus Walkway	-	1,500,363	84,700	1,415,663
FY13 Chapter 12 Projects	1,500,000	-	-	1,486,737
8130505 - Freehold Campus Parking Lot	-	310,000	4,213	305,787
8130510 - Freehold Campus Sprinkler	-	70,000	9,050	60,950
FY14 Chapter 12 Projects	4,250,000	-	-	4,250,000
FY15 Chapter 12 Projects*	3,200,000	-	-	3,200,000
FY15 Capital Projects	-	-	-	-
8102410 - ADA Compliance	323,372	-	7,605	315,767
8131005 - Higher Ed Bond Administration	12,000,000	-	-	12,000,000
8132450 - College GO Bond Match	3,374,648	-	949,572	2,425,076
8131010 - Equipment Leasing Fund (ELF)	2,727,303	-	-	2,727,303
8131015 - Hi Ed Technology Infrastructure (HETI)	1,160,562	-	-	1,160,562
8132455 - College HETI Match	1,160,562	-	-	1,160,562
8142425 - Fascia Project	113,018	-	113,018	-
8152405 - Poseidon	547,151	51,336	598,487	-
FY15 Infrastructure Projects	1,000,000	-	-	-
8152415 - General	-	969,677	293,042	676,635
8132416 - Central Utility Plant Roof	-	30,323	30,323	-
<b>Renewals &amp; Replacements</b>	<b>36,590,436</b>	<b>4,092,682</b>	<b>2,967,051</b>	<b>35,741,063</b>
SLC/B4 Debt Service	1,135,547	-	1,006,295	129,252
Brookdale @ Freehold Debt Service	886,247	-	136,264	749,983
Minor Capital	400,000	-	281,719	118,281
TIP	750,000	-	631,530	118,470
Student & BCD Tech Fee	2,271,094	-	2,214,143	56,951
<b>Minor Capital</b>	<b>5,442,888</b>	<b>-</b>	<b>4,269,951</b>	<b>1,172,937</b>
<b>Total</b>	<b>\$ 42,033,324</b>	<b>\$ 4,092,682</b>	<b>\$ 7,237,002</b>	<b>\$ 36,914,000</b>

\* Pending Approval

**Brookdale Community College  
Capital Fund  
As of February 28, 2015  
FY15**

Actual and Committed



The overall FY15 capital budget is \$42,033,324; as of February 28, 2015, 17.2% or \$7,237,002 was spent and/or obligated.

Brookdale Community College  
Capital Fund  
Income Summary Report  
FY15

AS OF FEBRUARY 28, 2015

	BUDGET	ADJUST *	PROJECTED REVENUE	YTD ACTUAL	BALANCE
State of New Jersey	\$ 1,600,000	\$ 20,945,284	\$ 22,545,284	\$ 295,907	\$ 22,249,377
County of Monmouth	1,600,000	6,333,187	7,933,187	295,906	7,637,281
Other	6,442,888	5,111,965	11,554,853	5,035,402	6,519,451
<b>Total</b>	<b>\$ 9,642,888</b>	<b>\$ 32,390,436</b>	<b>\$ 42,033,324</b>	<b>\$ 5,627,215</b>	<b>\$ 36,406,110</b>

\* Adjustments reflect prior year capital funding balances

**Brookdale Community College  
Grants  
Budget Summary Report  
FY15**

AS OF FEBRUARY 28, 2015

	BUDGET	ADJUST	FUNDS AVAILABLE	ACTUAL & COMMIT	BALANCE
<b>Federal Grants</b>					
<b>Brookdale</b>	\$ 3,481,701	\$ -	\$ 3,481,701	\$ 1,667,694	\$ 1,814,007
<b>Subgrants</b>	192,000	-	192,000	55,932	136,068
<b>SUBTOTAL</b>	<u>3,673,701</u>	-	<u>3,673,701</u>	<u>1,723,626</u>	<u>1,950,075</u>
<b>State Grants</b>	697,244	-	697,244	508,133	189,111
<b>Other Grants</b>	299,703	92,142	391,845	158,681	233,164
<b>TOTAL</b>	<u>\$ 4,670,648</u>	<u>\$ 92,142</u>	<u>\$ 4,762,790</u>	<u>\$ 2,390,440</u>	<u>\$ 2,372,350</u>

**BOARD OF TRUSTEES**

General Functions

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Policy &amp; Education

4.2 *Purchases in Excess of \$34,100 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500*

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of \$34,100. These proposed contracts have been bid in accordance with "County College Contracts Law," N.J.S. Chapter 64A-Title 18A, and Board of Trustees' Policy No. 4.2000, are under State contract or are legal exceptions to the Public Contracts Law.

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held April 21, 2015.

**RESOLUTION**

**WHEREAS**, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$34,100, or purchases with a combined total in excess of \$34,100; and

**WHEREAS**, the New Jersey State “Pay-to-Play” Law, N.J.S.A. 19.44a-20.1 et seq, Chapters 51 and 271, requires Board of Trustee approval for any purchase over \$17,500, that is not awarded pursuant to a “fair and open” process; and

**WHEREAS**, the Vice President, Finance & Operations has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

**WHEREAS**, the vendor has completed and submitted a Political Contribution Disclosure, and a Business Entity Disclosure Certification; and

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file in the Purchasing Office with this resolution; and

**WHEREAS**, the Board of Trustees has reviewed the purchases on the list attached hereto and made a part hereof; and

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that Purchases as indicated on the attached list have been reviewed and the same are hereby approved.

**Agenda for Purchases in Excess of \$34,100**

**April 30, 2015**

\* Estimated expense based on historical data

<b>Board Item No.</b>	<b>Vendor/Contractor</b>	<b>Category / Description</b>	<b>Basis of Award</b>	<b>Amount of Purchase</b>
IT / Capital 1	Blackboard Inc. Transact	<b>License and Maintenance Renewal, RFP No. 04-12</b> / This contract is for the license and maintenance renewal of hardware and software for the One Card System. This contract is funded by the capital budget.	RFP	\$ 63,424.00
2	Stavola Asphalt Co., Inc.	<b>Asphalt</b> / Exempt 18A:64A-25.9 (State Contract). This contract is for the supply and delivery of asphalt for potholes located on the Lincroft Campus. This contract is funded by the capital budget. The County is performing work as part of the Shared Service agreement.	Exempt	\$ 20,000.00 *
3	Three G's Plumbing & Heating, Inc.	<b>Emergency Plumbing Repair</b> / Exempt 18A:64A-25.6. (Emergency purchase). This contract is for the emergency repair of pipes which require the removal of 7 water closets in the ladies restroom of the CVA building. This contract is funded by the capital budget.	Exempt	\$ 19,013.00
<b>Operating</b> 4	Innovative Interfaces, Inc.	<b>Annual Millennium Maintenance</b> / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This contract is for the maintenance of the integrated library management software known as Millennium, which consists of several modules for managing library operations, acquisitions (requisition, receipt and payment), cataloging, interlibrary loans, inventory control and a web interface to the catalog of library holdings. The annual license covers any upgrades, fixes and new releases. This contract is funded by the Library's operating budget.	Exempt	\$ 36,000.00 *
5	Ebsco Subscription Services	<b>Subscription Services</b> / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This annual contract allows the Library to subscribe to over 400 periodicals. These items include scholarly journals, popular magazines and newspapers. The journals support the research needs of students and the professional development of faculty. This contract is funded by the Library's operating budget.	Exempt	\$ 40,000.00 *



6	Yankee Book Peddler West Publishing Corporation	<b>Library Books</b> / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This contract is for the purchase of books and e-books for the library. This contract is funded by the Library's operating budget.	Exempt	\$	64,000.00 *	25
7	N.J. Institute of Technology/NJEDge.Net	<b>Electronic Library Resource Licenses</b> / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This contract supplies electronic library resources used by our students for their research assignments and is supported by the Virtual Academic Library Environment (VALE) consortium. The resources are available from any networked BCC computer. Through the Millennium library management software, remote access is provided to these resources to currently enrolled students, as well as college employees. This contract is funded by the Library's operating budget.	Exempt	\$	50,000.00 *	
8	Small Business Service Center	<b>Bulk Mailing Services, Bid No. 14-22</b> / This is the 2nd year of a 2 year contract for bulk mailing services. This contract is funded by the General Institutional's operating budget.	Bid	\$	30,000.00 *	
9	Natural Languages, LLC	<b>Communication Access Realtime Translation Services (CART), RFP No. 11-14</b> / This is the 2nd year of a 2 year contract for translation services for students who have requested this service through the Office of Disability Services. Provision of services is in compliance with Subpart E of Section 504 of the Rehabilitation Act of 1973, which states it is the institutions responsibility to provide auxiliary aids and services in a timely manner to ensure effective participation by students with disabilities. This contract is funded by the Disability Services' operating budget.	RFP	\$	41,000.00 *	
10	All World Language Consultants, Inc. Natural Languages, LLC Cheryl A. Huber Christine Snyder Martin ASL Interpreter Referral Service, Inc. Brienne C. Davidson Indus Translation Services	<b>Sign Language Interpreters, RFQ 03-2014</b> / This is the 2nd year of a 2 year contract for pre-qualified professionals to provide sign language interpretation services for students who have requested this service through the Office of Disability Services. Provision of services is in compliance with Subpart E of Section 504 of the Rehabilitation Act of 1973, which states it is the institutions responsibility to provide auxiliary aids and services in a timely manner to ensure effective participation by students with disabilities. This contract is funded by the Disability Services' operating budget.	RFQ	\$	165,000.00 *	

11	EisnerAmper LLP	<b>Audit Services</b> / Exempt 18A:64A-25.5.(15) (Professional consulting services). This is a one year contract for FY15 audit services. This contract is funded by the General Institutional's operating budget.	Exempt	\$	71,750.00	26
12	W.B. Mason Company, Inc.	<b>Office Supplies, Bid No. 15-25</b> / Notice was sent to 14 vendors, received 2 replies. This is a 1 year contract with an option for a 2nd year for office supplies. This contract is funded by various departmental operating budgets.	Bid	\$	50,000.00	*
13	Electro Maintenance, Inc.	<b>Replacement of Bulbs and Ballasts in the Bankier Library, Bid No. 15-27</b> / Notice was sent to 8 vendors, received 1 reply. This contract is for the replacement and repair of bulbs and ballasts on the 2nd floor of the Bankier Library. The college is supplying the bulbs and ballasts. This contract is funded by the Facilities' budget.	Bid	\$	37,050.00	
14	Positive Expectations Cablevision Media Greater Media Newspapers Comcast Spotlight Inc. Gannett Satellite Information Network, Inc. Latinos Unidos Titan 360	<b>Student Recruitment Advertising</b> / Exempt 18:64A-25.5.a.(20) (Recruitment and advertising). These contracts are for print, internet, outdoor and television recruitment advertising for FY16. This contract is funded by the Institutional Marketing's operating budget.	Exempt	\$	501,000.00	*
15		<b>HP Laser Cartridges, Bid No. 15-24</b> / Notice was sent to 26 vendors, received 7 replies. Bid was rejected due to changes in the bid specifications.				

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

**BOARD OF TRUSTEES**

General Functions

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**Finance & Facilities**

Policy &amp; Education

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

Payments to vendors, students, and employees are contained in this report as summary information for all payment transactions of the College including payments made on previously approved purchase orders. This report serves as background information for the transactions.

Additional documentation for payments is available in the Accounts Payable Department.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held April 21, 2015.

**Brookdale Community College**  
**Paid Invoice Register**  
**April 30, 2015**

	<b>Student</b>	<b>Vendor</b>	<b>Employee</b>	<b>Totals</b>
ASBCC	\$ -	\$ 39,653.93	\$ 5,849.01	\$ 45,502.94
Athletics	-	60,289.97	16,511.03	76,801.00
Bookstore	-	70,400.79	5,104.09	75,504.88
College	506.00	2,058,960.69	18,383.88	2,077,850.57
OBCD	740.00	60,474.71	504.56	61,719.27
	<u>\$ 1,246.00</u>	<u>\$ 2,289,780.09</u>	<u>\$ 46,352.57</u>	<u>\$ 2,337,378.66</u>

**BOARD OF TRUSTEES**

General Functions

Administration

Human Resources

**Finance & Facilities**

Policy &amp; Education

**Brief: *Spring Semester Financial Forecast***

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held April 21, 2015.

April 30, 2015: Vice President, Finance & Operations, Maureen Lawrence

**Finance Committee Brief  
Spring Semester Financial Forecast  
FY15**

**General Issue Overview:**

The FY15 Spring Semester Financial Forecast contains an analysis of enrollment, revenue, and expense projections for both the operating and capital funds. The analysis includes actual data through March 31, 2015, and forecasted data through June 30, 2015.

**Key Issue:**

The College has prepared the following schedules for the Board of Trustees to review:

- Schedule 1**—Enrollment summary
- Schedule 2**—Analysis of operating and capital funds
- Schedule 3**—Analysis of the operating fund
- Schedule 4**—Analysis of the capital fund

**Comments:**

The College is projecting an enrollment of 10,323 credit FTEs versus a budget of 10,661 credit FTEs. This projection represents a 2.2% decrease from the actual FY14 credit enrollment of 10,575 FTEs. The overall College operating budget is projected to decrease 3.6%, from \$87,717,403 to a projected \$84,591,240.

Based on a review of the College's actual and projected revenue streams through June 30, 2015, **Operating Fund revenue** for the year will decrease by \$897,486. Factors impacting this reduction include a decrease in tuition and fees off-set by an increase in others fees in the total amount of \$667,479 and a decrease in business and community development revenue of \$230,007. In addition, a reduction of \$2,228,677 in the appropriation from reserve through self-financing will decrease from \$6,356,427 to \$4,127,750.

Additional

**Operating Fund expenditures** for the year decreased by \$3,126,163.

1. The net decrease in the cost of Educational Services in the amount of \$1,620,669 as a result of attrition, retirements, reduction in force, and deferral of non-critical positions, and is offset by an overall increase in part-time needs of \$211,060.
2. A net decrease of \$408,444 in the President's and Finance and Operation's combined expenditures.
3. Deferral of the vacant VP, Development, Community and Government Relations position resulted in a savings of \$168,522.
4. A net decrease of \$144,475 in the cost of Business & Community Development operations.
5. A net decrease in the cost of Benefits in the amount of \$1,402,832 due to the following:

- An increase in savings of \$336,877 due to medical coverage co-pays and benefits waived
  - A net decrease of \$135,780 in pension, \$140,000 in FICA, and \$626,374 in health and dental benefits, all of which are based on an overall reduction in payroll expenditures
  - An increase of \$100,000 in the recovery of various fringe benefit costs
6. An increase in the cost of utilities of \$233,426, due to the extreme winter weather.
7. A net increase of \$385,353 in the cost of General Institutional expenditures with the major items listed below:
- A decrease of \$205,399 in reserves for salaries.
  - An increase of \$100,000 in legal fees.
  - A net increase of \$31,129 to the cost of insurance to cover premium increases.
  - A net decrease of \$33,000 in the cost of bank service charges.
  - An increase in tuition waivers of \$105,000.
  - An increase of \$68,000 to the contribution to athletics.
  - A decrease in the recovery of indirect costs of \$200,000.
  - Various additional savings from telephone, postage, miscellaneous expense and recruiting of \$31,081.

**The Capital Fund** includes Board approved projects, which require a College contribution to fully fund, and as such require appropriation from reserve. These projects include the Wall Project, Infrastructure, and minor capital expenditures. The capital fund also includes projects supported by the County and State in the form of Chapter 12 funding. The projection of overall excess expenditures over revenues in the Capital funds amount to \$2,957,006. Please see schedule 4 for a complete review of projected capital expenditures.

**Summary:**

The projection of overall excess expenditures over revenues in the Operating and Capital funds amount to \$7,084,756, which will be funded out of College reserves. This analysis includes the review of historical enrollment, revenue, and expense parameters to arrive at the projections.

The College will continue to keep the Finance & Facilities Committee of the Board of Trustees apprised of the financial status of the College, and will continue to take advantage of opportunities to maximize revenue and reduce costs.

