



Brookdale Community College  
Board of Trustees Public Business Meeting  
Tuesday, April 30, 2019 5:30 PM (EDT)  
765 Newman Springs Road Lincroft, New Jersey 07738  
Brookdale Lincroft Campus, Student Life Center, Navesink I & II

- I. Call to Order, Reading of Statement and Roll Call - Chair Abby-White
- II. Pledge of Allegiance - Chair Abby-White
- III. Adoption of Agenda - Chair Abby-White
- IV. Swearing in of Trustee Barbara Horl - Freeholder Scharfenberger
- V. Recognition of Lauren Deinhardt Coco-Cola Academic Team Gold Scholar - Dr. Stout
- VI. Recognition of Leadership of Alpha Pi Theta, Chapter Phi Theta Kappa, (PTK) - Dr. Stout
- VII. Recognition of Karl Larose - Fellowship 2019-2020 Congress-Bundestag Youth Exchange for Young Professionals - Dr. Stout
- VIII. Approval of Human Resources - Chair Abby-White
- IX. Faculty Tenure & Promotion Recognition - Dr. Reed
- X. Professional Staff Association Performance Recognition - Ms. Pat Sensi
- XI. Review of Consent Agenda - Chair Abby-White
  - \*Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees*
  - A. Adoption of Consent Agenda - Chair Abby-White
- XII. Reports from the Board Committees and Liaisons - Chair Abby-White
  - A. Executive Committee - April 23, 2019 - Chair Abby-White
  - B. Finance & Facilities Committee - April 23, 2019 - Trustee Kaufmann
    - 1. Monthly Financial Reporting - April 23, 2019 - Trustee Kaufmann
    - 2. Update on Capital Projects - Mr. Charles Rooney, T & M Associates
      - Capital Project Report submitted in Monthly Financial Dashboards*
  - C. Student Success & Educational Excellence Committee - April 18, 2019 - Trustee Cram
  - D. Ad-Hoc Private Public Partnership - Trustee Cattelona
  - E. Governance Committee - April 17, 2019 - Vice-Chair Suzanne Brennan
  - F. Audit Committee - April 16, 2019 - Chair Abby-White

- G. Student's Perspective - Trustee Cattelona
- H. NJCCC - Trustee Crupi
- I. BCC Foundation - Dr. Stout
- XIII. President's Report - Dr. Stout
  - A. MSCHE Update - Dr. Nancy Kegelmann
- XIV. Public Comment on Agenda Items - Chair Abby-White
- XV. Approval of Public Business Meeting Minutes - Chair Abby-White
  - A. Approval of Public Business Meeting Minutes - March 26, 2019 - Chair Abby-White
  - B. Approval of Executive Session Minutes - March 26, 2019 - Chair Abby-White
  - C. Approval of Special Public Business Meeting Minutes - March 19, 2019 - Finance & Facilities - Chair Abby-White
  - D. Approval of Special Public Business Meeting Minutes - March 29, 2019 - Board Retreat - Chair Abby-White
  - E. Approval of Special Public Business Meeting Minutes- March 30, 2019 - Board Retreat - Chair Abby-White
  - F. Approval of Special Business Meeting Minutes - April 2, 2019 - MSCHE Monitoring Visit - Chair Abby-White
- XVI. Consent Agenda - Chair Abby-White - 5 minutes
  - A. Application of Grants
  - B. Clinical Partnership Affiliations
  - C. Purchases in Excess of \$35,300 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500
  - D. Monthly Financial Dashboards
- XVII. Approval of Contract Modifications - Chair Abby-White
- XVIII. Approval of Auxiliary Services FY20 Operating Statements
- XIX. Authorization to seek FY20 Chapter 12 Funding for Infrastructure and Deferred Maintenance Projects - Chair Abby-White
- XX. Approval of Programs Exceeding the 60 Credit Hour Standard - Chair Abby-White
 

*Authorizing Brookdale Community College to offer the following accredited programs that exceed the 60 credit hour standard: Automotive A.A.S., Automotive Technology and General Motors Automotive Service Educational Program Options, Culinary A.A.S., Nursing A.A.S., Radiologic Technology A.A.S., and Respiratory Care A.A.S.*

  - A. Grant an exception to the 60 credit hour standard for the Automotive Technology Associate in Applied Science, Automotive Technology and General Motors Automotive Service Educational Program (GMASEP) Options
  - B. Grant an exception to the 60 credit hour standard for the Culinary Associate in Applied Science Program
  - C. Grant an exception to the 60 credit hour standard for the Nursing Associate in Applied Science Program
  - D. Grant an exception to the 60 credit hour standard for the Radiologic Associate in

Applied Science

E. Grant an exception to the 60 credit hour standard for the Respiratory Care Associate in Applied Science

- XXI. Approval of exception to the 60 credit hour standard for the Engineering Associate in Science program and Architecture Associate in Science program in accordance with N.J.S.A. 18A:62-58. - Chair Abby-White
- XXII. Discontinuance of the Human Services Associate in Science, Generalist Option, and the Criminal Justice Academic Credit Certificate - Chair Abby-White
- XXIII. Approval of Change in Nomenclature for the Technical Studies Associate in Science, Business Management Option, to Technical Studies Associate in Applied Science - Vice-Chair Abby-White
- XXIV. Lodging of Policies - Chair Abby-White
  - A. Lodging of Policy 4.1001 ASBCC
  - B. Lodging of Policy 4.3500 Budget Transfers
  - C. Lodging of Policy 2.5000 Election of a Graduate to the Board of Trustees
- XXV. Discussion of Findings and Recommendations of Fiscal Audit of the Postsecondary Carl D. Perkins Grant of the Brookdale Community College - Dr. Stout  
*Audit review covered the period of July 1, 2016 through June 30, 2017*
- XXVI. Public Comment - Chair Abby-White
- XXVII. Old/New Business - Chair Abby-White
- XXVIII. Resolution to Hold a Closed Meeting - Chair Abby-White
- XXIX. Motion to Re-Open the Meeting to the Public - Chair Abby-White
- XXX. Adjournment - Chair Abby-White
- XXXI. Appendix - Board Materials

### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 206 recommended items. A summary of the action items is listed below with supporting documentation attached.

**A. Hires**

Support Staff

Adjuncts

**Recommendations**

2

2

**B. Change of Status**

Executive

Administrative

Support Staff

**Recommendations**

1

1

1

**C. Separations**

Faculty

Administrative

Support Staff

**Recommendations**

1

2

1

**D. Reappointment of Tenured Faculty  
with Promotion****12 Recommendations****E. Reappointment of Non-Tenured  
Faculty to Tenure with Promotion****8 Recommendations****F. Reappointment of Non-Tenured Faculty****27 Recommendations****G. Reappointment of All Other Tenured Faculty****145 Recommendations****H. Performance Recognition****3 Recommendations**

**A. HIRES****SUPPORT STAFF**

1. Name: Dorothy Debe  
Department: Enrollment Management  
Position: Specialist, One-Stop  
New Salary: \$40,455  
Effective: 5/16/19
2. Name: Mary Egan  
Department: Enrollment Management  
Position: Specialist, One-Stop  
New Salary: \$40,455  
Effective: 5/1/19

**ADJUNCTS**

1. Name: Amy DeSanctis  
Department: Psychology
2. Name: Michael Kraft  
Department: FITN

**ADJUNCT DEGREE SUMMARY**

Masters

2

**B. CHANGE OF STATUS****EXECUTIVE**

1. Name: Margaret Natter  
Department: Humanities Institute  
Position: Institute Dean  
Action: Change of status from interim to regular through bona fide search  
New Salary: \$108,215  
Effective: 5/1/19

**ADMINISTRATIVE**

1. Name: Michelle Branagan  
Department: Facilities Administration  
Position: Coordinator  
Action: Temporary A2 administrative assignment  
New Salary: \$51,944  
Effective: 11/1/17 until further notice, but not later than 6/30/19

**SUPPORT STAFF**

1. Name: David Sita  
Department: Physics  
Position: Instructional Assistant  
Action: Temporary reassignment from Academic Tutor, Mathematics  
New Salary: No change  
Effective: 3/25/19, until further notice, but not later than 6/30/19

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

1. Name: Barbara Burk  
Department: Nursing  
Position: Professor  
Action: Retirement  
Effective: 6/30/19

**ADMINISTRATIVE**

1. Name: Timothy Drury  
Department: Facilities Administration  
Position: Director, Facilities Management  
Action: Resignation  
Effective: 3/31/19
2. Name: Nancy O'Shea  
Department: Enrollment  
Position: Interim Director, One-Stop  
Action: Retirement  
Effective: 6/30/19

**SUPPORT STAFF**

1. Name: Lee Snowiss  
Department: ABE/GED  
Position: A.B.E. Specialist  
Action: Retirement  
Effective: 6/30/19

**D. REAPPOINTMENT OF TENURED FACULTY WITH PROMOTION** – Effective 9/1/19. Supporting documentation is provided as an attachment.