**Spring Semester Financial Forecast  
Enrollment Summary  
FY15**

FTES BY TERM	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Budget	FY15 Projected
<b>SUMMER III TERMS:</b>							
Summer IIIA	331	330	334	315	313	313	299
Summer IIIB							
<b>Total Summer III terms</b>	<u>331</u>	<u>330</u>	<u>334</u>	<u>315</u>	<u>313</u>	<u>313</u>	<u>299</u>
<b>FALL TERMS:</b>							
Fall-11	182	192	181	185	144	144	185
Fall - regular	5,383	5,481	5,086	4,933	4,776	4,819	4,632
<b>Total Fall terms</b>	<u>5,565</u>	<u>5,673</u>	<u>5,267</u>	<u>5,118</u>	<u>4,920</u>	<u>4,963</u>	<u>4,817</u>
<b>WINTERIM &amp; SPRING TERMS:</b>							
Winterim	62	51	60	50	56	49	59
Spring-10	201	219	206	194	198	207	184
Spring - regular	4,815	4,734	4,391	4,303	4,178	4,237	4,090
<b>Total Winterim &amp; Spring terms</b>	<u>5,078</u>	<u>5,004</u>	<u>4,657</u>	<u>4,547</u>	<u>4,432</u>	<u>4,493</u>	<u>4,333</u>
	91.26%	88.21%	88.42%	88.84%	90.08%	90.53%	89.95%
<b>SUMMER I &amp; II:</b>							
Summer IA	0	0	0	0	0	0	0
Summer IB	524	521	487	490	494	460	451
Summer II	483	464	441	409	416	432	423
<b>Total Summer terms</b>	<u>1,007</u>	<u>985</u>	<u>928</u>	<u>899</u>	<u>910</u>	<u>892</u>	<u>874</u>
<b>TOTAL CREDIT FTES</b>	11,981	11,992	11,186	10,879	10,575	10,661	10,323
<b>NON-FUNDABLE FTES</b>	<u>662</u>	<u>707</u>	<u>726</u>	<u>680</u>	<u>672</u>	<u>693</u>	<u>693</u>
<b>TOTAL FTES</b>	<u><u>12,643</u></u>	<u><u>12,699</u></u>	<u><u>11,912</u></u>	<u><u>11,559</u></u>	<u><u>11,247</u></u>	<u><u>11,354</u></u>	<u><u>11,016</u></u>



**Spring Semester Financial Forecast  
Analysis of Operating & Capital Funds  
FY15  
As of 3/31/15**

	Operating Fund	Capital Fund	Combined Funds
<b>Revenues:</b>			
Tuition	\$ 40,366,274	\$ -	\$ 40,366,274
State	10,293,332	922,344	11,215,676
County	20,027,019	667,771	20,694,790
General Service Fees	4,565,415	1,135,547	5,700,962
Non-Credit Income	2,729,993	20,000	2,749,993
Interest Income	46,000	-	46,000
Other Fees	1,429,933	3,330,784	4,760,717
Other Income	1,005,524	571,342	1,576,866
<b>Total Revenue</b>	<b>80,463,490</b>	<b>6,647,787</b>	<b>87,111,277</b>
<b>Expenditures:</b>			
Operating	84,591,240	-	84,591,240
Minor Capital	-	315,000	315,000
Renewals & Replacements	-	4,199,189	4,199,189
TIP Program	-	3,026,094	3,026,094
Debt Service	-	2,064,510	2,064,510
<b>Total Expenditures</b>	<b>84,591,240</b>	<b>9,604,793</b>	<b>94,196,033</b>
<b>Excess Expense/Revenue</b>	<b>\$ (4,127,750)</b>	<b>\$ (2,957,006)</b>	<b>\$ (7,084,756)</b>

**Spring Semester Financial Forecast**  
**Analysis of Operating Fund**  
**FY15**  
**As of 3/31/15**

	FY14 Actual	FY15 Revised Budget	Additional Excess / Needs	Requested Revised Budget
<b>Revenues:</b>				
Tuition	\$ 40,059,859	\$ 40,948,750	\$ (582,476)	\$ 40,366,274
State	10,293,332	10,293,332	-	10,293,332
County	21,456,909	20,027,019	-	20,027,019
General Service Fees	4,594,280	4,706,875	(141,460)	4,565,415
Non Credit Income	2,797,089	2,960,000	(230,007)	2,729,993
Interest Income	96,904	125,000	(79,000)	46,000
Other Fees	1,464,840	1,450,000	(20,067)	1,429,933
Other Income	936,515	850,000	155,524	1,005,524
<b>Total Revenue</b>	<b>81,699,728</b>	<b>81,360,976</b>	<b>(897,486)</b>	<b>80,463,490</b>
<b>Expenditures:</b>				
Educational Services	42,517,294	43,383,882	(1,620,669)	41,763,213
Business & Comm Develop	2,715,572	2,825,071	(144,475)	2,680,596
Finance & Operations	6,610,633	6,680,062	(368,748)	6,311,314
President's Office	7,924,465	7,852,035	(39,696)	7,812,339
Dev, Comm & Gov Relations	577,528	507,767	(168,522)	339,245
Benefits	16,952,794	18,257,658	(1,402,832)	16,854,826
General Institutional	3,485,181	5,302,228	385,353	5,687,581
Utilities	2,492,111	2,908,700	233,426	3,142,126
<b>Total Expenditures</b>	<b>83,275,578</b>	<b>87,717,403</b>	<b>(3,126,163)</b>	<b>84,591,240</b>
 Excess Revenue/(Expenditures)	 (1,575,850)	 (6,356,427)	 2,228,677	 (4,127,750)
 Appropriation from reserves at 3/31/15	 <u>\$ (1,575,850)</u>	 <u>\$ (6,356,427)</u>	 <u>\$ 2,228,677</u>	 <u>\$ (4,127,750)</u>
 <b>Appropriation from Reserves:</b>				
Operating	\$ 4,127,750			
Capital	2,957,006			
<b>Total</b>	<u>\$ 7,084,756</u>			

**Spring Semester Financial Forecast  
Analysis of Capital Fund  
FY15  
As of 3/31/15**

	<b>Budget</b>	<b>Projected Expenditures</b>	
<b>Expenditures:</b>			
Minor Capital	\$ 400,000	\$ 315,000	
WSLC/ Big Four Debt Service	1,135,547	1,135,547	
Freehold Debt Service	886,247	886,247	
Elf Debt Service	-	42,716	
TIP/Tech/BCD Program	3,021,094	3,026,094	
Chapter 12 - FY12	5,233,820	1,015,541	
Chapter 12 - FY13	1,500,000	320,000	
Chapter 12 - FY14	4,250,000	-	
GO Bond State	12,000,000	-	
GO Bond Match	3,374,648	1,297,570	
Equipment Leasing Fund (ELF)	2,724,303	254,573	
Hi Ed Technology (HETI) State	1,160,562	-	
HETI College	1,160,562	-	
Infrastructure	1,000,000	600,000	
ADA & Miscellaneous	323,372	-	
Capital - Fascia	113,018	113,018	
Capital - Neptune	547,151	598,487	
Capital Improvement Plan	318,521	-	
	39,148,845	9,604,793	
	<b>Budget</b>	<b>Projected Revenue</b>	
<b>Revenues:</b>			
Chapter 12	\$ 10,983,820	\$ 1,335,541	
GO Bond State	12,000,000	-	
HETI State	1,160,562	-	
ELF State	2,724,303	254,573	
Debt Service Fees	1,135,547	1,135,547	
TIP/Tech/BCD	3,021,094	3,041,094	
Auxiliary Services	813,556	571,342	
Capital Improvement Plan	318,521	309,690	
	32,157,403	6,647,787	
Net Revenue/Expense:		\$ (2,957,006)	


**BOARD OF TRUSTEES**

General Functions  
Administration  
Human Resources  
Finance & Facilities  
Policy & Education


**BOARD OF TRUSTEES**

General Functions  
Administration  
Human Resources  
Finance & Facilities  
Policy & Education

**7:00 P.M. BOARD OF TRUSTEE PUBLIC BUSINESS MEETING**

- A. Call to Order
- B. Pledge of Allegiance
- C. Reading of Statement and Roll Call
- D. Public Comment on Agenda Items Public Agenda Tab
- E. Approval of Minutes of the March 26, 2015 Board Meetings Minutes Tab
- F. Faculty Tenure and Promotion Human Resources Tab
  - a Professor Cathy Blackburn, Chair of the College Wide Promotion Committee
  - b Celeste Chirichello, Interior Design, Arts & Communication
  - c George Reklaitis, History, Social Sciences
- G. Professional Staff Association Performance Recognition Human Resources Tab
  - a Helen Vota, President, Professional Staff Association
  - b Lisa Savage, Senior Office Assistant, Outreach Business & Community Development
  - c Mary Ann Kerwin, Learning Assistant, English
- H. APPROVAL ITEMS
  - Consent Agenda Consent Agenda Tab
    - 1.51 Acceptance of Gifts Grants Tab
    - 3.1 Approval of Human Resources Human Resources Tab
    - 4.1 Monthly Financial Report Finance Tab
    - 4.2 Purchases in Excess of \$34,100 and NJ Pay to Play bids, and Pursuant to the NJ Pay to Play Process, in Excess of \$17,500 Finance Tab
    - 4.2b Open Invoice Payment Requests for Vendor, Student and Employee Payments Finance Tab

I. (4.4) Approval of Authorization to Seek FY16 Chapter 12 Funding Finance Tab

J. Additional Approval Items

Items removed from the consent agenda will be considered at this time.

K. Public Comment

L. Old/New Business

M. Adjournment

**BROOKDALE COMMUNITY COLLEGE**  
**Board of Trustees**  
**Workshop Meeting**

**Thursday, March 26, 2015**

**Brookdale Community College**  
**Lincroft Campus – Student Life Center – Navesink Rooms**  
**765 Newman Springs Rd.**  
**Lincroft, New Jersey 07738**

- A. Chair Guzzo called the meeting to order at 5:35 PM
- B. Ms. Gruskos then read the following statement: “In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
1. On March 23, 2015, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
  2. On March 23, 2015, advance written notice of this meeting was emailed to *The Asbury Park Press and the Star Ledger*.
  3. On March 23, 2015, advance written notice of this meeting was filed with the Clerk of the County of Monmouth.”

Roll Call:

<b>Present:</b>	Ms. Abby-White	Ms. Campbell
	Dr. Cram	Mr. Crupi
	Mr. Dalton	Mr. DiBella (6 PM)
	Mr. Flaherty	Mr. Karcher (5:50 PM)
	Mr. Passiment	Chair Guzzo
	Dr. Murphy	Mr. Hoffman, College Counsel
		Recorder: Ms. Gruskos
<b>Absent</b>	Mr. McConnell (only present for executive session by conference call)	Mr. Tolchin
*phoned in via conference call.		

- C. It was **MOVED** by Trustee Passiment and seconded by Trustee Dalton that the following resolution be approved.

**WHEREAS**, the Board of Trustees of Brookdale Community College proposes to discuss the following subjects: Litigation and Attorney-Client Privilege matters.

**WHEREAS**, the Board of Trustees has determined that within the provisions of Subsection 7(b) of the Open Public Meetings Law, the public should be excluded from the discussion of said subjects;

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that a meeting of said Board shall be held, at which the public shall be excluded, on Thursday,

March 26, 2015 at approximately 5:30 p.m. for the purpose of discussing Litigation and Attorney-Client Privilege matters.

**BE IT FURTHER RESOLVED** that the discussions on Litigation and Attorney-Client Privilege matters can be disclosed to the public when the matters have been concluded.

Motion carried by the following vote:

AYES: Trustees Abby-White, Campbell, Cram, Crupi, Dalton, Flaherty, Passiment and Chair Guzzo

NAYS: None

ABSTENTIONS: None

- D. A motion was made by Trustee Abby-White and seconded by Trustee Campbell to re-open the meeting to the public at 6:58 PM.  
Ms. Gruskos stated that no action will be taken on any of the items discussed in closed session tonight.

Motion carried by the following vote:

AYES: Trustees Abby-White, Campbell, Cram, Crupi, Dalton, DiBella, Flaherty, Karcher, Passiment and Chair Guzzo

NAYS: None

ABSTENTIONS: None

- E Review and Adoption of Consent Agenda and Business Meeting Agenda

A motion was made by Trustee Passiment and seconded by Trustee DiBella to adopt the consent agenda and business meeting agenda.

Motion carried by the following vote:

AYES: Trustees Abby-White, Campbell, Cram, Crupi, Dalton, DiBella, Flaherty, Karcher, Passiment and Chair Guzzo

NAYS: None

ABSTENTIONS: None

- F. Discussion Items

**1. Transition Update** – Dr. Murphy provided an update on the reorganization. She highlighted the following:

Purpose of Reorganization: More focused and timely service for our students; Provide clearer pathways to graduation; reduce time in remediation; reduce operating expenditures; facilitates ability to meet the Middle States Commission of Higher Education standards; and reduce dependence on the reserve. New structure will be operational on July 1, 2015.

Human Resources:

- All Leadership Positions are in place, except for the open search for Vice President of Learning, closing on April 30 and the Internal Search for the Dean of Institute STEM
- 136 employees have been placed who were affected by the RIF

Transition Action Grid – Dr. Murphy showed a task tracking action grid, compiled by the Cabinet and Deans that the Administration is utilizing to track implementation of the new structure.

**2. Meeting Schedule** – Dr. Carl Guzzo read the following statement:

*The President and I have discussed the meeting calendar which is not as aligned with college operational needs as everyone would like. Respecting both the schedules of the Trustees, the two of us will work together and send draft adjustments to the full board for their comments within the next two weeks. We will try to come to an accommodation to work this out.*

**3. Code of Student Conduct** – Dr. David Stout outlined the purpose, its application and the violations and sanctions portion of our Code of Student Conduct.

Currently, students are provided the Code of Student Conduct and need to acknowledge that they have received it in order to use the college website. When they apply to the college, they are provided with the Code of Student Conduct and they must acknowledge the receipt. In the future there will be a mandated orientation; and students will be provided the Code of Student Conduct and will acknowledge its receipt.

**4. Report of Executive Committee** – No report.

**5. Ad Hoc Committee for RFP's for General Legal Counsel and Labor Relations Counsel** – Trustee Campbell reported that she and Trustee Crupi have reviewed the RFPs from the past and made minor modifications. They were posted March 25, 2015. A timeline has been created and will be strictly adhered to. Presentations by the final contenders will be held on May 11 and 12. The committee's recommendations will be made at the May meeting.

**6. Report of Governance Committee** – Trustee Passiment reported on the meeting held on March 18. He highlighted the following:

- ACCT Governance Leadership Institute – Trustees Abby-White and Cram attended with Dr. Murphy. They commented on their experience.
- Trustee Cram recommended that it would be beneficial for the Trustees to have a facilitated conversation led by Bryan McClenney to address the following:
  - Reexamining, revising and recommitting to the school's mission
  - Selecting future initiatives that support our mission
  - Growing enrollment and addressing how we can accomplish that.
  - Student retention, student engagement, and improving completion rates
  - Sustaining the financial stability of the college
  - Including Administration and other stakeholders in the conversation.
- Trustee Passiment shared detailed enrollment information on all the schools in Monmouth County and highlighted that enrollment in K-12 are decreasing. He provided 13 years of data.
- Trustee Passiment informed the Trustees on opportunities to grow enrollment via potential partnerships with Mechatronics firms and creating articulation and transfer agreements for



mechatronics engineering degrees with NJIT; as well as expanding our Early High School Initiatives.

**7. Report on Student Census** – Bruce Marich, Director, Recruitment Services – Provided the Trustees with the High School Census data that he has collected and using the data, he highlighted opportunities and challenges for recruitment.

Trustees asked for penetration data by demographics and geographic area. Trustee Passiment said that he can provide this information.

Dr. Murphy commended Bruce Marich on his relentless persistence with working with the High School guidance counselors.

**8. Report on Audit Committee** – Trustee Dalton reported on the first organizational meeting on March 23. The salient points were:

- We held initial discussions pertaining to the Audit Committee Bylaws in preparation for this fall review.
- Ethics hotline; Committee recommends renewal of this contracted service.
- Suggested that the term length of Audit committee members be increased and will make a recommendation to the Governance and the Policy committees by the fall.
- Under consideration to designate an audit committee member as a finance expert and will make final decision at the next meeting.