1. Name: Brooke Batchler  
Department: English  
Position: Associate Professor
2. Name: William Boyke  
Department: Chemistry  
Position: Associate Professor
3. Name: Nathalie Darden  
Department: Mathematics  
Position: Associate Professor
4. Name: Brandon Gramer  
Department: English  
Position: Professor
5. Name: Hanli Huang  
Department: Mathematics  
Position: Associate Professor
6. Name: Nicole Jackson-Walker  
Department: Psychology  
Position: Associate Professor
7. Name: Kathleen Kennedy  
Department: English  
Position: Professor

8.     Name:                 Sarah Leahy  
       Department:       Economics  
       Position:           Professor
9.     Name:                 John Mensing  
       Department:       Computer Science  
       Position:           Professor
10.    Name:                 Diditi Mitra  
       Department:       Sociology  
       Position:           Associate Professor
11.    Name:                 Brian Oland  
       Department:       Psychology  
       Position:           Professor
12.    Name:                 Gabriela Sprague  
       Department:       Mathematics  
       Position:           Associate Professor

**E.     REAPPOINTMENT OF NON-TENURED FACULTY TO TENURE WITH PROMOTION** – Promoted to the rank of Assistant Professor, effective 9/1/19. Supporting documentation is provided as an attachment.

1.     Name:                 Ivan Anderson  
       Department:       Automotive Technology
2.     Name:                 Michael Cohen  
       Department:       Psychology
3.     Name:                 Peter Geiselman  
       Department:       Computer Science
4.     Name:                 Ann Marie Hughes  
       Department:       Fashion Merchandising/Marketing
5.     Name:                 Michele Locandro  
       Department:       English



6. Name: Cameron Mount  
Department: English
7. Name: Karina Ochs  
Department: Mathematics
8. Name: Thomas Riley  
Department: Chemistry

**F. REAPPOINTMENT OF NON-TENURED FACULTY** – Effective 9/1/19, unless otherwise indicated.Fifth Year Contracts

1. Name: Patricia D'Aloia-Gandolfo  
Department: Nursing  
Date: 1/21/20
2. Name: Mara McAuley  
Department: Allied Health
3. Name: Matthew Montemorano  
Department: Communication Media
4. Name: Jennifer Salvo  
Department: Reading

Fourth Year Contracts

1. Name: Samantha Doluweera  
Department: Mathematics
2. Name: Kevin Holl  
Department: Computer Science
3. Name: Michael Nolan  
Department: Mathematics
4. Name: Kristen Petersen  
Department: Biology

5.     Name:                 Arianne Ross  
       Department:       Mathematics
6.     Name:                 Jacquelynn Seely  
       Department:       Criminal Justice  
       Date:                1/21/20
7.     Name:                 Lauren Tatulli  
       Department:       Economics
8.     Name:                 Judith Ungar  
       Department:       Library  
       Date:                1/21/20
9.     Name:                 Thomas Vorbach  
       Department:       Business

Third Year Contracts

1.     Name:                 Alexis Jankowski  
       Department:       Business/Marketing
2.     Name:                 Ursula Lasky  
       Department:       Nursing  
       Effective:           1/21/20
3.     Name:                 Sabrina Mathues  
       Department:       Innovation & Learning Resources/Student Success
4.     Name:                 Nicolette Nicola  
       Department:       Reading-Writing
5.     Name:                 Heather Revesz  
       Department:       English  
       Effective:           1/21/20
6.     Name:                 Tara Rostron-Lorenz  
       Department:       Nursing
7.     Name:                 Prince Sekyi  
       Department:       Mathematics

8. Name: Alexandra Tegethoff  
 Department: Nursing  
 Effective: 1/21/20

Second Year Contracts

1. Name: Charlotte Cole  
 Department: Nursing  
 Effective: 1/21/20
2. Name: Caitlin Raiten  
 Department: Nursing
3. Name: Charles Schoonveld  
 Department: Culinary Arts
4. Name: Joanie Scott  
 Department: Nursing  
 Date: 1/21/20
5. Name: Trent Welcome  
 Department: Graphic Design
6. Name: Galyna Zakhalyavko  
 Department: Chemistry, temporary position 9/1/19 – 6/30/20

**G. REAPPOINTMENT OF ALL OTHER TENURED FACULTY – Effective 9/1/19**

Joseph	Accurso	Professor	Music
Roseanne	Alvarez	Professor	English
Chad	Anderson	Associate Professor	Communication Media
Barbara	Baron	Professor	Speech Communication
Barbara	Barrella	Associate Professor	English
David	Bassano	Assistant Professor	History
Rosemarie	Bello-Truland	Assistant Professor	Sociology
Thomas	Berke	Professor	Chemistry
Catherine	Blackburn	Professor	Speech Communication
Bettejane	Bolan-Kenney	Professor	English
Marc	Bonagura	Professor	English

Valerie	Bonilla	Associate Professor	Library
Diane	Booker	Associate Professor	Nursing
Joanne	Boyd	Assistant Professor	Respiratory Therapy
Mary Beth	Boylan	Professor	Psychology
Joseph	Boyle	Professor	Sociology
Michael	Broek	Associate Professor	English
John	Bukovec	Professor	Theater
Richard	Burke	Professor	English
Sara	Burrill	Assistant Professor	Psychology
Caroline	Calogero	Associate Professor	Sociology
Celeste	Chirichello	Professor	Interior Design
Thomas	Cioppa	Professor	Political Science
Amy	Clark	Associate Professor	Library
James	Cody	Professor	English
Brent	Costleigh	Associate Professor	Psychology
James	Crowder	Professor	Biology
Deborah	DeBlasio	Professor	Language/ESL
Shay	Delcurla	Professor	Library
Eugene	DeRobertis	Professor	Psychology
Richard	Dery	Assistant Professor	English
Patricia	Dillon	Professor	Biology
Kenneth	Duffie'	Professor	Accounting
Michael	Elmes	Assistant Professor	Mathematics
Bernice	Eng	Professor	Computer Science
Dara	Evans	Associate Professor	English
Cheryl	Fencik	Assistant Professor	Biology
Maria	Fernandez	Professor	Sociology
Howard	Finkelstein	Professor	Sociology
Robert	Fiore	Assistant Professor	Mathematics
Donna	Flinn	Professor	English
Carey	Fox	Professor	Biology
Marlena	Frank	Assistant Professor	Psychology
Daijuan	Gao	Assistant Professor	Human Geography
Geri	Girard	Associate Professor	English
Diana	Glynn	Associate Professor	Psychology
Eric	Goll	Professor	Chemistry