**9. Report of Finance & Facilities Committee** – Trustee DiBella reported on the Finance & Facilities meeting on March 16. He highlighted:

- Resolution to authorize the execution of a shared services agreement with the County of Monmouth:
  - This resolution is being made as a procedural request from the County.
  - At the request of Trustee DiBella, a shared services update will be provided every other month at the Finance & Facilities Meeting.
  - Trustee DiBella suggested that the college investigate opportunities for funding of capital projects through the Monmouth County Improvement Authority. Dr. Murphy informed him that that College Administration will discuss this opportunity at the next Finance & Facilities meeting.

**10. Honorary Degree Nomination 2015** – Dr. Murphy recommended that she be authorized to present to candidates David Prown and David Goldman an honorary associate degree at Commencement 2015.

**11. Distinguished Alumni Awards at Commencement 2015** – Dr. Murphy announced the Distinguished Alumni award recipients: Teresa A. Kondrup-Coyle and Katelyn Miller; they will receive their awards at Commencement 2015.

**12. Modification to Grant item 2.3** - There is a clerical error on the Resolution in the Board Packets for Grants item 2.3. - Approval of Budget Modification to the NJ DOE, Office of Vocational-Technical, Career and Adult Programs. It does not change the substance of the item and has been corrected on the official copy of the resolution for submission to the NJ DOE.

G. Review of Consent Agenda and Business Meeting Agenda: Chair Guzzo asked the Trustees if there was any item to be removed from the consent agenda for discussion or separate vote.

Trustee DiBella requested to have a separate vote on Finance 4.2, item 4 and item 7.

A motion was made by Trustee Passiment and seconded by Trustee Campbell to close the Workshop meeting.

Motion carried by the following vote:

AYES: Trustees Abby-White, Campbell, Cram, Crupi, Dalton, DiBella, Flaherty, Karcher, Passiment and Chair Guzzo

NAYS: None

ABSTENTIONS: None

The Workshop was adjourned at 8:20 PM.

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Maureen Murphy', written in a cursive style.

Maureen Murphy, Ph.D., Secretary

**BROOKDALE COMMUNITY COLLEGE**

**Board of Trustees  
Public Business Meeting**

**Thursday, March 26, 2015  
Brookdale Community College  
Lincroft Campus – Student Life Center – Twin Lights Rooms  
765 Newman Springs Road  
Lincroft, NJ 07738**

- A. Chair Guzzo called the meeting to order at 8:20 P.M. and the group made the Pledge of Allegiance.
- B. Ms. Gruskos then read the following statement: “In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
1. On March 23, 2015, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
  2. On March 23, 2015, advance written notice of this meeting was emailed to *The Asbury Park Press and the Star Ledger*.
  3. On March 23, 2015, advance written notice of this meeting was filed with the Clerk of the County of Monmouth.”

Roll Call:

<b>Present:</b>	Ms. Abby-White	Ms. Campbell
	Dr. Cram	Mr. Crupi
	Mr. Dalton	Mr. DiBella
	Mr. Flaherty	Mr. Karcher
	Mr. Passiment	Chair Guzzo
	Dr. Murphy	Mr. Hoffman, College Counsel
		Recorder: Ms. Gruskos
<b>Absent</b>	Mr. McConnell(only present for executive session by conference call)	Mr. Tolchin
*phoned in via conference call.		

C.

<b>Topic and Discussion</b>	<b>Votes Taken</b>	<b>Action and Follow-up Actions</b>
Committee Assignments: Chair Guzzo appointed Trustee Crupi and DiBella to the Governance Committee. Trustee McConnell has resigned from the committee.		
Chair Guzzo honored Trustee Peter Kapsales for his 4 years of service on the Board of		

Trustees from 2009 to 2013. He was unavailable to attend the meeting.		
Chair Guzzo and the board honored Trustee Passiment for his service to the Board of Trustees with a reading of a resolution.		
Public Comment on Agenda Items:  Professor Gonos supported Trustee DiBella's request to remove item 4, Winning Strategies; from the 4.2, and was interested in learning more about their services to the college.		
Approval of all Minutes, February 26 2015 – Executive, Workshop and Public Business Meetings	<p>A motion to approve all minutes from the February 26, 2015 meeting was made by Trustee DiBella and seconded by Trustee Cram.</p> <p>AYES: Campbell Cram, Crupi, Dalton, DiBella, Flaherty, Karcher, and Passiment and Chair Guzzo (Executive only)  NAYS: None  ABSTENTIONS: Trustees Abby-White, Karcher, and Chair Guzzo (Workshop and Public Meeting)</p>	
Approval of Consent Agenda	<p>A motion was made to approve the consent agenda with items 4 and 7 of the 4.2 to be voted on separately by Trustee Passiment and seconded by Trustee DiBella</p> <p>AYES: Trustees Abby-White, Campbell, Cram, Crupi, Dalton, DiBella, Flaherty, Karcher, Passiment and Chair Guzzo  NAYES: None  ABSTENTIONS: None</p>	
Approval of Item 4, Winning Strategies, of the 4.2	<p>A motion was made to approve Item 4, Winning Strategies of the 4.2 by</p>	

<p>Discussion:</p> <p>Trustee DiBella thought it was a nonessential, luxury service, and suggested that we contact our elected officials directly. He strongly encouraged the board to vote no.</p> <p>Dr. Murphy described Winning Strategies services to the college and their significant lobbying services at the federal level; as well as significant support of grant writing. Winning Strategies was instrumental in assisting with the \$23 million GO Bond. They charge us a flat fee of \$60,000 for unlimited service.</p> <p>Chair Guzzo suggested that Winning Strategies come to our next board meeting and provide a presentation of their services.</p>	<p>Trustee Campbell and seconded by Trustee Abby-White.</p> <p>A motion was made to withdraw the motion to approve Item 4, Winning Strategies of the 4.2 by Trustee Campbell and seconded by Trustee Abby-White.</p> <p>There was no vote taken.</p>	
<p>Table Item 4, Winning Strategies, from 4.2</p>	<p>A motion was made to table item 4, Winning Strategies, from the 4.2 by Trustee Dalton and seconded by Trustee DiBella.</p> <p>AYES: Trustees Abby-White, Campbell, Cram, Crupi, Dalton, DiBella, Flaherty, Karcher, and Chair Guzzo  NAYES: Trustee Passiment  ABSTENTIONS: None</p>	<p>Winning Strategies will be invited to the April meeting, to provide a presentation on their services to the college...</p>
<p>Item 7, Student Recruitment Advertising, from 4.2</p> <p>Discussion:</p> <p>Trustee DiBella suggested that before the board approve the expenditures on student recruitment advertising, that the board hire an outside advertising firm to revisit our entire advertising strategy. He recommended that this item be tabled.</p>	<p>A motion to approve, item 7, Student Recruitment Advertising, from the 4.2 by Trustee Abby-White and seconded by Trustee Flaherty.</p>	<p>Ms. McMillon to present a comprehensive marketing strategy presentation at the April meeting.</p>

<p>Ms. McMillon and Ms. Busacca provided information on our current marketing strategy for our Success Reimagined Campaign</p> <p>Trustees asked for more specific information regarding the breakdown of the advertising dollars and validation of marketing effectiveness of our in house marketing initiatives, including image marketing</p> <p>Dr. Cram suggested that to improve the efficiency of the board; if the Trustees need additional information they should bring it to Dr. Murphy's attention prior to the board meeting. This would allow Dr. Murphy and staff to be prepared to answer the Trustee's concerns at the meeting.</p> <p>Chair Guzzo directed the Trustees that if the committee members are planning to pull an item from the consent agenda or need additional information, they should bring it forward at the committee meetings.</p>		
	<p>A motion was made to withdraw the motion to approve item 7, Student Recruitment Advertising, 4.2 by Trustee Abby-White and seconded by Trustee Flaherty.</p> <p>AYES: Trustees Abby-White, Campbell, Cram, Crupi, Dalton, DiBella, Flaherty, Karcher, Passiment and Chari Guzzo NAYES: None ABSTENTIONS: None</p>	
<p>Chair Guzzo directed the Trustees to address any questions on the presentations they may have to Dr. Murphy, prior to the meeting on April 30. This way, staff will be able to address all of their concerns at the April 30 meeting.</p>	<p>A motion was made to pull item 7, Student Advertising, pending a marketing presentation at the April board meeting...</p> <p>AYES: Trustees Abby-White, Campbell, Cram, Crupi, Dalton, DiBella,</p>	<p>Ms. McMillon to present a comprehensive marketing strategy presentation at the April meeting.</p>

	Flaherty, Karcher, Passiment and_Chair Guzzo. NAYES: None ABSTENTIONS: None	
Dean Sensi provided information on the application process for Faculty Sabbaticals and announced that Dr. Konn and Professor McCullough were approved one half year sabbaticals.		
Dr. Murphy announced that a transitional sabbatical was given to Arnold Gelfman.		
Public Comment:  Keven Przystawski commented on his displeasure with the leadership of the County. Professor Gonos spoke of her concerns of a possible conflict of interest in Dr. Murphy's association with HERDI. She also raised concerns for the possible issues of objectivity of Trustee DiBella, in relation to healthcare benefits. Associate Professor Goll informed the board of the National Chemistry Olympiad held here on campus on March 25.		
<b>Old or New Business</b> Trustee Abby-White updated the board regarding the Children's Learning Center (CLC), that the RFPs will be released next week.  Trustee Abby-White encouraged all to attend and support the Scholarship Ball on May 29.		

- D. It was MOVED by Trustee Passiment and seconded by Trustee Abby-White that the meeting be adjourned at 9:39 PM. Approval was unanimous.

Respectfully submitted



Maureen Murphy, Ph.D., Secretary

### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 249 recommended items. A summary of the action items is listed below with supporting documentation attached.

<b>A. Hires</b>	<b>Recommendations</b>
Adjuncts	1
Coach	1
<b>B. Change of Status</b>	<b>Recommendations</b>
Faculty	5
Administrative	1
Support Staff	8
<b>C. Separations</b>	<b>Recommendations</b>
Faculty	4
Administrative	5
Support Staff	4
<b>D. Reappointment of Tenured Faculty with Promotion</b>	<b>14 Recommendations</b>
<b>E. Reappointment of Non-Tenured Faculty to Tenure with Promotion</b>	<b>6 Recommendations</b>
<b>F. Reappointment of Non-Tenured To Tenure</b>	<b>2 Recommendation</b>
<b>G. Reappointment of Non-Tenured Faculty</b>	<b>27 Recommendations</b>
<b>H. Reappointment of All Other Tenured Faculty</b>	<b>167 Recommendations</b>
<b>I. Performance Recognition</b>	<b>4 Recommendations</b>



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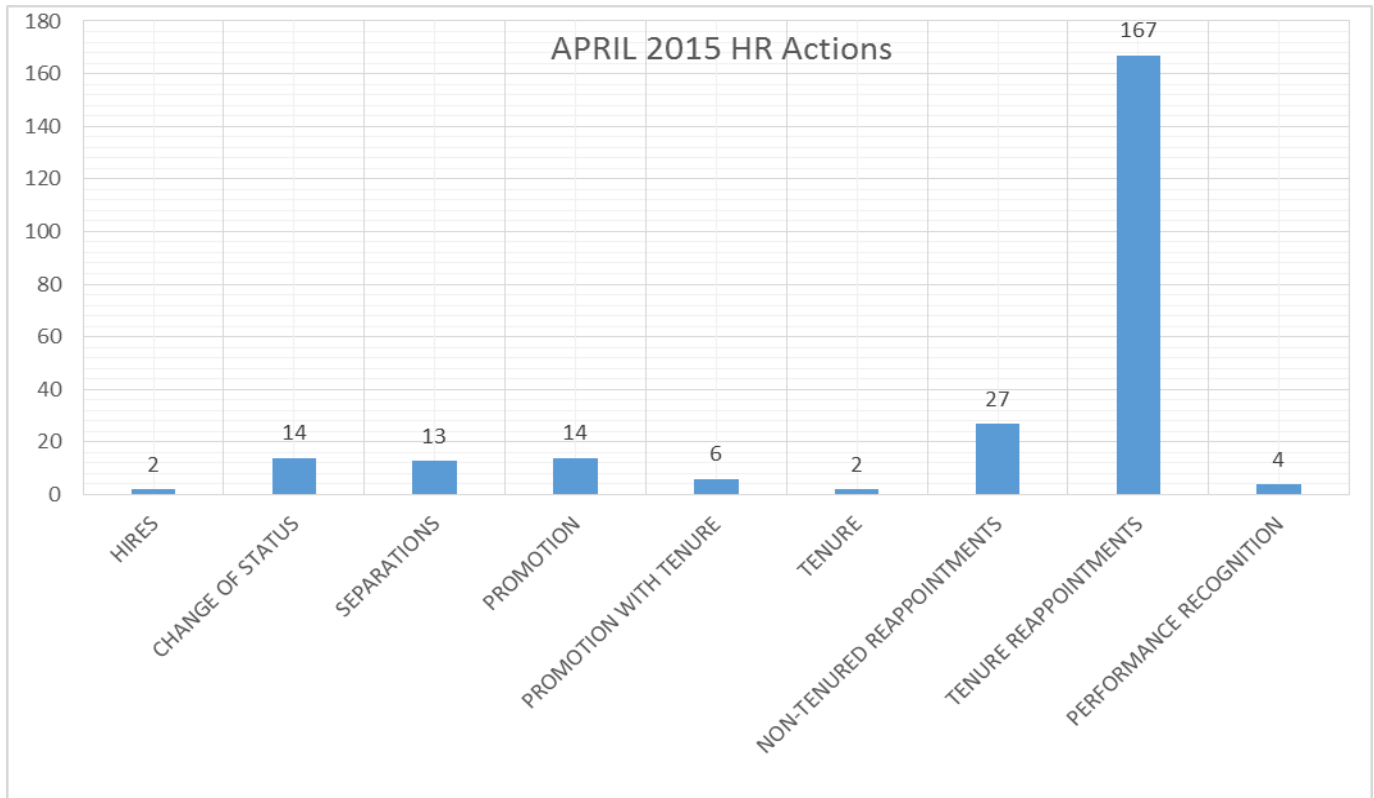
General Functions

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Finance &amp; Facilities

Policy &amp; Education


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

- Name: Michael Nolan  
 Semester: Spring 2015  
 Department: Mathematics  
 Rate: \$711/Credit Hour

**ADJUNCT DEGREE SUMMARY**

Masters

1

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**COACHES**

1. Name: Susan Kapit  
Department: Athletics & Recreation  
Position: Head Women's Tennis Coach  
Compensation: \$4,150  
Dates: In-season: August 1 – November 15, 2015  
Off-season: July 1 – July 31, 2015  
November 16, 2015 – June 30, 2016

**B. CHANGE OF STATUS****FACULTY**

1. Name: Marybeth Boylan  
Department: Psychology  
Position: Associate Professor  
Action: Change in department through Reduction in Force  
New Salary: No change  
Effective: 9/1/15
2. Name: Maria Fernandez  
Department: Social Sciences  
Position: Professor  
Action: Change in department through Reduction in Force  
New Salary: No change  
Effective: 9/1/15
3. Name: Howard Finkelstein  
Department: Social Sciences  
Position: Professor  
Action: Change in department through Reduction in Force  
Effective: 9/1/15
4. Name: Marlena Frank  
Department: Social Sciences  
Position: Assistant Professor  
Action: Change in department through Reduction in Force  
Effective: 9/1/15

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5. Name: Daijuan Gao  
Department: Social Sciences  
Position: Assistant Professor  
Action: Change in department through Reduction in Force  
Effective: 9/1/15

**ADMINISTRATIVE**

1. Name: Linda DeButts  
Department: Human Resources  
Position: Program Manager, Professional Development  
Action: Change in status from temporary part-time A3 to regular full-time A4 position through bona fide search  
  
New Salary: \$60,155  
Effective: 7/1/15

**SUPPORT STAFF**

1. Name: Mary Ann Gurrera  
Department: Brookdale at Hazlet  
Position: Higher Education Center Assistant  
Action: Change in status from part-time temporary to full-time regular N3 position through bona fide search  
  