Barbara	Gonos	Professor	Criminal Justice
Cathleen	Goode	Professor	Counseling
Christine	Greco-Covington	Assistant Professor	Psychology
Juliette	Goulet	Assistant Professor	Environmental Sciences
Lisa	Hailey	Professor	Engineering & Technology
Michele	Halat	Assistant Professor	Nursing
Lawrence	Hartzell	Professor	History
Teresa	Healy	Professor	Mathematics
William Keith	Heimann	Associate Professor	Music
Helen	Heinmets	Associate Professor	Nursing
Charles	Heuser	Associate Professor	Accounting
Stephen	Hiamang	Assistant Professor	Mathematics
Eleanor	Horgan	Professor	Counseling
Alex	Idavoy	Associate Professor	Languages/ESL
Barbara	Jones	Professor	Anthropology
Abdul Rahman	Kamara	Assistant Professor	Mathematics
Jennifer	Kaminski	Assistant Professor	English
Thomas	Kapsak	Assistant Professor	Criminal Justice
Terry	Konn	Professor	Radiologic Technology
Marcia	Krefetz-Levine	Professor	English
Gitanjali	Kundu	Assistant Professor	Biology
Ave	Latte	Professor	Education
Jess	LeVine	Professor	History
Daniel	Leyes	Professor	Speech Communication
Gregory	Liano	Professor	Mathematics
Xiaoxiang	Liu	Professor	Physics
Dina	Long	Assistant Professor	English
Daniel	Lopez	Associate Professor	Mathematics
Marilee	Luick	Professor	Nursing
Marie	Maber	Professor	Art
Darlene	Macomber	Professor	Philosophy
Kelsey	Maki	Assistant Professor	English
Arthur	Marshall	Professor	Education
Robert	Martens	Associate Professor	Biology
Robert	McClure	Assistant Professor	Automotive Technology
Laura	McCullough	Professor	English

Martin	McDermott	Associate Professor	Speech Communication
Robert	McGovern	Assistant Professor	English
Brian	McKeon	Professor	Mathematics
Charles	Mencel	Assistant Professor	English
Geanna	Merola	Professor	Photography
Debbie	Meyer	Professor	Economics
Howard	Miller	Professor	Speech Communication
Susan	Monroe	Associate Professor	Mathematics
Gerry	Monroy	Professor	Languages/ESL
Jonathan	Moschberger	Professor	Political Science
Sally	Mulvey	Assistant Professor	Mathematics
Deborah	Mura	Associate Professor	Communication Media
Andrea	Murowski	Associate Professor	Accounting
Dominick	Nigro	Professor	Counseling
Nancy	Noe	Professor	English
Glenn	Noe	Professors	Mathematics
Elaine	Olaoye	Professor	Psychology
Edward	O'Neill	Professor	Architecture
Andrew	Panitz	Associate Professors	Mathematics
Suzanne	Parker	Associate Professor	English
Anthony	Pellicane	Professor	Criminal Justice
James	Poinsett	Assistant Professor	Mathematics
Donna	Pope	Associate Professor	English
Michael	Qaissaunee	Professor	Engineering & Technology
George	Reklaitis	Associate Professor	History
Joseph	Robinson	Professor	Education
Franklyn	Rother	Professor	Psychology
Spyro	Roubos	Assistant Professor	Mathematics
Rebecca	Rozario	Associate Professor	Mathematics
John	Ryan	Assistant Professor	English
Joan	Santa Croce	Assistant Professor	Nursing
Angela	Saragusa	Associate Professor	English
Carol	Schedel	Professor	Respiratory Therapy
Kurt	Scheffler	Professor	English
Jane	Scimeca	Professor	History
Linda	Servidio	Professor	Nursing

Thomas	Setaro	Professor	Computer Science
Phyllis	Shafer	Professor	Business Management
Mohammad	Shanehsaz	Professor	Engineering & Technology
Maryann	Smith	Associate Professor	Biology
Claire	Smuga	Associate Professor	Fine Arts
Edward	Stein	Professor	Fine Art
Michael	Sullivan	Associate Professor	Paralegal
Kathleen	Taggart	Assistant Professor	Radiologic Technology
Ashley	Tasy	Assistant Professor	Mathematics
Ana	Teodorescu	Assistant Professor	Mathematics
Robert	Thomas	Associate Professor	Philosophy
Michael	Toomey	Professor	Fitness
Paul	Tucker	Professor	Automotive
Lori	Uffer	Professor	Fine Art
Christine	Vasquez	Associate Professor	English
Jeanne	Vloyanetes	Professor	History
Linda	Wang	Professor	Mathematics
Townsend	Weeks	Associate Professor	Environmental Sciences
Nambrath	Wesley	Associate Professor	Psychology
Arminda	Wey	Professor	Mathematics
David	Wiseman	Professor	Psychology
Margo	Wolfson	Assistant Professor	Biology
Caroline	Wong	Associate Professor	Biology
Ashley	Zampogna-Krug	Assistant Professor	History
Joseph	Zavaglia	Professor	Legal Studies
Michelle	Zuppe	Professor	Hospitality Management

**H. PERFORMANCE RECOGNITION** – Effective 7/1/19. Supporting documentation is provided as attachments.

- Name: Cynthia Bradbury  
Department: Humanities Institutes
- Name: Lisa Savage  
Department: Continuing & Professional Studies
- Name: Robert Yamello  
Department: Innovation Center

April 30, 2019: Associate Vice President of Human Resources & Organizational Safety, Patricia Sensi

## **BROOKE BATCHLER**

Ms. Brooke Batchler is recommended for promotion from Assistant Professor to Associate Professor. She was hired to teach Reading/Learning Disabilities in 2008. Ms. Batchler earned a Bachelor's degree in English from Randolph-Macon College and a Master's degree in Reading and Language Arts from Rider University.

### **TEACHING EFFECTIVENESS**

Ms. Batchler is well-respected and well-liked by her students and colleagues. She goes out of her way for students and often helps them outside of her office hours. She believes teaching doesn't end when the classroom lecture does. In one Student Opinion Report, a student wrote "Ms. Batchler puts a lot of effort and time into each and every student to make sure they are successful." For the last several years, her primary teaching responsibility focuses on READ 092 & READ 095 which are part of the foundational studies requirement. Ms. Batchler has the pleasure of seeing her students thrive in their credit-bearing courses while they take her classes and apply the reading and study strategies they've learned. She teaches college readiness courses in the Learning Disabilities program and has an excellent rapport with the LD staff. Ms. Batchler feels it is important full time faculty have a presence at the College's regional locations and has taught at Neptune, Hazlet, and Long Branch. She worked to redesign curriculum, integrate FYE activities into her classroom, and be involved with NEA's Big Read and Brookdale Read. Ms. Batchler and fellow Reading faculty were awarded outstanding curricular engagement in partnership with the Global Citizen Project. Student retention continues to improve in Reading.

### **COLLEGE SERVICE**

Ms. Batchler served the College in a variety of ways outside of the classroom. As the recent Reading Department Chair, her leadership brought fresh ideas and added technologies to better support student success. She was part of Leadership Brookdale-Alpha Gamma cohort. The co-hort presented their project recommendations to Brookdale's Senior Executive Leadership Team and they were well-received. Ms. Batchler was a member of Governance's Professional Development committee and helped plan, organize, and present at Scholars' Day. She serves as the BCC Faculty Association institute representative. She will continue the work of the Brookdale Beautification Team as it calls on willing volunteers this spring and summer.

### **PROFESSIONAL DEVELOPMENT**

Ms. Batchler represented the College as a presenter at the Mid-Atlantic College Reading Association and at NJCCC's Best Practice Conference. She seeks opportunities to train in new pedagogy in her field and welcomes professional development in order to hone her teaching craft.

### **COMMUNITY SERVICE**

Ms. Batchler is involved in her community. She is a music worship leader at her church and serves as a councilwoman on their board.



## **WILLIAM BOYKE**

Mr. William Boyke is recommended for promotion from Assistant Professor to Associate Professor. He was hired to teach Chemistry in 2007. Mr. Boyke earned a Bachelor's degree in Chemistry from Lake Forest College and a Master's degree in Chemistry from University of Illinois at Urbana-Champaign.

### **TEACHING EFFECTIVENESS**

Mr. Boyke consistently receives outstanding Student Opinion Reports and supervisor evaluations. He strives to make chemistry approachable and understandable, especially to non-majors who may be apprehensive when taking a chemistry course. He provided opportunities for selected chemistry majors to complete independent research projects and two of these students are enrolled in Ph.D. programs. Mr. Boyke enjoys teaching a wide variety of courses including courses for science majors, non-majors, and online.

### **COLLEGE SERVICE**

Mr. Boyke is the current Chemistry Chair and was chair during the College's reorganization. He oversaw the completion of the President's Jubilee Report and 5 Year Program Review for his department. Mr. Boyke served and was chairperson for several search committees. He was a member of the Executive Vice President's Advisory Committee which was charged with developing plans to ensure academic excellence in the aftermath of Superstorm Sandy. Mr. Boyke advised the Chemistry Student Organization and was the Science and Health Science Division's Outstanding Student Award Chair. He represented his department at Brookdale Open Houses and adjunct job fairs. Mr. Boyke worked on the reaccreditation procedure for the Testing Center.

### **PROFESSIONAL DEVELOPMENT**

Mr. Boyke is a member of the American Chemical Society (ACS) and the National Education Association (NEA). He enjoys taking open courses through major universities and participating in webinars on topics like effective workplace skills and chemistry through the American Chemical Society.

### **COMMUNITY SERVICE**

Mr. Boyke has been involved in the annual Chemistry Carnival which provides hands on chemistry experiments for elementary school students and supplies food for local food banks. He has done chemistry demonstrations at the Middletown Library and Brookdale's Children's Learning Center.

## **NATHALIE DARDEN**

Ms. Nathalie Darden is recommended for promotion from Assistant Professor to Associate Professor. She was hired to teach Mathematics in 2007. Ms. Darden earned a Bachelor's degree in Civil Engineering from Rutgers University - College of Engineering and a Master's degree in Applied Mathematics from Rutgers University.

### **TEACHING EFFECTIVENESS**

Ms. Darden teaches all levels of algebra, both general education and STEM tracks: MATH 021, MATH 025, MATH 145, and MATH 151. She brings her experience as a civil engineer to the classroom by incorporating applications into her lesson plans and tests. She uses various world health links from Brookdale's Global Citizenship Project webpage to bring an awareness of global issues to her students. She has led several curriculum revisions and assessments.

### **COLLEGE SERVICE**

Ms. Darden was a Women in Engineering, Science, and Technology (W.E.S.T.) Club Co-advisor where she provided a variety of opportunities for students through outreach activities and networking in industry. She has been a College Life Committee member where she was elected to the position of Assistant Chair. This has given her the opportunity to work on tasks which directly affect students and colleagues in the Mathematics Department. Ms. Darden's record of service to the College includes being a College Life Committee, Language Bank (French), and Middle States Self Study Working Group VI member. She is the creator of the Thanksgiving Dinner Host Program.

### **PROFESSIONAL DEVELOPMENT**

Ms. Darden attended and presented at the STEMtech Conference, the Mathematical Association of Two-Year Colleges in New Jersey (MATYC-NJ) Conference and at Brookdale's Scholars' Day. She organized the STEM Adjunct Professional Development Day.

### **COMMUNITY SERVICE**

Ms. Darden is active in her church where she is a member of the audio/video team. She volunteers at the Institute of Electronics and Electrical Engineers - Women in Engineering (IEEE-WIE) Organization where she creates engineering outreach activities for 100 high school STEM students.

### **DR. BRANDON GRAMER**

Dr. Brandon Gramer is recommended for promotion from Associate Professor to Full Professor. He was hired to teach English in May 2005. Dr. Gramer earned a Bachelor's degree from Northwest Missouri State University, a Master's degree from University of Southwestern Louisiana, and a Ph.D. from University of Louisiana at Lafayette.

### **TEACHING EFFECTIVENESS**

Dr. Gramer continually updates and improves his English 122 - Research and Writing, course each semester to serve students online, face-to-face, and in the Honors program.

### **COLLEGE SERVICE**

Dr. Gramer served the Brookdale Community College Faculty Association as Vice President, President, and negotiator for the faculty collective bargaining agreement with Brookdale Community College.

## **HANLI HUANG**

Ms. Hanli Huang is recommended for promotion from Assistant Professor to Associate Professor. She was hired to teach Mathematics in 2009. Ms. Huang earned a Bachelor's degree in Statistics from Tamkang University in Taiwan and a Master's degree in Applied Mathematics from the State University of New York at Stony Brook.

### **TEACHING EFFECTIVENESS**

Ms. Huang is the coordinator of MATH 131, MATH 151 and MATH 025. To maintain the quality of MATH 131 and MATH 151, which are two of the most popular General Education courses, she coordinates and teaches multiple test review workshops and Super Saturday workshops each semester. Ms. Huang continually revises curriculum, in particular, the new MATH 131 curriculum revision led to an improvement in passing final grades during the fall 2016; 69.5% of students received a D or better and 63.7% of students received a C or better, compared to 63% and 54.1% respectively in prior years.

### **COLLEGE SERVICE**

As the Assistant Department Chair, Ms. Huang supervises daily operations of the Math Lab. There are five full-time academic tutors, seven hourly tutors, and seven student workers. Approximately 80 to 200 students visit the Math Lab every day. Ms. Huang is a course coordinator for MATH 131, MATH 151, and MATH 025, and founded the MATH 299 internship course. She is the technology/workshop liaison of the Mathematics Department and one of the leaders of the Open Educational Resource (OER) for MATH 025 - Introduction to Algebra project. She designed and taught the first MATH 025/151 AMP (accelerated Math program) Elementary/Intermediate algebra, developed the curriculum, and taught the first Math Honors course, MATH 131 - Statistics. Ms. Huang is the Co-chair of the Academic Council of Governance, the Brookdale Open House liaison for the STEM Institute/Math Department, a member of Middle State Standard V committee, and served on search committees for new math faculty and academic tutors.

### **PROFESSIONAL DEVELOPMENT**

Ms. Huang was a presenter at the National and State Conferences such as the American Mathematics Association of Two Year Colleges and the Mathematics Association of Two Year Colleges of New Jersey. She presented at Scholars' Day. Ms. Huang published research results with CentraState Hospital.

### **COMMUNITY SERVICE**

Ms. Huang has completed and has ongoing research projects with CentraState Hospital. Her research results were published or used in internal research.

## **DR. NICOLE JACKSON WALKER**

Dr. Nicole Jackson Walker is recommended for promotion from Assistant Professor to Associate Professor. She was hired to teach Psychology and Human Services in September of 2009. Dr. Jackson Walker earned Bachelor's degrees in Psychology and Biology from Stockton University, a Master's degree in Psychological Counseling from Monmouth University, and a Doctorate in Counselor Education and Supervision from Argosy University.

### **TEACHING EFFECTIVENESS**

Dr. Jackson Walker teaches a variety of courses within the Psychology Department. Students report satisfaction and is evidenced by a majority of "strongly agrees" on Student Opinion Reports. Students cite her professional qualifications as a reason for enjoying courses, as they enjoy learning from examples. There is mention from students of her role as a "mentor." Students state "best professor" and "I recommend her to others." She was commended by supervisors for teaching "a wide variety of courses," "providing excellent examples," "her good humor," and "being adept at getting students to interact." Dr. Jackson Walker teaches online, in-person, and hybrid courses in all semesters. Her doctoral dissertation was entitled "The Student-Professor Relationship; Online and In-person" which explored the qualities which demonstrate teaching excellence in either setting.

### **COLLEGE SERVICE**

Dr. Jackson Walker serves on Faculty Association Negotiations, Middle States Visiting, Academic Master Planning, and Faculty Advisory committees. She serves as the Psychology and Human Services Club Co-Advisor and the Human Services Programs Coordinator. She served in an advisory capacity for Phi-Beta-Kappa for "honors in action," as Faculty Advisory Committee Co-Chair, as Interim Department Chair, and as a Student Development Governance committee member. Dr. Jackson Walker participated in "Meet the Faculty" and presented at Scholars' Day. She achieved program accreditation, developed articulations, worked on grants in coordination with CPS, and is the recipient of a BIG grant.

### **PROFESSIONAL DEVELOPMENT**

Dr. Jackson Walker graduated with an Ed.D. in Counselor Education and Supervision, became a Distance Credentialed Counselor, joined the Council for Standards in Human Service National Board, was on the National Organization for Human Services conference planning committee, attended professional conferences, maintains professional licenses and certifications, published an article in the *Bulletin*, conducted research, and wrote an article for submission for publication.

### **COMMUNITY SERVICE**

Dr. Jackson Walker organized a charity event which raised \$3,000 for two social services agencies. She participates in Juvenile Diabetes Research Foundation events and the Monmouth County Student Ambassadors Program. She has mentored many individuals.