New Salary: \$34,799  
Effective: 5/1/15
2. Name: AnnMarie Johnson  
Department: Planning & Institutional Effectiveness  
Position: Research Associate  
Action: Change in status from N3 to N4 through bona fide search  
New Salary: TBD  
Effective: 7/1/15
3. Name: BJ Kosulavage  
Department: Institute of Academic & Career Transitions  
Position: Senior Office Assistant  
Action: Change in status from N2 to N3 through bona fide search  
New Salary: TBD  
Effective: 7/1/15

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4. Name: Linda Massaro  
Department: Institute of Business & Social Sciences  
Position: Senior Office Assistant  
Action: Change in status from N2 to N3 through bona fide search  
New Salary: TBD  
Effective: 7/1/15
  
5. Name: Patricia Meyer  
Department: Accounting Administration  
Position: Senior Assistant, Payroll  
Action: Change in status from part-time N4 to full-time N3 in accordance with PSA bumping procedures  
New Salary: \$39,085  
Effective: 5/1/15
  
6. Name: Danielle Propert  
Department: Outreach, Business & Community Development  
Position: Senior Assistant, Registration  
Action: Change in status from temporary to regular N3 position through bona fide search  
New Salary: TBD  
Effective: 7/1/15
  
7. Name: David Sita  
Department: Mathematics  
Position: Academic Tutor, 10-month position  
Action: Change in status from temporary to regular N5 position through bona fide search  
New Salary: TBD  
Effective: 9/1/15
  
8. Name: Susan Tencer  
Department: Institute of Business & Social Science  
Position: Senior Office Assistant  
Action: Change in status from N2 to N3 through bona fide search  
New Salary: TBD  
Effective: 7/1/15

**C. SEPARATIONS****FACULTY**

1. Name: Gabriel Longo  
Department: Counseling  
Position: Professor  
Action: Retirement after transitional sabbatical  
Effective: 6/30/15
2. Name: Rita Marshall  
Department: Reading  
Position: Associate Professor  
Action: Retirement  
Effective: 6/30/15
3. Name: Sally Sorrell  
Department: Reading  
Position: Professor, Learning Disabilities  
Action: Resignation for the purpose of retirement  
Effective: 6/30/15
4. Name: Stuart Thomas  
Department: Photography  
Position: Professor  
Action: Retirement after transitional sabbatical  
Effective: 6/30/15

**ADMINISTRATIVE**

1. Name: Maria Breger  
Department: Teaching & Learning Center  
Position: Web/Graphic Design Coordinator  
Action: Non-renewal of contract due to reduction in force  
Effective: 6/30/15
2. Name: Robert Macaluso  
Department: Communiversity/HEC's  
Position: Director, Higher Education Center  
Action: End of long-term disability/Retirement  
Effective: 8/1/13

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3. Name: Lore Milione  
Department: Foundation  
Position: Coordinator  
Action: Retirement  
Effective: 6/30/15
4. Name: Anne Padulchick  
Department: Mathematics  
Position: Division Administrator  
Action: Acceptance of severance agreement  
Effective: 6/30/15
5. Name: Mark Schmidt  
Department: Educational Technology Services  
Position: Director  
Action: Non-renewal of contract due to reduction in force  
Effective: 6/30/15

**SUPPORT STAFF**

1. Name: Neida Bisking  
Department: Social Sciences & Education Division  
Position: Senior Office Assistant  
Action: Resignation  
Effective: 6/30/15
2. Name: Harold Luithle  
Department: Chemistry  
Position: Lab Technician  
Action: Retirement  
Effective: 6/30/15
3. Name: Jonathan Pope  
Department: Physical Plant/Utilities  
Position: Senior Specialist, Facilities  
Action: Resignation  
Effective: 4/3/15

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4. Name: William VanNote  
Department: Educational Technology Services  
Position: Senior Media Technician  
Action: Acceptance of Severance Agreement  
Effective: 6/30/15

**D. REAPPOINTMENT OF TENURED FACULTY WITH PROMOTION** – Effective 9/1/15. Supporting documentation is provided as an attachment.

1. Name: Roseanne Alvarez  
Department: English  
Position: Professor
2. Name: Chad Anderson  
Department: Communication Media  
Position: Associate Professor
3. Name: Joseph Boyle  
Department: Sociology  
Position: Professor
4. Name: Celeste Chirichello  
Department: Interior Design  
Position: Professor
5. Name: Eric Goll  
Department: Chemistry  
Position: Professor
6. Name: Brandon Gramer  
Department: English  
Position: Associate Professor
7. Name: Lisa Hailey  
Department: Engineering & Technology  
Position: Professor

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8. Name: Keith Heimann  
Department: Music  
Position: Associate Professor
9. Name: Sarah Leahy  
Department: Economics  
Position: Associate Professor
10. Name: Andrew Panitz  
Department: Mathematics  
Position: Associate Professor
11. Name: George Reklaitis  
Department: History  
Position: Associate Professor
12. Name: Robin Smith  
Department: Nursing  
Position: Professor
13. Name: Nambrath Wesley  
Department: Psychology  
Position: Associate Professor
14. Name: David Wiseman  
Department: Psychology  
Position: Professor

**E. REAPPOINTMENT OF NON-TENURED FACULTY TO TENURE WITH PROMOTION** – Promoted to the rank of Assistant Professor, effective 9/1/15, unless otherwise indicated. Supporting documentation is provided as an attachment.

1. Name: Joseph Essilfie  
Department: Mathematics
2. Name: Cheryl Fencik  
Department: Biology



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3. Name: Charles Mencil  
Department: English

4. Name: Abdul Kamara  
Department: Mathematics

5. Name: Gitanjali Kundu  
Department: Biology

6. Name: Ashley Tasy  
Department: Mathematics

**F. REAPPOINTMENT OF NON-TENURED FACULTY TO TENURE – Effective 9/1/15, unless otherwise indicated.**

1. Name: Diane Booker  
Department: Nursing

2. Name: Paula Padavano  
Department: Mathematics

**G. REAPPOINTMENT OF NON-TENURED FACULTY – Effective 9/1/15, unless otherwise indicated.**Fifth Year Contracts

1. Name: Helen Heinmets  
Department: Nursing

2. Name: Catherine Martin  
Department: Mathematics

3. Name: Yvette Monachino  
Department: Mathematics

4. Name: Spyro Roubos  
Department: Mathematics

5. Name: Margo Wolfson  
Department: Biology

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Fourth Year Contracts

1. Name: Sara Barnett  
Department: Psychology
2. Name: David Bassano  
Department: History
3. Name: Rachel Carey  
Department: Communication Media
4. Name: Basem Hassan  
Department: Graphic Design
5. Name: Stephen Hiamang  
Department: Mathematics
6. Name: Kelsey Maki  
Department: English
7. Name: Robert McClure  
Department: Automotive Technology
8. Name: Jaclyn Wilt  
Department: Reading
9. Name: Tiffany Wojcicki  
Department: Reading
10. Name: Ashley Zampogna-Krug  
Department: History

Third Year Contracts

1. Name: Juliette Goulet  
Department: Environmental Science
2. Name: Michele Halat  
Department: Nursing
3. Name: Kathleen Taggart  
Department: Radiologic Technology

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Second Year Contracts

1. Name: Karina Aliaga  
Department: Mathematics
2. Name: Ivan Anderson  
Department: Automotive Technology
3. Name: Michael Cohen  
Department: Psychology
4. Name: Maureen Dellocono  
Department: Allied Health
5. Name: Peter Geiselman  
Department: Computer Science
6. Name: Cameron Mount  
Department: English
7. Name: Thomas Riley  
Department: Chemistry
8. Name: Deborah Weeks  
Department: Mathematics
9. Name: Michele Wein  
Department: English

**H. REAPPOINTMENT OF ALL OTHER TENURED FACULTY – 167 - Effective 9/1/15**

- |          |                          |                                 |
|----------|--------------------------|---------------------------------|
| <b>1</b> | Accurso, Joseph          | Professor-Music                 |
| <b>2</b> | Ahluwalia, Anoop         | Assistant Professor-Mathematics |
| <b>3</b> | Armstrong, Torina        | Assistant Professor-Counseling  |
| <b>4</b> | Baron, Barbara           | Professor-Speech                |
| <b>5</b> | Barrella, Barbara        | Assistant Professor-Reading     |
| <b>6</b> | Batchler, Brooke         | Assistant Professor-Reading     |
| <b>7</b> | Behler, Kerry            | Associate Professor-Mathematics |
| <b>8</b> | Bello-Truland, Rosemarie | Assistant Professor-Sociology   |

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9	Berg, Claire	Professor-Business Management
10	Berke, Thomas	Professor-Chemistry
11	Blackburn, Catherine	Professor-Speech
12	Blaser, Antonio	Professor-Art
13	Blaser, Patricia	Professor-Interior Design
14	Bolan-Kenney, Bettejane	Professor-English
15	Bonagura, Marc	Associate Professor - English
16	Bonilla, Valerie	Assistant Professor-Library
17	Boyd, Joanne	Assistant Professor-Respiratory Therapy
18	Boyington, Barbara	Professor-Business Management
19	Boyke, William	Assistant Professor-Chemistry
20	Boylan, Mary Beth	Associate Professor-Psychology
21	Broek, Michael	Associate Professor - English
22	Bukovec, John	Professor-Theater
23	Burk, Barbara	Associate Professor-Nursing
24	Burke, Richard	Professor-English
25	Calogero, Caroline	Assistant Professor-Sociology
26	Carney, Carole	Associate Professor-Mathematics
27	Chudnick, Steven	Associate Professor-Library
28	Cioppa, Thomas	Professor-Political Science
29	Clark, Amy	Assistant Professor-Library
30	Cody, James	Professor-English
31	Coil, Douglas	Professor-Anthropology
32	Costleigh, Brent	Assistant Professor-Psychology
33	Crowder, James	Professor-Biology
34	D'Agostino, Karen	Professor-English
35	Darden, Nathalie	Assistant Professor-Mathematics
36	DeBlasio, Deborah	Associate Professor-Languages
37	Delcurla, Shay	Professor-Library
38	DeRobertis, Eugene	Professor-Psychology
39	Dery, Richard	Assistant Professor-English
40	Dillon, Patricia	Professor-Biology
41	Dressner-Ehrlich, Alice	Professor-Counseling
42	Duffie', Kenneth	Professor-Accounting
43	Elmes, Michael	Assistant Professor-Mathematics
44	Eng, Bernice	Professor-Computer Science

**BOARD OF TRUSTEES**

General Functions

Administration

**HUMAN RESOURCES**

Finance &amp; Facilities

Policy &amp; Education

45	Eskola, Joanne	Professor-Computer Science
46	Evans, Dara	Assistant Professor-English
47	Fernandez, Maria	Professor-Social Sciences
48	Finkelstein, Howard	Professor-Social Sciences
49	Fiore, Robert	Assistant Professor-Mathematics
50	Flinn, Donna	Associate Professor - English
51	Fowler, Michael	Professor-Marketing
52	Fox, Carey	Professor-Biology
53	Francesce, Carl	Professor-History
54	Frank, Marlena	Assistant Professor- Social Sciences
55	Gao, Daijuan	Assistant Professor-Social Sciences
56	Girard, Geri	Assistant Professor-English
57	Glynn, Diana	Assistant Professor-Psychology
58	Gonos, Barbara	Professor-Criminal Justice
59	Goode, Cathleen	Professor-Counseling
60	Greco-Covington, Christine	Assistant Professor-Psychology
61	Harrigan, Gail	Professor-Nursing
62	Hartzell, Lawrence	Professor-History
63	Healy, Teresa	Professor-Mathematics
64	Heuser, Charles	Associate Professor-Accounting
65	Hoffman, Linda	Professor-Nursing
66	Horgan, Eleanor	Associate Professor-Counseling
67	Huang, Hanli	Assistant Professor-Mathematics
68	Hunter, Carol	Professor-Speech
69	Idavoy, Alex	Associate Professor-Languages
70	Jackson-Walker, Nicole	Assistant Professor-Psychology
71	Jones, Barbara	Associate Professor-Anthropology
72	Jones, Floresta	Professor-English
73	Kaminski, Jennifer	Assistant Professor-English
74	Kanu, Isaac	Associate Professor-Anthropology
75	Kapsak, Thomas	Assistant Professor-Criminal Justice
76	Kennedy, Kathleen	Associate Professor - English
77	King, Joseph	Professor-English
78	Konn, Terry	Professor-Radiologic Technology
79	Krefetz-Levine, Marcia	Professor-English
80	Latte, Ave	Associate Professor-Education

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Policy &amp; Education

<b>81</b>	Lawaich, James	Professor-Computer Science
<b>82</b>	Lenaghan, Nancy	Professor-Nursing
<b>83</b>	LeVine, Jess	Professor-History
<b>84</b>	Leyes, Daniel	Professor-Speech
<b>85</b>	Liano, Gregory	Professor-Mathematics
<b>86</b>	Lineberry, Colleen	Associate Professor - English
<b>87</b>	Lipke, Judith	Professor-Reading
<b>88</b>	Liu, Xiaoxiang	Professor-Physics
<b>89</b>	Long, Dina	Assistant Professor-English
<b>90</b>	Lopez, Daniel	Associate Professor-Mathematics
<b>91</b>	Luick, Marilee	Professor-Nursing
<b>92</b>	Maber, Marie	Associate Professor-Art
<b>93</b>	Macomber, Darlene	Professor-Philosophy
<b>94</b>	Madas, Yesenia	Associate Professor-Counseling
<b>95</b>	Malpica Proctor, Olga	Associate Professor-Mathematics
<b>96</b>	Marshall, Arthur	Professor
<b>97</b>	Martens, Robert	Assistant Professor-Biology
<b>98</b>	McCullough, Laura	Associate Professor - English
<b>99</b>	McDermott, Martin	Associate Professor-Speech
<b>100</b>	McGovern, Robert	Assistant Professor-English
<b>101</b>	McKeon, Brian	Professor-Mathematics
<b>102</b>	Mensing, John	Associate Professor-Computer Science
<b>103</b>	Merola, Geanna	Professor-Photography
<b>104</b>	Meyer, Debbie	Professor-Economics
<b>105</b>	Miller, Howard	Associate Professor-Speech
<b>106</b>	Mitra, Diditi	Assistant Professor-Sociology
<b>107</b>	Monroe, Susan	Assistant Professor-Mathematics
<b>108</b>	Monroy, Gerry	Professor-Languages
<b>109</b>	Moschberger, Jonathan	Associate Professor-Political Science
<b>110</b>	Mulvey, Sally	Assistant Professor-Mathematics
<b>111</b>	Mura, Deborah	Assistant Professor-Communications
<b>112</b>	Murowski, Andrea	Associate Professor-Accounting
<b>113</b>	Natter, Margaret	Assistant Professor-English
<b>114</b>	Neitzel, Laura	Associate Professor-History
<b>115</b>	Nigro, Dominick	Professor-Counseling
<b>116</b>	Noe, Glenn	Professor-Mathematics

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Finance &amp; Facilities

Policy &amp; Education

117	Noe, Nancy	Professor-English
118	Oland, Brian	Associate Professor-Counseling
119	Olaoye, Elaine	Professor-Psychology
120	O'Neill, Edward	Professor-Architecture
121	Parker, Suzanne	Associate Professor - English
122	Parron, Eugenia	Professor-Psychology
123	Pellicane, Anthony	Professor-Criminal Justice
124	Pirzad, Shahin	Professor-Chemistry
125	Poinsett, James	Assistant Professor-Mathematics
126	Pope, Donna	Assistant Professor-English
127	Propert, Stephen	Professor-Counseling
128	Quissaanee, Michael	Professor-Engineering & Technology
129	Ridley, David Scott	Associate Professor - English
130	Robinson, Joseph	Professor-Education
131	Ross, Bonnie	Assistant Professor-Nursing
132	Rozario, Rebecca	Assistant Professor-Mathematics
133	Ryan, John	Assistant Professor-English
134	Santa Croce, Joan	Assistant Professor-Nursing
135	Saragusa, Angela	Associate Professor - English
136	Schedel, Carol	Professor-Respiratory Therapy
137	Scheffler, Kurt	Professor-English
138	Scimeca, Jane	Professor-History
139	Servidio, Linda	Professor-Nursing
140	Setaro, Thomas	Professor-Computer Science
141	Shafer, Phyllis	Professor-Business Management
142	Shanehsaz, Mohammad	Professor-Engineering & Technology
143	Smith, Maryann	Associate Professor-Biology
144	Smuga, Claire	Assistant Professor-Art
145	Snyder, Anthony	Professor-History
146	Sorrell, Richard	Professor-History
147	Sprague, Gabriela	Assistant Professor-Mathematics
148	Stein, Edward	Professor-Art
149	Sullivan, Michael	Assistant Professor-Legal Studies
150	Teodorescu, Ana	Assistant Professor-Mathematics
151	Thomas, Robert	Assistant Professor-Philosophy
152	Toomey, Michael	Professor-Fitness

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Finance &amp; Facilities

Policy &amp; Education

<b>153</b>	Tozzi, Barbara	Professor-Mathematics
<b>154</b>	Tucker, Paul	Professor-Automotive Technology
<b>155</b>	Uffer, Lori	Professor-Art
<b>156</b>	Varone, Joseph	Associate Professor - English
<b>157</b>	Vasquez, Christine	Associate Professor - English
<b>158</b>	Vloyanetes, Jeanne	Professor-Library
<b>159</b>	Wang, Linda	Professor-Mathematics
<b>160</b>	Weeks, Townsend	Associate Professor-Environmental Science
<b>161</b>	Welsh, Douglas	Professor-Automotive Technology
<b>162</b>	Wey, Arminda	Professor-Mathematics
<b>163</b>	Wilson, Fidel	Assistant Professor-Counseling
<b>164</b>	Wong, Caroline	Associate Professor-Biology
<b>165</b>	Zavaglia, Joseph	Professor-Legal Studies
<b>166</b>	Zigo, Paul	Associate Professor-History
<b>167</b>	Zuppe, Michelle	Associate Professor-Culinary Arts

**I. PERFORMANCE RECOGNITION** – Effective 7/1/15. Supporting documentation is provided as attachments.

1. Name: Caitlin Burns  
Department: Biology
2. Name: Mary Ann Kerwin  
Department: Writing
3. Name: Lisa Savage  
Department: Outreach, Business & Community Development
4. Name: Patricia Tierney  
Department: Outreach, Business & Community Development



### **ROSEANNE ALVAREZ**

Ms. Roseanne Alvarez is recommended for promotion from Associate Professor to Full Professor. She was hired to teach Writing in 2001. She earned a bachelor's degree in English from Montclair State University, and a master's degree in Literature from Rutgers University.