## **KATHLEEN KENNEDY**

Ms. Kathleen Kennedy is recommended for promotion from Associate Professor to Full Professor. She was hired to teach English in 2002. Ms. Kennedy earned a Bachelor's degree in English and American Literature from the University of Virginia and a Master's degree in English and American Literature from New York University.

### **TEACHING EFFECTIVENESS**

Ms. Kennedy remains committed to Brookdale's most at-risk students, teaching seven basic skills writing classes a year. In all writing and literature courses, she holds students to high standards, focusing on skills development, accountability, responsibility, critical thinking, and pride of accomplishment. Ms. Kennedy taught at the Eastern Monmouth and Lincroft campuses. To ensure students get the support they need, she incorporates office hour visits as a regular part of her curriculum, works closely with the Writing Center, and creates individual plans with students to build on their strengths to achieve success.

### **COLLEGE SERVICE**

Ms. Kennedy served as Assistant Department Chair with responsibility for the Writing Center, increasing access at all regional locations, reducing turn-over in hourly help, and strengthening the connection between the tutors and the faculty. She was an ENGL 095 Coordinator and has served as a Foundational Studies, Academic Standards, and Academic Council member. As Academic Council Chair, she led thorough reviews of curriculum across the College and managed charges that affected all programs, faculty and students. After raising the issue of faculty's increasing difficulties working with severely challenged students, her request for training turned into a college-wide Faculty Meeting. Ms. Kennedy served as the Collage faculty advisor, has developed curriculum and contributed to Five Year Program Reviews, and over the past 12 years has created an on-going student display of paintings of authors as a way of engaging students in their education. She currently serves as a member of Steering.

### **PROFESSIONAL DEVELOPMENT**

Ms. Kennedy attended the Paul and Elder Critical Thinking Workshop and completed the Rutgers-Camden Summer Writers Workshop. She regularly attends the Visiting Writers Series events and completes online professional development training. Ms. Kennedy conducts her own research on working with autistic and learning disabled students, motivating foundational students, and approaches to teaching literature. She created and runs her own writing group.

### **COMMUNITY SERVICE**

Ms. Kennedy served her community as a Girl Scout Leader, she brought environmental education programs sponsored by the Littoral Society to Tinton Falls schools and she oversaw middle school students as they conducted a food drive. For five years she has run a faculty-student reading at the Art Alliance of Monmouth County. Ms. Kennedy developed and coordinated a Favorite Author Series for CPS, and she created a presentation for SAGE.

## **SARAH LEAHY**

Ms. Sarah Leahy is recommended for promotion from Associate Professor to Full Professor. She was hired to teach Economics in 2006. Ms. Leahy earned a Bachelor's degree in Accounting and Economics from Rosemont College and a Master's degree in Business Administration from Monmouth University. Ms. Leahy is a CPA.

### **TEACHING EFFECTIVENESS**

Ms. Leahy began her career at Brookdale teaching Macroeconomics, Microeconomics, and Accounting as an adjunct instructor. Over the years, she has taught all of the courses offered by the Economics Department. Many students have taken Ms. Leahy's Macro and Microeconomics courses and continued on successfully to her Business Statistics course. She teaches in Lincroft, at the regional locations, and online. Ms. Leahy revised the curriculum for Business Statistics and contributed to a significant increase in enrollment in that course. She developed and teaches the department's Honors Macro and Honors Microeconomics courses. Ms. Leahy's excellent Student Opinion Reports, observations, and evaluations demonstrate her teaching effectiveness.

### **COLLEGE SERVICE**

Ms. Leahy served on a variety of committees including Academic Standards, General Education, Teaching Possibilities, and Middle States. She participates in the assessment of all of the Economics and Accounting courses. Ms. Leahy was an early adopter of Canvas and served as a Canvas Liaison. She served as the Institute liaison for Brookdale Open Houses by representing the Economics and Accounting Departments each year. She volunteers at graduation, helping the faculty, students, and their families.

### **PROFESSIONAL DEVELOPMENT**

Ms. Leahy has grown professionally by attending conferences and workshops which have developed her into a leader at the College. She served as Business Department Co-chair responsible for Economics and Accounting. Ms. Leahy served as General Education Committee Co-chair. During her time on the committee, she wrote the college's General Education Philosophy and the General Education Committee's Mission. She was able to draw from her background in accounting and budget to contribute to successfully defending Middle States Standard VI as a committee member. She volunteered to be a guide for the Middle States Team members on their visit to the College last year.

### **COMMUNITY SERVICE**

Ms. Leahy volunteered as a Girl Scout Leader for her daughter's troop and with Point Pleasant Boro's Marching Band. She shared her value for education and love of Brookdale with many girl scouts, band members, and their parents through these activities.

## **JOHN MENSING**

Mr. John Mensing is recommended for promotion from Associate Professor to Full Professor. He was hired to teach Computer Science in 2001. Mr. Mensing earned a Bachelor's degree in Information and Systems Sciences from Richard Stockton College and a Master's degree in Business Administration from Fairleigh Dickinson University.

### **TEACHING EFFECTIVENESS**

Mr. Mensing is rated highly on the Student Opinion Reports and has received excellent evaluations from his Deans and peers. He teaches a wide range of the computer science curriculum ranging from introduction courses to the Advance Software project class. Mr. Mensing's contributions in the area of curriculum include updating courses due to advances in technology. This includes Database Concepts, System Analysis and Design, and Programming II courses. He encouraged and helped students learn new technologies. Examples are: developing a mobile app using an Android or iPhone or building a game or learning a technological feature that was not covered in class. The ability that students can learn and apply technologies which are not covered in a classroom setting, demonstrates their amalgamation and synthesis of computer science learning outcomes.

### **COLLEGE SERVICE**

Mr. Mensing served as Department Chair. During that time, enrollment in students seeking Computer Science AS degrees increased from 295 in fall 2015 to 362 in fall 2017. He led two hiring committees for full-time computer science tenure track positions. Mr. Mensing has been a member of several college wide committees, i.e., Academic Council (Co-chair in 2007) and Honors. He has been on Academic Standards and is currently on the Educational Technology Committee. He served on the Middle States Periodic Review and the IT Managed Services committees which review proposals from firms wishing to provide IT services to Brookdale. Areas of concern included delivering technology cost effectively but also supporting the changing data needs of our institution.

### **PROFESSIONAL DEVELOPMENT**

Mr. Mensing remains current with emerging technologies by attending webinars and taking courses in topics such as Python, Android, and iPhone application development.

### **COMMUNITY SERVICE**

Mr. Mensing was elected Monmouth County District Committeeman. He was a member of Academy Advisory Board for Matawan-Aberdeen Regional School District. He was a member of the Lunch Break Board of Trustees. Mr. Mensing updated the Lunch Break website to track donations received and provided a monthly trend analysis of the services provided. This information was used by the grant writer and fund raising committee to produce the income needed to operate the various programs.



## **DR. DIDITI MITRA**

Dr. Diditi Mitra is recommended for promotion from Assistant Professor to Associate Professor. She was hired to teach Sociology in 2003. Dr. Mitra earned a Bachelor's degree in Criminology from John Jay College of Criminal Justice, a Master's degree in Sociology from Rutgers University, and a Ph.D. in Sociology from Temple University.

### **TEACHING EFFECTIVENESS**

Dr. Mitra promotes students' independent, critical thinking skills, and oral communication skills. Teaching students to be better thinkers and writers with a civic consciousness are important to her. She varies methods of delivery in order to reach many types of learners. Dr. Mitra's course materials reflect current events and new research as part of the learning process. She changes assessment tools frequently. Dr. Mitra strives to make every student in her classroom feel included so they become confident to set high standards for themselves.