#### **Teaching Effectiveness**

Ms. Alvarez is rated highly on the Student Opinion Reports from her students, and she has received excellent evaluations from her peers and her supervisors. Her contributions in the area of curriculum include the research and development of courses such as ENGL 206 and ENGL 229, as well as honors curriculum. Along with developing new courses, she has been responsible for revising curriculum both on the program and course level in W&GS as well as the English Option. Ms. Alvarez has also been a dedicated advocate of educational technology and instructional design, having web enhanced her courses since the start of her tenure at the College; she became certified to teach online in 2007. Finally, she has infused experiential learning projects throughout her curriculum.

#### **College Service**

Throughout her career at Brookdale, Roseanne Alvarez has served her Department, Division and the College in a variety of roles and capacities. She served as the College Life Co-Chair from 2004 – 2009, and has been an active member of the Honors Committee since 2011. She was the faculty co-lead on the 2009-2010 ESMP “Teaching and Learning” chapter, and served on the CATS ad-hoc committee. She has twice served as the member of the English Option 5 Year Program Review Committee. She has also served as a club advisor throughout her career--as the WSO (Women Students Organization) Advisor from 2002-2006; GEO (Gender Equity Organization) 2006- 2010, and now serves as the WILL Student Organization advisor.

Roseanne Alvarez began her work as Coordinator for the Women's Studies Option (now, Women's & Gender Studies) in 2007, and has lead a variety of program and curriculum assessment projects and revisions, as well as two 5 Year Periodic Program reviews. In 2013, she began her collaboration with Sarah McElroy, Director of Career Services, in order to develop a collegiate women's leadership program at Brookdale. She is now the program Coordinator for WILL: Women in Learning and Leadership, which begins its inaugural year in fall 2015.

#### **Professional Development**

Ms. Alvarez is an active member of the NJW&GS consortium, where she has served as Reading and Conference Panel Committee member since 2011 and has lead in the effort to engage BCC students in presenting at the NJW&GSC yearly undergraduate conference, where 3 students have been recognized with awards for their scholarship. She has also served as the NWSA Community College Caucus Co-Chair (2008-2009), and a member of the NWSA Program Administration and Development Advisory Board, leading the “Community College Task Force” in 2009. She is a member of the NJEA, as well as NEMLA. She has presented papers at a variety of local and national conferences, and has also pursued professional development by completing her doctoral credits toward her PhD.

#### **Community Service**

Ms. Alvarez has participated in voter drives with the AAUW, served as “chaperon” for student organization-lead service projects including work with the Monmouth County Foodbank as well as fund raising for 180-Turning Lives Around, and has presented public scholarship for Chhange as well as the SAGE program.

## **CHAD ANDERSON**

Chad Anderson is recommended for promotion from Assistant Professor to Associate Professor. He was hired to teach Communication in 2005. Mr. Anderson earned a bachelor's degree in Communication from Monmouth University and a master's degree in Education Technology from New Jersey City University.

### **TEACHING EFFECTIVENESS**

Mr. Anderson is rated extremely well on the Student Opinion Reports from his students, and he has received excellent evaluations from his peers and his supervisors. He teaches a huge range of courses, each semester in the Communication Media Department as well as courses in the Digital Animation Program. He has redesigned most of the Communication degree programs as well as constantly revised the course goals for media studies and production, to reflect the ever-changing field of media in the professional world. He has created numerous course labs and instructional videos for his students, and integrated real world projects into many of his student production activities. He has advanced the program into the digital age with careful redesign and pedagogy strategies.

### **COLLEGE SERVICE**

Since 2009, Mr. Anderson has served as Department Chair for the Communication Media Department which is comprised of 3 full-time faculty members and 20 adjunct faculty members. He has served on the Student Development Committee for 6 years and has been involved in several other ad-hoc committees, most notably those dedicated to the support and training of adjunct faculty. Since 2009, he has been the primary organizer of the college-wide Open House event, attended every semester by over 500 prospective students and their families.

### **PROFESSIONAL DEVELOPMENT**

Chad Anderson is a member of the New Jersey Communications association, a certified trainer for the Avid and Adobe software, and a touring public speaker and presenter. He has taken numerous courses in media production and attends and speaks at various conferences and training sessions around the country. He was a participant at After Effects World in Seattle, Washington and trained military journalists at an air force base in Kunsan, Korea. Mr. Anderson is involved media production and works part-time professionally for several networks and film production companies.

### **COMMUNITY SERVICE**

Mr. Anderson is significantly involved in media production in the community, supporting the Count Basie Theater, the New Jersey MS Walk, the National Poetry Slam, Brookdale Television and the New Jersey marathon with many of their video production technical needs. He is considered an expert in technical media matters in the county and works with various volunteer organizations as a media consultant. He is a nationally ranked spoken word artist who has been published in several journals and anthologies and performs around the country regularly.

### JOSEPH BOYLE, PH.D.

Dr. Joseph Boyle is recommended for promotion from Associate Professor to Full Professor. He was hired to teach both sociology and criminal justice in 2000. Dr. Boyle is also qualified to teach psychology at the community college level. He earned his bachelor's degree from Rutgers University in psychology. Dr. Boyle holds a master's degree from Rowan University in Community College Education with a specialization in Psychology instruction. He also holds a master's in science degree from Virginia Tech in sociology. In addition, his Doctor of Philosophy degree is from Virginia Tech in sociology with a specialization in criminology and a minor in research methods and statistics.

#### Teaching and Curriculum Development

Dr. Boyle has consistently higher than average student evaluations that score in the top 40%. Overall, his completion rate for his courses higher than the Brookdale average while simultaneously having a more rigorous curriculum, which reveals itself in a lower than average class GPA than the college's. He makes a point to teach at multiple campuses and higher education centers each year while also teaching in multiple formats (i.e. face to face, online, and hybrid).

#### College Service and Academic Leadership

Since his last promotion in 2010, Dr. Boyle has sat on 24 individual committees while chairing or co-chairing 6. He has been co-chair of the College Life Governance Standing Committee since 2012. Under his leadership, the committee developed the outline for the emergency management plan for Brookdale. He has co-chaired 3 five-year reviews for various programs in the Social Science and Education division. He was a member of the Learning Management Selection committee that chose Canvas as our new system in 2011. Dr. Boyle also served as a member of the Information Technology Task Force outlining the vision for information technology at Brookdale.

#### Professional Development

Dr. Boyle has published two articles on vegetarianism since 2010 and currently has two articles under review for publication. One article was published in *The Routledge Handbook of Deviant Behavior*. The other published article was in the journal, *Food and Foodways*, which is a top journal in the field of food studies. This last article is currently ranked 4<sup>th</sup> in terms of the number of downloads in the journal's history with over 1600 as of April 2015. Dr. Boyle has also been asked to be an editorial reviewer for the journal, *Food and Foodways*, in early 2015. In addition, he has reviewed the "deviance" chapter for the latest edition of the popular sociology textbook by Giddens, Duneier, Applebaum, and Carr entitled *Introduction to Sociology* published by W.W. Norton and Company.

## CELESTE CHIRICHELLO

Ms. Celeste Chirichello is recommended for promotion from Associate Professor to Full Professor. She was hired to teach Interior Design in 2001. Ms. Chirichello earned a bachelor's degree in Art/Interior Design from Kean University, and a master's degree in Art Education from Kean University.

### **TEACHING EFFECTIVENESS**

Ms. Chirichello is rated highly on the Student Opinion Reports from her students, and has received excellent evaluations from her peers and her supervisors. She received the Outstanding Colleague Award in 2013. Her contributions in the area of curriculum include maintaining the curriculum for seven separate courses in the Interior Design program. Ms. Chirichello incorporates student competitions and local design projects into her curriculum. These real-life projects give the students hands-on experience as well as a practical understanding of the phases of an Interior Design project. In 2013, her students won Third Place in a National Lighting Competition. Ms. Chirichello has also taught courses in the Art Department including ARTS 111 Drawing One and ARTS 121 2D Design. Ms. Chirichello co-chairs the Five-Year Program Review for the Interior Design Program.

### **COLLEGE SERVICE**

Ms. Chirichello served as Design Department Chair from 2007 to 2013. The Design Department is comprised of three distinct Career Programs including Interior Design, Architecture and Graphic Design. During her tenure as Department Chair she created an identity for the programs to use for recruitment and to develop a cohesiveness for the programs. Ms. Chirichello served on the General Education Committee and is now serving as Division Representative on Academic Council. She has served on several committees such as Division Promotion Committee, Outstanding Student Selection Committee and International Education Advisory Committee. Ms. Chirichello also participates in the "Kids at College" program which brings Fourth Grade students from Old Bridge to Brookdale to experience a day at College. She also serves as a co-advisor to the Interior Design Student Association.

### **PROFESSIONAL DEVELOPMENT**

Ms. Chirichello is a member of the Interior Design Educator's Council, the National Council for Interior Design Qualification (NCIDQ), the New Jersey Council for Interior Design Legislation, and serves as Secretary to the Board of the Illuminating Engineering Society of New Jersey. She is a New Jersey Certified Interior Designer. She attends local and national conferences to keep abreast of trends in her field. She has served as Director of Professional Development for the American Society of Interior Designers as well as develop a workshop for Professionals to prepare for the NCIDQ exam.

### **COMMUNITY SERVICE**

Ms. Chirichello has participated in several community service projects including the Pine Tree Project, St. Claire's Home for Children, Monmouth Medical Post-Partum Depression Unit, and the Visiting Nurses Association "Stately Homes by the Sea" Designer Show House. She has completed 5 Designer Show House spaces with her students. Several have been published in Design New Jersey and New York Spaces magazines. Working on Community Service projects gives students experiences they cannot get in a classroom. The projects spotlight the strength of Brookdale's Interior Design program and the important impact Interior Design has on quality of life.

## **ERIC S. GOLL**

Eric Goll is recommended for promotion from Associate Professor to Full Professor. He was hired as a learning assistant to teach Chemistry in 1999 and became a faculty member in January, 2001. Mr. Goll earned a Bachelor's of Science degree in Chemistry from Lafayette College and a Master's of Science degree in Chemistry from The Pennsylvania State University.

### **TEACHING EFFECTIVENESS**

Mr. Goll is rated highly on the Student Opinion Reports from his students, and he has received excellent evaluations from his peers and supervisors. His contributions to curriculum include revising the syllabi and overall curriculum in General Chemistry I and II; Chemistry in Life; Principles of Chemistry; and Introduction to Inorganic, Organic, and Biochemistry. All of his classes are fully online or web-enhanced with Canvas course shells. He independently developed Brookdale's first two lab science course online which allowed students to get their associate's degree fully online. He has since worked on a team to create General Chemistry I and II as online courses.

### **COLLEGE SERVICE**

Mr. Goll completed two consecutive three-year terms as Department Chair of the Chemistry Department, where he managed the daily operations of 5 full-time faculty, approximately 10 adjuncts, and 6 learning assistants. He served as the Honors program coordinator and Honors committee chair for 5 years. He is the co-chair of the Honorary Degree committee and the co-advisor to the Honors Association. He is the advisor to the Jewish Student Union. He was asked to be the division representative, on the FSMP 2020, Bookstore Advisory Committee, the President's Communication team, and the S.T.E.M. Dean Search.

### **PROFESSIONAL DEVELOPMENT**

Mr. Goll is a winner of both the 24<sup>th</sup> Annual Outstanding Colleague Award for the 2011-2012 academic year and the Barringer Award in 2012. He is an active member of the American Chemical Society (ACS). Mr. Goll facilitated the merging of the now defunct Monmouth County Section of the ACS with the active North NJ Section. He is part of the United States National Chemistry Olympiad exam review team that meets each year around the country to review the following year's exams.

### **COMMUNITY SERVICE**

Mr. Goll has been instrumental in many community service projects run by the Chemistry Department. The Chemistry Carnival, is run each October during "National Chemistry Week." Mr. Goll recruits chemistry students to run experiments at tables throughout the Navesink Rooms in the Student Life Center. The community is invited to attend and the chemistry students help the community children run experiments and get excited with chemistry. Entrance to the event is a canned food product, which is then donated to the college's Food Drive. The Chemistry Club has donated the most food for the Food Drive for the last 4 years. Mr. Goll has facilitated additional Carnivals at the Middletown Library and at Brookdale's Children's Learning Center.

## **BRANDON GRAMER**

Dr. Brandon Gramer is recommended for promotion from Assistant Professor to Associate Professor. He began teaching in the English Department at Brookdale in 2005. He earned a bachelor's degree in Communications from Northwest Missouri State University and a master's and doctoral degrees in English from the University of Louisiana at Lafayette.

### **TEACHING EFFECTIVENESS**

Brandon loves teaching and strives to help each of his students discover their most profound insights. He has recently revised his curriculum so that his students submit their coursework through Canvas. More important than reducing the amount of paper used, this change allows students to submit their assignments the day before class. Brandon reviews the work that night so the next day's lessons are aligned with students' immediate needs. For students who need additional guidance, he approaches them individually with a schedule of his office hours—this has been much more successful than entrusting them to attend office hours when their inclination and busy lives permit.

### **COLLEGE SERVICE**

Brandon is the founder and the current co-organizer of the Brookdale Student Achievement Showcase. In the last three years, over one hundred students have presented their academic and creative accomplishments to the college community. The Showcase was an outgrowth of Brandon's involvement in Governance, where he has served as a faculty representative since fall 2013. Students from his English 122, Writing and Composition, course have received prizes in the last three Bankier Library Research Award contests. Having been active in the Brookdale Community College Faculty Association since his start, Brandon now proudly serves as its President. His fellow faculty have honored him for his dedication to students and the college by naming him a World's Quiet Hero and an Outstanding Colleague.

### **PROFESSIONAL DEVELOPMENT**

Brandon is a member of the NJEA Higher Education Committee and representative to the NJEA Delegate Assembly. He also is in his first term as the President of the New Jersey Community College Association, having previously served as vice president.