### **COLLEGE SERVICE**

Dr. Mitra developed a study abroad program to Punjab, India. The program is focused on the topic of immigration. She participates in IEAC and UndocuAlly. She helped develop the "Dreamers" student club. Dr. Mitra presented on Scholars' Day on "Fostering Faculty-Student Interaction with Black Male Students." She served on the Psychology search committee. She moderated the film *Divided We Fall* sponsored by Chhange and the Monmouth County HRC. Dr. Mitra presented on student success at the Faculty Day and at teaching circles. She organized, presented, and was part of a panel on immigration for the Chhange. She represented the Sociology Department at Brookdale Open Houses. Dr. Mitra contributed to career day for the Sociology-Anthropology Club. She the Ethnic Studies Program Chair, the IPEC Co-chair, and was a General Education Committee member.

### **PROFESSIONAL DEVELOPMENT**

Dr. Mitra organized panels, presented, and presided over professional conferences. She began her tenure as the Committee for Community Colleges for Eastern Sociological Society Chair in March. She served on the Status Committee for Racial and Ethnic Minorities for the American Sociological Association. Dr. Mitra published two books: *Punjabi Immigrant Mobility in the United States* and co-edited *Race and Lifecourse*. Her work appeared in the *Journal of Asian American Studies*, *Working USA*, *International Migration*, *Journal of Punjab Studies*, and *Sociological Inquiry*. Dr. Mitra reviewed manuscripts for social science journals, such as *Social Problems*, *Journal of Migration and Integration*, *Graduate Journal of Social Sciences* and *Sociological Forum*.

### **COMMUNITY SERVICE**

Dr. Mitra volunteered to teach dance at Project Home in Jersey City which is a transitional place for homeless women and children. The Morris County Museum and the Sikh Research Institute invited her to speak about Indian immigrants. South Asian American Digital Archive invited Dr. Mitra to write an essay reflecting how the Nationality Act of 1965 impacted Indian immigrants in the U.S.

### **DR. BRIAN OLAND**

Dr. Brian Oland is recommended for promotion from Associate Professor to Full Professor. He was hired as a Student Development Specialist/Mental Health Counselor in 2004 and currently teaches Psychology. Dr. Oland earned a Bachelor's degree in Psychology from The University of Rhode Island, a Master's degree in Psychological Counseling and a Post Master's Certificate in Professional Counseling from Monmouth University, and a Ph.D. in Psychology with Gender Diversity concentration from Northcentral University.

### **TEACHING EFFECTIVENESS**

Dr. Oland taught Introduction to Psychology II, Abnormal Psychology, Counseling Techniques, Group Dynamics, and he developed a 200 level Human Sexuality course. He is a certified online instructor teaching Issues in Women's Studies and a Humanities Department adjunct. Dr. Oland is an Educational Counseling and Leadership adjunct for the Monmouth University graduate program teaching Counseling Theory and Practice.

### **COLLEGE SERVICE**

Dr. Oland serves on the Governance Student Development and Honors Council. He's involved in Student Life and Activities and was the Honors Club Co-advisor and chaperone. To support students, Dr. Oland attends Student Life and Activities events which covered sensitive topics, such as domestic violence, transgender awareness, and dementia. He co-facilitates "Battle Scars," safe space support meeting for LGBTQ students and served on the Behavioral Review Team. Dr. Oland linked Brookdale Community College to Project Real. Project Real is a resource prevention program which promotes HIV awareness and testing targeting the LGBTQ community. The program administers free HIV testing via a mobile testing unit. Dr. Oland presented on suicide awareness and implicit bias on Scholars' Day, at student organizations, and for HR professional development. He served on faculty hiring committees, faculty negotiation teams, the One Stop Commission, and the Disabilities Services Coordinating Team. He presently serves on the General Studies Committee. Dr. Oland was chosen as an EOF Champion.

### **PROFESSIONAL DEVELOPMENT**

Dr. Oland is a State of NJ Licensed Professional Counselor and attended many conferences. He focuses on counselor competence in higher education to work with LGBTQ students.

### **COMMUNITY SERVICE**

Dr. Oland is involved in the community and presented for outside organizations. He presented at the NJ College Counselor's Association "Good Ideas" Conference on The Madison Holleran Suicide Act. He co-facilitated a professional development presentation for the Community College Nurses' Association's Conference titled "From Conduct to Crisis" which covered topics regarding at risk students.

## **GABRIELA SPRAGUE**

Ms. Gabriela Sprague is recommended for promotion from Assistant Professor to Associate Professor. She was hired to teach Mathematics in 2009. Ms. Sprague earned a Bachelor's degree in Computer Science from Richard Stockton University and a Master's degree in Applied Mathematics from New Jersey Institute of Technology.

### **TEACHING EFFECTIVENESS**

Ms. Sprague teaches a large variety of courses ranging from Development Mathematics to Calculus IV - Differential Equations. She teaches online, hybrid, and face-to-face courses.

### **COLLEGE SERVICE**

Ms. Sprague is the Professional Development Committee Co-chair and an Honors Committee member. As Professional Development Committee Co-chair, she voluntarily participated in organizing Scholars' Day and reviews applications for PD funding along with other responsibilities.

### **PROFESSIONAL DEVELOPMENT**

Ms. Sprague was the Mathematical Association of the Two Year Colleges of New Jersey (MATCNJ) President. She represented the MATCNJ at the national conference as a state delegate. Ms. Sprague is working on the problem section of the *Math Educator* – The Journal of the American Mathematical Association of Two-Year Colleges. As part of this partnership, she provided solutions for some of the problems and, upon being deemed correct, results were published in the 2017 and 2018 issues. Ms. Sprague attended a variety of conferences and teaching circles and presented at some.

### **COMMUNITY SERVICE**

Ms. Sprague co-founded "Math Puzzles Plus", a math summer camp for young children. The goal of this camp is to encourage young learners to keep thinking and to develop math skills. Ms. Sprague has spent countless hours creating activities and games to inspire children to love math. Every summer young children from the community played and enjoyed recreational mathematics including puzzles, board games, and manipulatives.

**IVAN ANDERSON**  
**(Tenure)**

Mr. Ivan Anderson is recommended for tenure and promotion from Instructor to Assistant Professor. He was hired to teach Automotive Technology in 2014. Mr. Anderson earned a Bachelor's degree in Automotive Technology Management from Pennsylvania College of Technology and a Master's degree in Career and Technical Education from Ball State University.

**TEACHING EFFECTIVENESS**

Mr. Anderson taught Automotive Fundamentals, Engine Performance, Steering and Suspensions, Brake Systems, Electricity 1, Engine Performance 2, Electricity 2, and Heating and Air Conditioning courses. His Student Opinion Report scores are at the top of the scale and his students' comments are very positive.

**COLLEGE SERVICE**

Mr. Anderson is the Department's Automotive Coordinator. He worked with Continuing and Professional Studies Dean Joan Scocco to develop programs. He volunteers to announce the students' names at Brookdale's Commencement ceremony. Mr. Anderson is a Private Partnership Committee member. He is the "Drive" student club advisor. Mr. Anderson created a scholarship center in his office where he has scholarship information available for Automotive Technology students. He brought together NJ CAR and Brookdale to host the first NJ Automotive Technology state-wide competition for high school students.

**PROFESSIONAL DEVELOPMENT**

Mr. Anderson continues to develop by enrolling in over 100 General Motors Center of Learning courses which are required for teaching in the GMASEP program. He attends the North East Regional GMASEP and the North American IAGMASEP Conferences.

**COMMUNITY SERVICE**

Mr. Anderson is a guest speaker representing Brookdale Community College, on the live Saturday morning call-in radio show entitled *AUTOLAB*. He attended automotive community cruise nights to promote Brookdale's Automotive Technology programs. Mr. Anderson was a guest speaker at the local car club meetings where he introduced to the members what Brookdale Community College has to offer.

**DR. MICHAEL COHEN**  
**(Tenure)**

Dr. Michael Cohen is recommended for tenure and promotion from Instructor to Assistant Professor. He was hired to teach Psychology in 2014. Dr. Cohen earned a Bachelor's degree in Psychology from Stockton University, a Master's degree and a Ph.D. in Psychology from Temple University.