## **LISA HAILEY**

Lisa Hailey is recommended for promotion from Associate Professor to Full Professor. She was hired to teach Engineering and Computer-Aided Drafting and Design in 1999. Lisa earned an associate degree in Engineering Science from Brookdale Community College, a bachelor's degree in Mechanical Engineering from New Jersey Institute of Technology, and master's degree in Mechanical Engineering from New Jersey Institute of Technology.

### **TEACHING EFFECTIVENESS**

Lisa Hailey is rated very highly on the Student Opinion Reports from her students, and she has received excellent evaluations from her peers and her supervisors. Her contributions in the area of curriculum include revisions of classroom content for CADD 121 to include the use of industry standard parametric modeling software, implementing hands-on design activities for ENGI 105 to help students understand engineering as a career, revisions of classroom content for ENGI 216 to provide the students with an introduction to software that is used in upper level engineering courses that they will take after transfer, as well as implementing online tools to provide students with tutorials and other assistance for several courses.

### **COLLEGE SERVICE**

Lisa Hailey served as chair of many of the Advisory committees in the Engineering and Technology department including the 2013 Engineering and Electronics Technology Advisory committee. She serves as the department Assessment Faculty Lead, working with the department's professors and adjunct instructors coordinating and planning department assessment activities as well as preparing the department annual assessment report. She has served on the Business and Technology Division Outstanding Student Selection Committee and has been the advisor to the Engineering Students Association since its inception in 2000. Lisa has also sponsored students in the Brookdale Student Achievement Showcase and served as advisor to two students for the Brookdale Honors Program Symposium Project. Most recently, she was a participant on the Counseling Services Focus Group.

### **PROFESSIONAL DEVELOPMENT**

Lisa Hailey is a member of the American Society of Mechanical Engineers, the American Society of Engineering Educators, the American Association of University Women, the National Education Association and the New Jersey Education Association. Lisa constantly updates her software knowledge and skills to keep abreast with the numerous software programs used in engineering and engineering education.

### **COMMUNITY SERVICE**

Lisa Hailey volunteered as a coordinator for the 2014 Girl Scouts of the Jersey Shore and Northern Ocean County Branch, AAUW STEM Convention, coordinator/planner for an Energy Sustainability Workshop for the Girl Scouts of the Jersey Shore and served as a panel member for another STEM convention hosted by the Girl Scouts of the Jersey Shore and Northern Ocean County Branch AAUW.

### **KEITH HEIMANN**

Mr. Keith Heimann is recommended for promotion from Assistant Professor to Associate professor. He was hired to Music courses in 2001. Mr. Heimann earned a Bachelor's and Master's degree in Music from The Juilliard School. He is currently pursuing a Doctorate of Music Education at Boston University.

### **COUNSELING EXCELLENCE**

Mr. Heimann is rated highly on the Student Opinion Reports from his students, and he has received excellent evaluations from his peers and his supervisors. His contributions in the area of curriculum development include the development of a new A. A.S. degree program in Music Technology; he developed new courses in Music, the Humanities and Theater. He redesigned multiple courses including the History of Jazz to include Global Citizenship assignments. Mr. Heimann revised the curriculum for existing performance classes to meet revised state standards.

### **COLLEGE SERVICE**

Mr. Heimann served as the faculty advisor for the Gay Straight Alliance for over 10 years. Mr. Heimann is responsible for the creation of the Brookdale Concordia Chorale, offering performances at various venues in Monmouth County as well as performances at Lincoln Center in New York. In addition, he served on the diversity, Middle States, and sabbatical committees.

### **PROFESSIONAL DEVELOPMENT**

Mr. Heimann is a member of the National Music Teacher Association, National Association of Teachers of Singing, and Technology For Music Education. Mr. Leyes was a presenter at the Technology For Music Education in Cleveland, and has sponsored Brookdale students' participation at their conferences.

### **COMMUNITY SERVICE**

Mr. Heimann is an active member of the United Methodist Church of Red Bank, Families with Children From China, Gay Dads of Monmouth County, and the Count Basie Theater Music School. Mr. Heimann and his family were one of the six plaintiffs in the class action lawsuit that successfully sued the state of New Jersey for marriage equality.



### **SARAH LEAHY**

Ms. Sarah Leahy is recommended for promotion from Assistant Professor to Associate Professor. She was hired to teach Economics in 2006. Ms. Leahy earned a bachelor's degree in Accounting and Economics from Rosemont College, a master's degree in Business Administration from Monmouth College, and is a CPA (inactive).

#### **TEACHING EFFECTIVENESS**

Ms. Leahy is rated highly on the Student Opinion Reports from her students, and she has received excellent evaluations from her peers and her supervisors. Her contributions in the area of curriculum include revising the curriculum for Business Statistics and designing an Honors Macroeconomics course. Over the years Ms. Leahy has taught all four Economics courses in traditional face to face classes. More recently she has added online sections of Business Statistics and Macroeconomics to the courses she teaches. Many students have continued on with her from Macro to Micro to Business Statistics.

#### **COLLEGE SERVICE**

Ms. Leahy is completing her second consecutive term as Co-chair of the Business Department. She hires, trains and schedules all Accounting and Economics adjunct faculty, completes general education assessments of Macro and Microeconomics, and works to resolve student issues. She has been a member of the General Education, Learning Commons Task Force, Academic Standards, Academic Rigor, Business & Social Science Redesign, Online Caps, Economics Full-Time Temp, and Director of Assessment Hiring committees. Additionally, Ms. Leahy has served as the Business and Technology Division's Canvas Liaison. In this position she has trained faculty, staff and administrators in Canvas workshops and open lab time. She assisted many in the conversion from Angel to Canvas and more recently in transitioning between semesters.

#### **PROFESSIONAL DEVELOPMENT**

Ms. Leahy has attended several Honors Committee and TLC roundtable discussions. She has also attended a number of workshops including NJCBAA's Fall 2013 workshop/meeting related to general education and student learning outcomes at Raritan Community College and Spring 2014 Honors Society Induction Ceremony and NJCBAA Meeting in Trenton. She also participated in Leadership Brookdale.

#### **COMMUNITY SERVICE**

Ms. Leahy is an active member of her community. She has been the leader of her daughter's Girl Scout troop for 10 years. She also participates in Clean Ocean Action's Beach Sweeps and volunteers with Kidz4Kidz summer theater productions and Pt. Pleasant Borough High School's Band Boosters.

## **ANDREW PANITZ**

Andrew Panitz is recommended for promotion from Assistant Professor to Associate Professor. He was hired to teach Mathematics in 2005. Mr. Panitz earned a bachelor's degree in Mathematics from the University of Massachusetts at Dartmouth and a master's degree in Statistics from the University of Massachusetts at Amherst.

### **TEACHING EFFECTIVENESS**

Mr. Panitz is rated highly on the Student Opinion Reports from his students, and he has received excellent evaluations from his peers and his supervisors. He teaches a variety of different courses, including at least one at each level (basic skills courses, gateway courses, and STEM courses). Being a Statistics major, Mr. Panitz has been happy to teach MATH 131, Introduction to Statistics most semesters since he arrived, including teaching it in the summer, at night, and at the Higher Education Center in Wall. This is an important service to the department, as that course is often one that is more difficult to staff.

### **DEPARTMENT SERVICE**

Mr. Panitz has served as coordinator for two courses; Pre-Algebra part two (MATH 012) from the fall of 2006 to the spring of 2012 and Pre-Calculus (MATH 153) from the fall of 2011 to the present. In addition to maintaining the materials for those courses and answering any questions from adjuncts and students about them, Mr. Panitz was also involved in major course revisions for both courses. He led a committee that reworked all of the course materials for Pre-Calculus in the summer of 2013 and was part of a larger committee that worked on both College Algebra and Trigonometry (MATH 152) and Pre-Calculus throughout that year. He was part of a committee that remade all the course materials for our Pre-Algebra courses (MATH 011, MATH 012, MATH 015) in the summer of 2012. Mr. Panitz also served the Math Department by evaluating adjuncts each semester and mentoring adjuncts several semesters.

### **COLLEGE SERVICE**

Mr. Panitz has served terms on College life and Academic Council as part of the governance system at Brookdale. He served on a hiring committee to hire two new full time faculty for the Math Department in the spring of 2014. He is the advisor to the Brookdale Gaming Club, and has chaperoned several events for both this club and for another club, Gateway to Japan.

### **PROFESSIONAL DEVELOPMENT**

Mr. Panitz is a member of the Mathematical Association of Two-Year Colleges in New Jersey, the National Education Association and the Brookdale Faculty Association. He has regularly attended annual conferences for the Mathematical Association of Two Year Colleges in New Jersey, including a conference here at Brookdale on April 18<sup>th</sup> this year. He has been trained to use Angel in the past and more recently Canvas, and has been trained to use Webassign, which is online learning software for Mathematics used in several of our courses.

### **GEORGE REKLAITIS**

Dr. George Reklaitis is recommended for promotion from Assistant Professor to Associate Professor. He was hired as a member of Brookdale's History Department in 2004. Dr. Reklaitis earned a bachelor's degree in History from Purdue University in West Lafayette, Indiana, a master's degree in History from Wake Forest University in Winston-Salem, North Carolina, and a Ph.D. in World History from Northeastern University in Boston.

### **TEACHING EFFECTIVENESS**

Dr. Reklaitis has regularly received high ratings from his students on their Student Opinion Reports, and his supervisor evaluations have been consistently excellent. His contributions in the area of curriculum include the creation of an online Contemporary World History course, the development of a new Special Topics in History Seminar for History majors completing their degree, and redesigned a number of courses that had not been taught for many years such as the History of Modern Europe and the History of Modern Russia.

### **COLLEGE SERVICE**

Since 2010, Dr. Reklaitis has served as Department Chair for the History Department where he has managed the daily operations of 10 full-time faculty, and an average of 30 adjuncts who collectively teach approximately 3,000 students per semester. As the History Department Chair, he observes, evaluates, mentors and advises History Faculty on how they can best teach, motivate, inspire, train and keep their students involved and engrossed in their courses. In 2014, Dr. Reklaitis was awarded the 27<sup>th</sup> Annual Outstanding Colleague Award.

### **PROFESSIONAL DEVELOPMENT**

Dr. Reklaitis is a member of the American Historical Association, the World History Association, the Mid-Atlantic World History Association, and the Association for Slavic, East European, and Eurasian Studies. His recent publications include, "Communities of Hate: Antagonistic Nationalism in the Twentieth Century," published in the edited volume, *Research in World History: Local and Global Interactions*, and "Cold War Lithuania: National Armed Resistance and Soviet Counterinsurgency," released by *The Carl Beck Papers in Russian and East European Studies*.

### **COMMUNITY SERVICE**

Dr. Reklaitis presented at the Adjunct Connection conference held here at Brookdale in March 2012, for adjunct faculty from around the state. His presentation focused on the use of turnitin.com as a plagiarism deterrent.

## **ROBIN SMITH**

Robin Smith has been recommended for promotion from Associate Professor to Full Professor. She earned a Bachelor of Nursing degree at the University of Arizona and a Master's degree with a specialty in Community Health Nursing at the University of Colorado.

### **TEACHING EFFECTIVENESS**

Robin became a fulltime nursing faculty member in 2005 and has worked on a variety of significant projects for the nursing department. She developed the online course for Nursing 160, which is the first course in the nursing sequence. She has served for many years as the co-chair of the nursing planning and assessment committee that collects, analyzes and compiles all program data needed for accreditation and Board of Nursing compliance.

### **COLLEGE SERVICE**

At the college level, Robin has spent many years serving and chairing governance committees. She spent six years on the General Education committee, three years as a member and three years as the chair of the committee. She has also served on Academic Council for five years, three as ex-officiate for General Education and two as an elected member from her division. She has also represented the college at many Open Houses and continues to work with the Office for Business and Community Development here on campus.

### **PROFESSIONAL DEVELOPMENT**

For the last NLNAC accreditation, she chaired the committee that wrote to the standard on assessment; their work was cited as outstanding by the accreditors.

### **COMMUNITY SERVICE**

Community service has been a lifelong passion of Robin's. She is a trustee of the Community Outreach Group in Middletown who provide outreach to local families in need through the resources of the Calico Cat Thrift Shop on Kings Highway. She has chaired the Missions and Outreach committee at her church for over 20 years and has been actively involved in rebuilding projects since Super Storm Sandy. She is also actively involved with ASLAN Youth Ministries in Red Bank that helps disadvantaged children gain the life skills needed to be successful.

### **DR. NAMBRATH RAJKUMARI WESLEY**

Dr. Wesley is recommended for promotion from Assistant Professor to Associate Professor. She was hired in 2004 to teach Psychology. She came to the USA from India, after earning a double Masters' Degree in Science and Education. She was a teacher-educator in Colleges of Education in India for a few years, before she earned her doctorate in Educational Psychology from The City University of New York, in 2003. Dr. Wesley teaches Educational Psychology and other courses at Brookdale.

#### **TEACHING EXCELLENCE**

Dr. Raj (as she is known to her students), is rated highly on the Student Opinion Reports, and she has received excellent evaluations from her peers and her supervisors. Her contributions in the area of curriculum development include the development of a completely new Educational Psychology Course online which she has been teaching and revising from time to time. She is also constantly updating her pedagogical and technical skills as new knowledge and features become available. Her training and background in Educational Psychology has enabled her to become a classroom instructor who engages her students in a culture of active dialogue and discourse, increasing their participation in weekly topic discussions and regular writing exercises.

#### **COLLEGE SERVICE**

Dr. Wesley is very active in her department with assessment, mentoring new and adjunct faculty, helping the Department Chair with Adjunct Observations; she served on the Basic Skills Committee; now serves on three Committees: Academic Standards, General Education and International Education Advisory Committee. Dr. Wesley has served twice on the Faculty Search Committee for the Psychology Department, twice for the Communications Department as the external member, once for the Testing Center (Deputy Manager) position; was a member of the committee that recommended Dr. Dianna Phillips as the Executive Vice President of Educational Services. She now serves on the Committee for selecting the new VP Learning, Fall 2015.

#### **PROFESSIONAL DEVELOPMENT**

Dr. Wesley is a keen participant at local, national and international conferences. She had the honor of traveling to St. Petersburg, Russia in 2006, as part of a delegation of American Educators on an international exchange initiative. She has been an active planning member of faculty-led Study Abroad programs to Africa, with Dr. Terry Konn, with Dr. Janice Thomas to Brazil, but with limited student funding, these initiatives did not materialize.

#### **COMMUNITY SERVICE**

Dr. Raj Wesley is active in her local community with initiatives pertaining to children and teenagers, especially at her church. Her faculty position at Brookdale has earned her deep respect in the local Indian community to which she belongs. She works hard in her community to help youngsters retain the ancient and rich cultural heritage of India, by helping to organize and coordinate events.

## **DAVID WISEMAN**

Dr. David Wiseman is recommended for promotion from Associate Professor to Full Professor. He began his Brookdale career as an Instructor of Psychology in 1997. Dr. Wiseman earned a B.A. degree in Psychology from the University of Illinois at Chicago (1991), and the M.A. (1993) and Ph.D. (1996) degrees in Experimental Psychology from the University of Iowa.

### **TEACHING EFFECTIVENESS**

Dr. Wiseman is rated highly on the Student Opinion Reports, and consistently receives excellent evaluations from his supervisor. Students often take multiple classes with him. He often maintains contact with students long after they leave Brookdale. He took a leading role in 2013 within his department to implement teaching practices called “High Impact Teaching Practices” which stemmed from Brookdale’s participation in the American Association for Colleges and Universities Roadmap Project.

### **COLLEGE SERVICE**

Dr. Wiseman has co-chaired or chaired the following groups: President’s 21st Century Task Force, 2014 Scholars Day Planning Group, Scholars Day Planning Committee (2012 and 2013), 2012 Psychology Department Instructor Search Committee, and the Professional Development Committee (since 2012). He also has served as a member of the: Brookdale Institutional Review Board, Executive Vice-President of Educational Services Search Committee, Diversity Council, General Education Committee, and Mathematics Academic Division Dean Search Committee.

### **PROFESSIONAL DEVELOPMENT**

Dr. Wiseman has recently published articles in the *Journal of Applied Social Psychology*, the *Journal of American College Health* (with two Brookdale students as co-authors), *Psychological Reports*, and *Entomological News*. He has also given presentations at meetings of the Eastern Psychological Association recently regarding the impact of time pressure upon risky decision making and careers in teaching psychology.