**TEACHING EFFECTIVENESS**

Dr. Cohen has consistently received highly positive student feedback on his Student Opinion Reports and on his supervisor evaluations. He taught a variety of Psychology courses, including Intro, Developmental, Social, and Statistics. He focuses primarily on his area of expertise - Quantitative Methods, and teaches a majority of the sections in that area. He deeply appreciates students' efforts to expand their horizons to include a logic, math, and methods component in their education. Because of the nature of the course, he has a reputation for working closely with students to develop their skills and encourage their success. Dr. Cohen redesigns aspects of the course every semester and looks forward to improving the course and student outcomes. He is committed to preparing students to be effective social science practitioners with an ability to critically analyze research and incorporate their learning into their career practices.

**COLLEGE SERVICE**

Dr. Cohen served students and the Brookdale community by working with the General Education and Diversity Committees of Governance. He was a Social Sciences Outstanding Student Award Committee member. Dr. Cohen lectured at the Psychology Department's Career Symposium. He teaches classes at the main campus and regional locations. He has provided students with encouraging letters of recommendation. Dr. Cohen represents the Psychology Department at Brookdale Open Houses and majors fairs. He collected data for the Psychology Department in regards to student acquisition and the use of the Intro Psychology textbook. He informs the department involving the text and course. He conducted reviews of Open Educational Resources (OER) for the department and participates in departmental assessment projects.

**PROFESSIONAL DEVELOPMENT**

Dr. Cohen continually improves his teaching and mastery of current findings in his field. He attended Psychology and Human Services conferences. He audited current graduate level courses in Psychopathology, Psychological Therapies, Addictions, and Mental Health Counseling. This experience helped to build his resume as a psychologist and added depth and current findings to his repertoire in regards to teaching. During his time at Brookdale, he has developed from a primarily experimental social psychologist into a well-rounded generalist.

**COMMUNITY SERVICE**

Dr. Cohen facilitated recovery meetings for people with substance addictions for over 15 years. He values the experiences professionally and has given him the understanding which helps him foster students in unique circumstances or crisis.

**PETER GEISELMAN**  
**(Tenure)**

Mr. Peter Geiselman is recommended for tenure and promotion from Instructor to Assistant Professor. He was hired to teach Computer Science in 2014. Mr. Geiselman earned an Associate's degree in Computer Science/Mathematics from Brookdale Community College, Bachelor's degrees in Political Science/Economics and Computer Science from Rutgers University, a Bachelor's degree in Accounting from Kean University, and a Master's degree in Computer Science from New Jersey Institute of Technology.

**TEACHING EFFECTIVENESS**

Mr. Geiselman teaches an array of courses in the Computer Science Department. He revised and continues to revise courses in order to keep the course content current. In, COMP 225 - Operating Systems Technology, Mr. Geiselman changed the course text book, introduced class lab assignments, expanded covered topics, developed new homework assignments, and created new tests. He reworked COMP 140 - Designing and Developing Web Sites several times due to rapidly changing technologies, resulting in a course where students create web sites utilizing a live web server. Mr. Geiselman, along with other faculty, introduced a new course, COMP 245 - Full-Stack Web Development that introduces students to the most current web technologies used in industry.

**COLLEGE SERVICE**

Mr. Geiselman is currently the Computer Science Department Chair and is responsible for hiring, staffing, management, budgeting, and reporting to the STEM Dean. He served on Academic Council which is a Governance Standing Committee charged with oversight of matters related to curricula. Mr. Geiselman served the Computer Science Club Advisor where he organized student participation in hackathons around the state, invited speakers to club meetings, planned trips to computer festivals, and increased student participation in the club.

**PROFESSIONAL DEVELOPMENT**

Mr. Geiselman continues to develop his professional and technical skills by regularly attending workshops run by the Community College Computer Consortium, New Jersey Cybersecurity and Communications Integration Cell, and interfacing with high school teachers through the Computer Science Teachers Association. He recently completed Brookdale's "Focus on Learning, Teaching, and Practice" and is now certified to create and teach online Brookdale courses.

**COMMUNITY SERVICE**

Mr. Geiselman volunteered at the Interfaith Hospitality Network of Ocean County in assisting homeless families in need of shelter.

**ANNMARIE HUGHES**  
**(Tenure)**

Ms. AnnMarie Hughes is recommended for tenure and promotion from Instructor to Assistant Professor. She was hired to teach Fashion and Marketing in 2014. Ms. Hughes earned a Bachelor's degree in Fashion Merchandising from Ohio State University, a Master's degree in Organizational Management from St. Joseph's College, and a Certificate in Sustainable Entrepreneurship from The Fashion Institute of Technology.

**TEACHING EFFECTIVENESS**

Ms. Hughes taught a variety of Fashion and Marketing courses such as Fashion Merchandising, Textiles, Fashion Buying and Merchandise Math, Introduction to Marketing, Advertising, Retail Case Studies and Executive Development, and Global Sourcing and Sustainability. She teaches online and hybrid classes and taught at the Freehold campus. She is a Fashion and Marketing mentor for instructors. Ms. Hughes brings new and exciting technology formats to the classroom. She invites guest speakers to campus and takes students on field trips to local businesses, NYC locations, and colleges with whom Brookdale has articulation agreements. Ms. Hughes created the FASH 235 - Global Sourcing and Sustainability course to meet industry needs and changed the Fashion Merchandising AAS degree to a Fashion Design and Merchandising AS degree to better serve students' needs.

**COLLEGE SERVICE**

Ms. Hughes is involved in Governance and serves as the College Life Committee Co-chair. She led the Fashion/Marketing Faculty Hiring Committee. Ms. Hughes is the Fashion Club advisor and won the "Gold Star Above and Beyond Award." She facilitated partnerships with Atlantic City Fashion Week, Project One Way Fashion Show, and Rags to Runway which highlight Brookdale student designers.

**PROFESSIONAL DEVELOPMENT**

Ms. Hughes has been a member of NJCBAA which is a committee of community and four year college professors, department chairs, and deans. She attends trade shows such as TexWorld which keeps her informed of industry trends. Ms. Hughes is scheduled to attend the Global Shop this June in Chicago.

**COMMUNITY SERVICE**

Ms. Hughes is involved in local sport programs and is a volunteer teacher at her community church. She volunteered as a judge for the FCCLA - Family Career and Community Leaders of America for New Jersey high school student competitors.

**MICHELE LOCANDRO**  
**(Tenure)**

Ms. Michele Locandro is recommended for tenure and promotion from Instructor to Assistant Professor. She was hired to teach English in 2014. Ms. Locandro earned a Bachelor's degree in English and American Literature and a Master's degree in English and American Literature from New York University.

**TEACHING EFFECTIVENESS**

Ms. Locandro is rated highly on her Student Opinion Reports and her supervisor evaluations. She regularly uses various teaching technologies in the classroom. Her use of Canvas is extensive, including accepting assignment submissions, offering feedback, and storing course materials. She teaches fully online classes and teaches at several regional locations in addition to the Lincroft campus. Her students find her challenging, approachable, positive, and clear. She teaches all of the composition classes, some Literature classes, and has taught ESL Composition. She envisions herself as facilitator and mentor striving to help each student become a more articulate, analytic version of him or herself.

**COLLEGE SERVICE**

Ms. Locandro developed an Open Educational Resource for English 095 and English 099. She serves as the English 095 Coordinator and as a representative of the English Department on the Foundational Studies and General Education committees. In her capacity as English 095 Coordinator, she presented and ran workshops for adjunct English faculty and other departments. This year, she taught the first class of DREAM Academy students. She regularly attends Brookdale Open Houses and developed promotional materials for the college for use on social media. She served as a committee member for the Outstanding Student Award in Humanities, developed an informational brochure for the English Department, and participated in assessment projects in the English Department.

**PROFESSIONAL DEVELOPMENT**

Ms. Locandro attends professional conferences, including NJALL Basic Skills, Teaching for Understanding, and NJCCC Best Practices. She recently joined a writing group and plans to seek publication.



**CAMERON MOUNT**  
**(Tenure)**

Mr. Cameron Mount is recommended for tenure and promotion from Instructor to Assistant Professor. He was hired to teach English in 2014. Mr. Mount earned a Bachelor's degree in English from Norwich University and a Master of Fine Arts degree in Creative Writing from Emerson College.