### **COMMUNITY SERVICE**

While serving as faculty advisor for Brookdale’s chapter of Psi Beta (the national honor society in psychology for 2-year colleges) Dr. Wiseman assisted multiple community organizations. These included the ARC of Monmouth, Central Jersey Blood Center, and a local chapter of the advocacy group NAMI (National Alliance on Mental Illness). He has also served as a manuscript reviewer for the journals *Sex Roles* and *Journal of Applied Social Psychology*.

### **JOSEPH ESSILFIE**

Joseph Essilfie is recommended for tenure. He was hired to teach Mathematics in 2010. Mr. Essilfie earned a bachelor's degree in Mathematics from Kwame Nkrumah University of Science and Technology, Ghana, a master's degree in Financial Mathematics from the University of Kaiserslautern, Germany, and a master's degree in Mathematics from Youngstown State University, Ohio.

### **TEACHING EFFECTIVENESS**

Mr. Essilfie is rated highly on the Student Opinion Reports from his students, and he has received excellent evaluations from his peers and his supervisors. He teaches two different sections of developmental courses and two college level courses. His contributions in the area of curriculum include the revisions of MATH 011, 012, 015, 152, and 153 contents, and classroom activities. He also helped to design MATH 152 hybrid class and study abroad course for MATH 131.

### **COLLEGE SERVICE**

Since 2012, Mr. Essilfie has served as course coordinator for MATH 152. He serves as a mentor to adjunct faculty members for MATH151/152 courses. He also maintains MATH 152 course webpage to make sure all course materials are updated each semester. He is currently serving on the Student Development Committee.

### **PROFESSIONAL DEVELOPMENT**

Mr. Essilfie is a member of the American Mathematical Association of Two-Year Colleges, the Mathematical Association of Two-Year Colleges in New Jersey, the Mathematical Association of America, the National Education Association and the Brookdale Faculty Association. He has attended all the annual conferences for the Mathematical Association of Two Year Colleges in New Jersey. Mr. Essilfie and Greg Liano presented at the same conference held at the Essex County College in 2013.

## **CHERYL FENCIK**

Ms. Cheryl Fencik is recommended for tenure and promotion to the rank of Assistant Professor. Ms. Fencik was hired as a Biology Learning Assistant in 1996 and promoted to a Biology Instructor in 2010. She earned a Bachelor's Degree in Biology from Georgian Court College, and a Master's Degree in Biology from Georgian Court University.

### **Teaching Effectiveness**

Ms. Fencik is rated highly on the Student Opinion Reports from her students, and she has received excellent evaluations from her peers and her supervisors. Her contributions in the area of curriculum include working with colleagues within the Biology department in developing three new laboratories for the Anatomy and Physiology I course. Other contributions include working with a department committee to develop a laboratory component for a new course BIOL 108 which ran for the first time in fall 2013. Ms. Fencik models the love of learning by also participating in activities outside of the classroom, she has participated in the Science Welcome every fall semester and the Biology Poster Presentations each semester.

### **College Service**

Ms. Fencik served on the search committee for a Biology Learning Assistant. Ms. Fencik is currently serving on two college committees, the Honors Committee and the Faculty Advisory Coalition Committee. Ms. Fencik is the course coordinator for Vertebrate Zoology. She is also the point person to the Anatomy Learning Assistants. She is responsible for developing and maintaining an adjunct handbook for the biology department and has been an adjunct mentor for the department almost every semester since 2011.

### **Professional Development**

Ms. Fencik has continued to train in technology by attending first ANGEL training and then Canvas training and all courses taught are web-enhanced. She also stays current with topics in Biology by attending the Biology Seminar Series each semester.

### **Community Service**

Ms. Fencik has participated with the Biology Department sponsoring of a family for the Giving Tree every year since 1996.



## CHARLES MENCEL

Charles Mencil is recommended for tenure. He was hired to teach writing in 2007 as full-time instructor of English. Before that, he worked as a learning assistant at Brookdale's Writing Center and adjuncted for the English department teaching English 095, English 121 and English 122. He earned a bachelor's degree in English from Providence College, and a Masters of Fine Arts from New England College. He prides himself on being a lifelong Monmouth County resident.

### **TEACHING EFFECTIVENESS**

Charles Mencil is rated highly on the Student Opinion Reports from his students. He continues to shape and shift successful craft related strategies for writing while "remembering the future." He feels today's student respects the past but must be constantly moving forward. Charles' commitment to the Basic Skills student is one of his passions. Since the start of his career at Brookdale, he has served as course co-coordinator for English 095 and participated in the initial piloting of English ALP.

### **COLLEGE SERVICE**

Charles has served as member of the college-wide Basic Skills committee from his first year on campus. He notes his heroes to be Arnie Gelfman and Professor Jim Cody. Though there are many Brookdalians who stand watch for our developmental student group, Charles notes it has been Dr. Cody and Mr. Gelfman who were most instrumental in his steadfastness for these students' success. This coming fall, Charles will Chair the college-wide Basic Skills committee. The committee has adopted an ethos of action over theory and hopes its upcoming charges shape the college in a way that promote success and movement for basic skills students.

### **PROFESSIONAL DEVELOPMENT**

Charles continues to involve himself in shifts and trends in Developmental Education. With the support of his colleagues from the English Department, he presented at New Jersey Community College Best Practices Conference at Mercer Community College. Charles presented on the English department's development and use of an online mentoring repository. The college's LMS, Canvas, now offers part time English 095 adjuncts a comprehensive guide to first time instruction and guidance through each week of the semester.

### **COMMUNITY SERVICE**

Charles is a 15 year Monmouth County lifeguard. When not facilitating the learning process for Monmouth County's writers, he's saving their lives. Charles also volunteers at Sea Girt beach helping wounded veterans engage with the ocean through Operation Beachhead. He hopes to continue and develop these endeavors through the college in the coming years.

### **ABDUL KAMARA**

Abdul Kamara is recommended for promotion from Instructor to Assistant Professor. He was hired to teach Mathematics in 2010. Mr. Kamara earned a Bachelor's of Science (with Honors) degree in Mathematics and Education from N'jala University College (University of Sierra Leone) and a Master's of Science degree in Mathematics from the University of Toledo in Ohio.

#### **TEACHING EFFECTIVENESS**

Mr. Kamara is rated highly on the Student Opinion Reports from his students, and he has received excellent evaluations from his peers and his supervisors. Mr. Kamara is a co-coordinator for Math-151 (Intermediate Algebra) has developed online homework for Math 151 Instructors, and uses some of his office hours to assist new instructors in using Mathxl (A Math's software use for online homework for Math 151&145. Mr Kamara is the point person for the department for both Mathxl and Mymathlab software's for both Students and Instructors. As a course Co-coordinator for Math151, he has created and maintained the Learning Object Repository (LOR). All Math 151 Instructors have access to this Repository.

Mr. Kamara have held forty-five (45) Test Review Workshops for Math 012,015,145,151,152 and 176. These workshops were well attended by well over 30 students per session and their feedback were very positive. Mr. Kamara has worked in several committees in the Department, he was a major contributor in the revision and textbook search for our prealgebra course.

Mr. Kamara played a leading role in the Mathematics Department Booth camp Initiative of January 2014 and 2015 for Math151 (Intermediate Algebra) for Students with D's (65-69) for three days and took a comprehensive final. Mr. Kamara has also fully participated in the mathematics department super-Saturday initiative that started in the spring of 2012 as a result of hurricane sandy.

#### **COLLEGE SERVICE**

Mr. Kamara consider considers himself to be lucky to have the opportunity to serve in the Mathematics Department Faculty Search Committee in the spring of 2014. This was a wonderful experience that allowed him to work directly with Human Resources Department, Colleagues from Various department and other administrative members of the College.

Mr. Kamara is a member of the Diversity Committee for the 2014-2015 academic year representing the Mathematics department. Mr. Kamara has attended most math club trips outside the college, including an attendance at Princeton University lecture series; trips to the Art Gallery, The Art Museum in New York City; the Mathematical association of America conference held at Raritan valley community college and the Association of mathematics for two year colleges in New Jersey (MATYC NJ) conferences held at mercer, Middlesex, county college of Morris, Union county college, Hudson County college and Brookdale Community College.

Mr. Kamara was a Co- Presenter on College Cheating in the spring 2013 Scholars day. Mr. Kamara has attended most college open houses. Mr. Kamara has taught in the Freehold, Hazlet campus for spring, fall and summer semesters.

#### **PROFESSIONAL DEVELOPMENT**

Mr. Kamara is a member of the American Mathematical Association of Two-Year Colleges, the Mathematical Association of Two-Year Colleges in New Jersey, the Mathematical Association of America, the National Education Association, and the National Association for Developmental Education the Brookdale Faculty Association. He has attended annual conferences for the Mathematical Association of Two Year Colleges in New Jersey, and he was a Co- Presenter at the Conference held in Mercer County Community College, April 13, 2013.

#### **COMMUNITY SERVICE**

Mr. Kamara is an active Member for the SLCNJ (Sierra Leone Committee of New Jersey) A social group in New Jersey helping with the eradication of Ebola in West Africa.

## **GITANJALI KUNDU**

Dr. Gitanjali Kundu is recommended for tenure and promotion from Instructor to Assistant Professor. She was hired to teach Biology in 2010. She earned her first master's degree in Botany from the University of Calcutta and completed her second master's degree in Cell and Molecular Biology from Eastern Michigan University. She earned her doctoral degree from Wayne state University in Michigan, in the field of Immunology and Microbiology.

### **TEACHING EFFECTIVENESS**

Dr. Kundu is rated highly on the Student Opinion Reports from her students, and she has received excellent evaluations from her peers and her supervisors. Her contributions in the area of curriculum include reviving Cell and Molecular Biology course and updating the General Biology course. She teaches four different courses offered by the Biology department. She has integrated technology skillfully to support the teaching and learning process.

### **COLLEGE SERVICE**

Dr. Kundu serves as the department course coordinator for General Biology and Cell & Molecular Biology courses. She is rewriting Cell and Molecular Biology, a course that has been inactive for last two decades. She is engaged in grant funding to purchase the updated technology required for BIOL 215. She has lead the department assessment for BIOL 101 for the general education designation. She has served in the search committee to hire new full time faculty member in the department. She has organized the student's scientific research driven Poster Presentation sessions and Annual Fall Science Welcome events. She is the organizer of the Sunshine fund, helping to organize social activities to develop collegial relationships among the teaching members in the Science division. She serves as a mentor and evaluator for the adjunct biology faculty members. She has supported college-wide outreach and marketing efforts by participating and representing biology department in the College Open House events.

### **PROFESSIONAL DEVELOPMENT**

Dr. Kundu has been a member of American Society of Microbiology and MACUB. She is an active participant in the Current Topics seminars in Biology assuring currency within her discipline. She has reviewed chapters in Microbiology textbooks. She has published a scientific article in the peer reviewed journal of *Medical Mycology*.

### **COMMUNITY SERVICE**

Dr. Kundu is an active volunteer in community services though the cultural organization called Sreeshti which aims to promote cultural activities including art, literature and is actively involved in fund-raising ventures for charitable causes. She volunteers to organize cultural program for elderly population at the JFK rehabilitation center at Edison. She also participates in the Giving Tree program at Brookdale.

### **ASHLEY TASY**

Ashley Tasy is recommended for tenure and promotion from Instructor to Assistant Professor. She was hired to teach Mathematics in 2010. Ms. Tasy earned a bachelor's degree in Applied Mathematics and a master's degree in Pure and Applied Mathematics from Montclair State University.

#### **TEACHING EFFECTIVENESS**

Ms. Tasy is rated highly on the Student Opinion Reports from her students, and she has received excellent evaluations from her peers and her supervisor. Ashley is currently working on a BIG grant project to incorporate the 'flipped classroom' into MATH 151. She has served as the co-coordinator of MATH 145, and in this role, she has worked on curriculum revision projects and the development of the hybrid mode of the course. In addition, Ashley serves as the course coordinator for Calculus II, MATH 172, and she works closely with the faculty and Math Lab staff to support the students in this course. Ms. Tasy regularly teaches online and at the Freehold campus.

#### **COLLEGE SERVICE**

Ms. Tasy has served as a member of the General Education Committee for the past three years. She is the co-advisor for WEST (Women in Engineering Science and Technology). Ms. Tasy has presented at Math Department teaching circles for adjunct faculty.

#### **PROFESSIONAL DEVELOPMENT**

Ms. Tasy is serving as the recording secretary for MATYCNJ (Mathematical Association of Two Year Colleges of New Jersey). She attended a meeting for PARCC Convening for Common Core Math Educators in the Fall. Ms. Tasy has attended a variety of meetings and conferences about using technology to enhance learning.

#### **COMMUNITY SERVICE**

Ms. Tasy has worked on a project with Brookdale WEST students, the Monmouth County AAUW and local Girl Scouts to explore the field of engineering.

### **DIANE BOOKER**

Ms. Diane Booker is recommended for tenure. She was hired to teach Nursing in 2010. She earned a Nursing diploma from St. Vincent's Hospital School of Nursing and a bachelor's degree from Georgian Court College. She received bachelor and masters degrees in Nursing from Columbia University.

#### **TEACHING EFFECTIVENESS**

Ms. Booker is rated highly on the Student Opinion Reports from her students, and she has received excellent evaluations from her peers and her supervisors. Her contributions in the area of curriculum include the revisions of classroom content, clinical and laboratory activities for assigned content in Nursing 261. She also revised the Nursing 261 course into an online format. Ms. Booker is an active participant in the Nursing Program curriculum revision to a concept based format. Ms. Booker also developed the first ever short-term study abroad course (London) for nursing students.

#### **COLLEGE SERVICE**

Ms. Booker served as the Co-Chair of the College Life Committee, and she has been an active participant in Governance since she was hired. She has served on the International Education Advisory Committee where she served on the Brazil Steering Committee, the Annual Global Awareness Poster Committee, and the Faculty Handbook for Short Term Study Abroad Revision Committee. She has served on the Nursing Center of Excellence Recertification Committee, and Nursing Program Reaccreditation Committee. Ms. Booker has been a member of the Program Assessment Committee since she has been hired, and is a member of the Retention Committee that is dedicated to enhancing student success in the Nursing Program. In addition, she has participated in SNAP (Sisterhood of Narrative Pedagogy) which promotes trying out alternative pedagogies in class, and in clinical settings.

#### **PROFESSIONAL DEVELOPMENT**

Ms. Booker is a member of the American Nurses Association, the New Jersey State Nurses Association, the National League of Nursing, the American Association of Nurse Practitioners, and she is CPR-certified. Ms. Booker is required to complete thirty contact hours of relevant course work every year to maintain her New Jersey and New York nursing licenses. She is also a member of the National Education Association, the New Jersey Education Association, and the Brookdale Community College Faculty Association.

#### **COMMUNITY SERVICE**

Ms. Booker regularly participates in college-sponsored Open House events and participants in the Nursing Advisory Committee meetings. She is also a member of the Florence M. Cook School of Medical Laboratory Technology Advisory Committee at Jersey Shore University Medical Center. She has participated in NJ Action Coalition for Nursing meetings, which work to secure the future of a well-educated nursing workforce, and provides a pathway for Brookdale students to further their nursing careers. Ms. Booker is also a volunteer for Court Appointed Special Advocates for Children (CASA) of Monmouth County.

## **PAULA PADAVANO**

Paula Padavano is recommended for tenure. She was hired to teach Mathematics in 2010. Ms. Padavano earned a bachelor's degree in Mathematics Education from Illinois State University, and a master's degree in Mathematics from Southern Illinois University.

### **TEACHING EFFECTIVENESS**

Ms. Padavano is an effective teacher, with strong evaluations from both students and her supervisors. She creates a safe and friendly classroom space for students to ask questions and help each other learn mathematical ideas. Fresh classroom activities keep classes interesting. Her students are engaged because she shows an interest and concern for each one.

### **COLLEGE SERVICE**

In the summer of 2012 Ms. Padavano participated in a curriculum revision for the PreAlgebra courses of Math 011, 012, and 015. She worked with a team to create new guidelines, homework packets, activities, labs, and department tests to accompany the new book which was adopted. Soon thereafter Paula became course coordinator for Math 011. In this position she continues to correct and update course materials, and maintain the course LOR and COR on Canvas. She also maintains contact with all instructors of the course to support high quality instruction in all sections of Math 011.

The following summer Ms. Padavano participated in another extensive course revision for the College Algebra & Trigonometry and PreCalculus courses (Math 152 and 153). With a team of other faculty, she helped to create guidelines, homework packets, activities, and review sheets to accompany a new text.

Ms. Padavano has also presented at Math Department Teaching Circles, our annual Math Department Professional Development Day, and at the Adjunct Connection Conference. She is passionate about sharing ideas and connecting with other teachers.

### **PROFESSIONAL DEVELOPMENT**

Ms. Padavano has attended national conferences of the American Mathematical Association of Two-Year Colleges, state conferences of the Mathematical Association of Two Year Colleges of New Jersey, and local meetings of the Mathematical Association of America.

### **COMMUNITY SERVICE**

Ms. Padavano is a Monmouth County Master Garden.

<b>TABLE I</b>	
<b><u>ANALYSIS OF PROMOTIONS</u></b>	
2014-2015	
TOTAL FACULTY	220
LESS FULL PROFESSOR (terminal rank)	86
LESS INELIGIBLE GROUP (have not served required time in rank to apply to next level)	69
ELIGIBLE GROUP NOT PROMOTED SINCE 2009 (including tenure candidates)	65
NUMBER OF ELIGIBLE GROUP APPLYING EXCLUDING AUTOMATIC (tenure) PROMOTIONS	25
NUMBER OF AUTOMATIC PROMOTIONS IN CONJUNCTION WITH TENURE	6
FACULTY RECOMMENDED FOR PROMOTION TO PROFESSOR	7
FACULTY RECOMMENDED FOR PROMOTION TO ASSOCIATE PROFESSOR	7
AUTOMATIC PROMOTIONS TO ASSISTANT PROFESSOR (via tenure)	<u>6</u>
NOTE: 2 tenure candidates were already ASTPs	
TOTAL PROMOTIONS	20
<b>31%</b> OF ELIGIBLE GROUP BEING PROMOTED (including tenure candidates)	
<b>9%</b> OF TOTAL FACULTY PROMOTED	
APRIL, 2015	

<b>TABLE II</b>		
<b>PROMOTIONS RECOMMENDED FOR 2015-2016</b>		
<b><u>ARTS/COMMUNICATION</u></b>	<b><u>Recommended by President</u></b>	
	Celeste Chirichello	to Professor
	Chad Anderson	to Associate Professor
	William Keith Hermann	to Associate Professor
<b><u>BUSINESS/TECHNOLOGY</u></b>	<b><u>Recommended by President</u></b>	
	Lisa Hailey	to Professor
	Sarah Leahy	to Associate Professor
<b><u>ENGLISH/READING</u></b>	<b><u>Recommended by President</u></b>	
	Roseanne Alvarez	to Professor
	Brandon Gramer	to Associate Professor
	Charles Mencil	to Assistant Professor*
<b><u>LIBRARY</u></b>	<b><u>Recommended by President</u></b>	
	NONE (no applications)	
<b><u>MATHEMATICS</u></b>	<b><u>Recommended by President</u></b>	
	Andrew Panitz	to Associate Professor
	Joseph Essilfie	to Assistant Professor*
	Abdul Kamara	to Assistant Professor*
	Ashley Tasy	to Assistant Professor*
<b><u>SCIENCE/HEALTH SCIENCE</u></b>	<b><u>Recommended by President</u></b>	
	Eric Goll	to Professor
	Robin Smith	to Professor
	Cheryl Fencik	to Assistant Professor*
	Gitanjali Kundu	to Assistant Professor*
<b><u>SOCIAL SCIENCES/EDUCATION</u></b>	<b><u>Recommended by President</u></b>	
	Joseph Boyle	to Professor
	David Wiseman	to Professor
	George Reklaitis	to Associate Professor
	Nambrath Wesley	to Associate Professor
<b><u>STUDENT DEVELOPMENT</u></b>	<b><u>Recommended by President</u></b>	
	NONE (no applications)	
<b>*Promotion granted in conjunction with tenure</b>		
April, 2015		



<b>TABLE III</b>					
<b><u>SUMMARY OF FACULTY BY RANK</u></b>					
<b><u>(Prior to this year's recommendations)</u></b>					
<b><u>2014-2015</u></b>					
	<b><u>Instructor</u></b>	<b><u>Assistant Professor</u></b>	<b><u>Associate Professor</u></b>	<b><u>Professor</u></b>	<b><u>Total</u></b>
Rank Distribution Before Current Promotions	32	56	46	86	220
Percent	15%	25%	21%	39%	100%
Current Promotions	-6	-7	-7	Terminal	20
Rank Distribution After Current Promotions	26	55	46	93	220
Percent	12%	25%	21%	42%	100%
April, 2015					

<b>TABLE IV</b>					
<b><u>DISTRIBUTION OF FACULTY RANK BY UNIT</u></b>					
<b><u>BEFORE CURRENT PROMOTIONS</u></b>					
<b><u>2014-2015</u></b>					
		<b>Assistant</b>	<b>Associate</b>		
	<b><u>Instructor</u></b>	<b><u>Professor</u></b>	<b><u>Professor</u></b>	<b><u>Professor</u></b>	<b><u>Total</u></b>
<b>Arts/Communication</b>	2	4	6	14	26
	8%	15%	23%	54%	100%
<b>Business/Technology</b>	2	3	5	15	25
	8%	12%	20%	60%	100%
<b>Counseling</b>	0	4	4	7	15
	0%	27%	27%	46%	100%
<b>English/Reading</b>	6	12	12	11	41
	15%	29%	29%	27%	100%
<b>Library</b>	1	2	1	2	6
	17%	33%	17%	33%	100%
<b>Mathematics</b>	9	13	4	6	32
	28%	40%	13%	19%	100%
<b>Science/Health Science</b>	8	7	6	14	35
	23%	20%	17%	40%	100%
<b>Social Sciences/Education</b>	4	11	8	17	40
	10%	28%	20%	42%	100%
<b>TOTAL</b>	32	56	46	86	220
	15%	25%	21%	39%	100%
April, 2015					

<b>TABLE V</b>					
<b><u>DISTRIBUTION OF FACULTY RANK BY UNIT</u></b>					
<b><u>AFTER CURRENT PROMOTIONS</u></b>					
<b><u>2014-2015</u></b>					
		<b>Assistant</b>	<b>Associate</b>		
	<b><u>Instructor</u></b>	<b><u>Professor</u></b>	<b><u>Professor</u></b>	<b><u>Professor</u></b>	<b><u>Total</u></b>
<b>Arts/Communication</b>	2	2	7	15	26
	8%	8%	27%	57%	100%
<b>Business/Technology</b>	2	2	5	16	25
	8%	8%	20%	64%	100%
<b>Counseling</b> (no change)	0	4	4	7	15
	0%	27%	27%	46%	100%
<b>English/Reading</b>	5	12	12	12	41
	12.1%	29.3%	29.3%	29.3%	100%
<b>Library</b> (no change)	1	2	1	2	6
	17%	33%	17%	33%	100%
<b>Mathematics</b>	6	15	5	6	32
	19%	46%	16%	19%	100%
<b>Science/Health Science</b>	6	9	4	16	35
	17%	26%	11%	46%	100%
<b>Social Sciences/Education</b>	4	9	8	19	40
	10%	22%	20%	48%	100%
<b>TOTAL</b>	26	55	46	93	220
	12%	25%	21%	42%	100%
April, 2015					



## **Caitlin Burns**

### **Learning Assistant, Biology Department**

Caitlin has a passion for science and teaching. While working as a full-time Learning Assistant in Biology, Caitlin was recently awarded her Master's Degree in Biology with a 4.0 average. Caitlin has the ability and flexibility to teach both General Biology labs and Anatomy & Physiology labs, which has proven to be a benefit to the Biology department. Caitlin is described as confident, capable and commanding. Caitlin has demonstrated her dedication to Brookdale students through her work with the Biology Club and has chaperoned their field trips. In 2014, Caitlin became involved with Governance by becoming a member of the Academic Council and continues this involvement. Caitlin is a hardworking and valued member of the Biology Department. She is a team player who always participates in many department projects. The Biology faculty particularly value her input; one describes her as a stellar Learning Assistant who is poised, professional and motivated with a great work ethic. They consider her a great role model for the other Biology Learning Assistants. Dedicated to excellence, Caitlin is a Brookdalian through and through - in service to the institution and its mission. She is a gateway to opportunity for Brookdale students.

## **Mary Ann Kerwin**

### **Learning Assistant, Writing Center**

Mary Ann presented an outstanding Performance Recognition packet. She has demonstrated excellence in both "Within the Job" and "Beyond the Job" areas. Within her job, Mary Ann has provided evidence that she has helped to improve the effectiveness of the Writing Center by providing in-service workshops and access to resources. One example of this is her creation of an anthology of student work, which was made available to both full-time faculty and adjunct instructors, to ensure consistency in assessment. Mary Ann also presented workshops to other content areas, such as Nursing and Learning Disabilities. Additionally, she was part of a committee that designed and piloted tutoring space in the library. Mary Ann has been consistently involved throughout the four years represented in her packet. Some of her involvement includes membership on the Academic Standards Committee and faculty search committees, as well as Co-Chair of the College Wide Performance Recognition Committee. Mary Ann shows continued professional development, taking advantage of offerings from Brookdale Community College as well as outside resources, including attending a CUNY conference on pedagogy. Overall, Mary Ann has demonstrated that she has embraced her position as a Learning Assistant for the betterment of the College and students. Mary Ann embodies the excellence that the Performance Recognition Program requires and sparks her students to great heights.

## **Lisa Savage**

### **Senior Office Assistant, Outreach, Business and Community Development**

Lisa is a person who inspires and encourages students to continue their education so they may achieve their full potential. Her supervisors and her colleagues have continually emphasized her superb customer service skills with students, instructors and everyone with whom she makes contact. These skills have led customers to enroll in additional courses at Brookdale. Lisa has improved processes in her area thus saving time and money for the College. Lisa serves on the Joint Council of the Professional Staff Association and she served on the PSA election committee in 2013. She has served as a member of the Governance Diversity Council. Lisa has been an advisor for the Educational Opportunity Fund since 2009. She is the recipient of the EOF Champion Award for 2013 in recognition of her commitment to helping Brookdale students achieve and realize their educational aspirations. Lisa is an advisor to the Black Student Union and is a strong student advocate at the College and in the community. She actively recruits students to attend Brookdale. Lisa offers support to the GED program. She has taken the initiative to start an outreach program, using her personal contacts. Lisa has completed the Leadership Brookdale Program and is a member of the Brookdale Volunteer Program. Her supervisor states that "Lisa embodies the true spirit of Brookdale Community College in countless ways, well known by students, staff and faculty for her supportive nature. She is always willing to extend beyond what is expected to serve all members of the Brookdale community and does so with such great joy, that her enthusiasm is contagious." Lisa is a team player who exceeds customer's expectations, has a positive attitude, inspires and motivates others and is a perfect example of an outstanding Brookdale employee.

## **Patricia Tierney**

### **Associate, Outreach, Business & Community Development**

Pat Tierney is living proof of a life-long learner. She received her Associate's Degree at Brookdale in 1989 with a 4.0 GPA in Social Science. In 2009 she earned her Bachelor's Degree at Thomas Edison State College. In 2009, Pat completed a Paralegal Degree at Brookdale with a 3.97 GPA. She is a valued member of OBCD and performs her duties in an outstanding manner and is a true team player. She has shown a willingness to support new ideas and process improvements. She is a regular, introductory speaker at the Brookdale spring and fall evening adult learner information session for the Adult Learner Open House where she speaks about her experiences as a non-traditional returning student. Pat has also represented OBCD at several special events such as the Women's Conference, the Summer Scholars Program and the Healthcare Career Pathways Day. She is a member of the Professional Development Committee of Governance and has been a member of the Brookdale Judicial Affairs Student Conduct Board from 2009 to the present. Pat created a multi-slide power point presentation for new instructors at OBCD entitled "Welcome to OBCD." It is used as a resource tool for new instructors. Her supervisor states, "Patricia has proven herself again and again as someone who not only masters her job but is able and willing to go the extra mile for the good of the students and the betterment of the College."

**TABLE I**  
**ANALYSIS OF PERFORMANCE RECOGNITION**  
**July 1, 2015 Awards**

Total Staff	232
Less Ineligible Group	
Employees with less than four years' service	32
Employees without "exceeds" on three of the last 4 years	47
Employees with less than one year in new position	4
Staff who have received Performance Recognition in the last four years	26
Number of Eligible Staff	123
Number of Eligible Staff Applying	18
Staff Recommended for Performance Recognition – N5	2
Staff Recommended for Performance Recognition – N4	1
Staff Recommended for Performance Recognition – N3	1
Staff Recommended for Performance Recognition – N1/N2	0
% of Applications of Eligible Group (18/123)	14.6%
% of Applications of Total Staff (18/232)	7.8%

April 2015

**TABLE II****Performance Recognition – July 1, 2015 Awards****SUMMARY OF STAFF BY BAND**

	<b>N1/N2</b>	<b>N3</b>	<b>N4</b>	<b>N5</b>	<b>Total</b>
Distribution by Band	28	61	65	78	232
Percent	12.1%	26.3%	28.0%	33.6%	100%
Eligible by Band	18	28	35	42	123
Eligible Percent Of Total Unit	7.8%	12.1%	15.1%	18.1%	53.1%
Current Performance Recommendations	0	1	1	2	4

April 2015



**TABLE III  
PERFORMANCE RECOGNITION HISTORY**

	<b>TOTAL IN BAND</b>	<b>7/1/06</b>	<b>7/1/07</b>	<b>7/1/08</b>	<b>7/1/09</b>	<b>7/1/10</b>	<b>7/1/11</b>	<b>7/1/12</b>	<b>7/1/13</b>	<b>7/1/14</b>	<b>7/1/2015</b>	<b>CURRENT YEAR % OF TOTAL W/I BAND</b>	<b>TOTAL RECIPIENTS</b>
N5	78	5	5	5	5	3	2	4	2	6	2	2.6%	39
N4	65	4	2	2	0	1	2	2	2	1	1	1.5%	17
N3	61	3	4	3	2	2	0	1	2	4	1	1.6%	22
N2/N1	28	1	2	2	0	1	0	0	0	0	0	0.0%	6
													0
<b>TOTAL</b>	232	13	13	12	7	7	4	7	6	11	4	1.0%	84
<b>Applicant #</b>		33	31	22	13	13	15	16	14	22	7		

April, 2015

## Consent Agenda - April 30, 2015

## Consent Agenda Tab

- |      |                                                                                                                            |                     |
|------|----------------------------------------------------------------------------------------------------------------------------|---------------------|
| 1.51 | Acceptance of Gifts                                                                                                        | Grants Tab          |
| 3.1  | Approval of Human Resources                                                                                                | Human Resources Tab |
| 4.1  | Monthly Financial Report                                                                                                   | Finance Tab         |
| 4.2  | Purchases in Excess of \$34,100 and NJ Pay to Play bids, and Pursuant to the NJ Pay to Play Process, in Excess of \$17,500 | Finance Tab         |
| 4.2b | Open Invoice Payment Requests for Vendor, Student and Employee Payments                                                    | Finance Tab         |



## BOARD OF TRUSTEES AGENDA

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

### 1.51 Acceptance of Gifts Background

Board Policy 2.0000 provides that the President may accept unconditional gifts for the College and that acceptance of such gifts shall be reported to the Board of Trustees each month. The most recent report to the Board of Trustees was made at the February 26, 2015, meeting.

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

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

DATE	DONOR	ITEM
3/18/15	GM Technology Donations Program 1919 Technology Drive Troy, MI 48083 c/o Jennifer Morris	Donations of a 2014 GMC Sierra truck and 2014 GMC Yukon XL SUV to support student training in automotive technology. These donations are part of the General Motors Service Operations on-going support of technical training.
3/31/15	Kenneth Reitmeyer 431 Lake Barnegat Dr. N. Forked River, NJ 08731	Donation of machinist tool box. To support student training in the CNC/Metal Fabrication Business and Community Development training program.