**TEACHING EFFECTIVENESS**

Mr. Mount teaches a variety of courses from Foundational Skills to English Composition to Short Story literature to Creative Writing, in both online and traditional face-to-face sections. He is a leading member of the department in terms of incorporating technology in his courses. Mr. Mount receives enthusiastic and positive student evaluations which indicates how much his students appreciate his excitement, down-to-earth sensibilities, sense of humor, and level of knowledge about a wide-range of subjects. Mr. Mount is constantly looking for ways to bring his love of reading, writing, literary analysis, scientific skepticism, and critical thinking to life for his students.

**COLLEGE SERVICE**

Mr. Mount served on the General Education Committee and regularly participates in Governance. He has been the English Department representative for Brookdale Open Houses every semester since he started as a full-time instructor at the College. He attended TLC workshops for technology and was a vocal participant in the LMS selection process. He provided presentations to the SAGE Club. He served on the Bankier Library Research Award committee. Mr. Mount is a course co-coordinator for ENGL 122 and served on the assessment committee for ENGL 121. He helped develop an Open Educational Resource (OER) textbook for use in ENGL 095 courses, for which he was awarded a grant.

**PROFESSIONAL DEVELOPMENT**

Mr. Mount is a poet, writer, and small press publisher. His works have been published or are scheduled for publication in several literary and small press magazines as well as two collections of poetry. He is the founding co-editor of *Broadswords and Blasters*, an indie magazine devoted to publishing modern pulp fiction. He attends the Murphy Writing Workshops and attended the Best Practice Conference. Mr. Mount is a National Council of Teachers of English and the Academy of American Poets member.

**KARINA OCHS**  
**(Tenure)**

Ms. Karina Ochs is recommended for tenure and promotion from Instructor to Assistant Professor. She was hired to teach Mathematics in 2014. Mrs. Ochs earned an Associate's degree in Mathematics from Bergen Community College, a Bachelor's degree and a Master's degree in Applied Mathematics from New Jersey Institute of Technology.

**TEACHING EFFECTIVENESS**

Ms. Ochs teaches mathematics courses from foundational studies, liberal arts, and STEM. She delivers engaging classes where students actively participate in the learning process. Ms. Ochs provides a student centered classroom through the use of cooperative learning techniques. She uses differentiated instruction techniques and integrates technology into her lessons. Ms. Ochs has received highly positive student evaluations from courses at all levels. Students appreciate her detailed classroom notes, patience, and availability outside of the classroom.

**COLLEGE SERVICE**

Ms. Ochs is the Calculus I Course Co-coordinator. She is working on an OER project to update the curriculum for MATH 001 - Pre-algebra Part I and MATH 012 - Pre-algebra Part II. She is involved in two curriculum committees for MATH 015 - Pre-algebra and MATH 025 - Elementary Algebra. Ms. Ochs worked with her fellow Math faculty on two "BIG" grants - "Using technology to incorporate gateway quizzes into Calculus I and II" and "Mathematical Mindsets" and one curriculum grant related to making MATH 145 an online course. She served as the Algebraic Modeling Course Co-coordinator where she implemented a boot camp initiative. Ms. Ochs mentored adjunct faculty, served on the STEM Outstanding Student Award committee, participated in the WEST Speed Mentoring program, and attended Brookdale Open Houses and Math Department Super Saturdays end of semester test reviews.

**PROFESSIONAL DEVELOPMENT**

Ms. Ochs participated in AMATYC PROJECT ACCCESS which is a two-year mentoring program for Community College Math instructors. As part of PROJECT ACCCESS, she attended AMATYC conferences and presented results of a two year project. Ms. Ochs belongs to MATYCNJ and attends the meetings. She was the MATYCNJ recording secretary. Ms. Ochs completed Brookdale's "Focus on Learning, Teaching and Practice-Online Certification Program". She attends Math Department Teaching Circle Workshops and Adjunct Professional Development Days.

**COMMUNITY SERVICE**

Ms. Ochs assisted in the Marker's Festival at Bell Works. She promoted STEM at the Hope Academy Charter School in Asbury Park by giving a mathematical models presentation. She attended the Aviation Night at Neptune H.S. and served as the STEM Mystery Challenge judge at the Bradley Beach Elementary School.

**THOMAS RILEY**  
**(Tenure)**

Mr. Thomas Riley is recommended for tenure and promotion from Instructor to Assistant Professor. He was hired to teach Chemistry in 2014. Mr. Riley earned an Associate's degree in Science from Ocean County College, a Bachelor's degree in Biochemistry, and a Master's degree in Chemistry from Montclair State University.

**TEACHING EFFECTIVENESS**

Mr. Riley taught all regularly scheduled courses the department offers face-to-face and online. He prides himself on ensuring students stay engaged in face-to-face and online lectures by employing methods which encourage students to take notes, citing real world examples, and demonstrating equipment use. He brings energy and enthusiasm to each lesson. Course evaluations from students and supervisors praise his efforts in student engagement and teaching effectiveness.

**COLLEGE SERVICE**

Mr. Riley is active in departmental and college wide activities. He participates in the Chemistry Department's Student Picnic, Quiz Bowl, and Chemistry Carnival which won the Student Life Event of the Year award. He is the student Chemistry Society Club advisor. Mr. Riley is the chemistry department's Student Led Recitation Program Coordinator. He serves on two governance committees: College Life and General Education. Mr. Riley attends the Brookdale Open Houses as a Chemistry Department representative. He was the AS Math/Science: Science Option Five Year Review Co-chair.

**PROFESSIONAL DEVELOPMENT**

To facilitate online teaching, Mr. Riley is knowledgeable with video editing software to make online material more engaging. He learned the Learning Management Software offered by three textbook publishers which enables his students to take advantage of the online features. Mr. Riley ensures he is current with developments in his field and is an American Chemical Society member. He attended regional conferences which highlight advances in the laboratory and in the classroom. With the purchase of a new FT-IR spectrometer, Mr. Riley continues to learn the features of this state-of-the-art instrument. He searches for new, economically feasible, software which students use in the classroom.

**COMMUNITY SERVICE**

Mr. Riley volunteered as a Hope Charter Academy's Science Fair judge until the science fair was discontinued. He volunteered for Maker's Day at the Middletown Library and to help at the Brookdale Commencement.

**TABLE I**  
**ANALYSIS OF PROMOTIONS**  
**2019-2020**

TOTAL FACULTY	192
LESS FULL PROFESSOR	77
NUMBER OF AUTOMATIC PROMOTIONS IN CONJUNCTION WITH TENURE	8
FACULTY RECOMMENDED FOR TENURE (no promotion in rank)	0
FACULTY RECOMMENDED FOR PROMOTION TO PROFESSOR	5
FACULTY RECOMMENDED FOR PROMOTION TO ASSOCIATE PROFESSOR	7
AUTOMATIC PROMOTIONS TO ASSISTANT PROFESSOR	8
TOTAL PROMOTIONS	20

**TABLE II**  
**PROMOTIONS RECOMMENDED FOR 2019-2020**

**Business & Social Science**

**Recommended by President**

Michael Cohen	to Assistant*
Annmarie Hughes	to Assistant*
Sarah Leahy	to Professor
Diditi Mitra	to Associate Professor
Brian Oland	to Professor
Nicole Jackson Walker	to Associate Professor

**Humanities**

**Recommended by President**

Brooke Batchler	to Associate Professor
Brandon Gramer	to Professor
Kathleen Kennedy	to Professor
Michele Locandro	to Assistant*
Cameron Mount	to Assistant*

**STEM**

**Recommended by President**

Ivan Anderson	to Assistant*
Nathalie Darden	to Associate Professor
William Boyke	to Associate Professor
Peter Geiselmann	to Assistant*
Hanli Huang	to Associate Professor
John Mensing	to Professor
Karina Ochs	to Assistant*
Thomas Riley	to Assistant*
Gabriela Sprague	to Associate Professor

**\*Promotion granted in conjunction with tenure**

TABLE III

SUMMARY OF FACULTY BY RANK2019-2020

	<u>Instructor</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>	<u>Total</u>
Rank Distribution Before Current Promotions	32	43	40	77	192
Percent	17%	22%	21%	40%	100%
Current Promotions	-8	8 1	7 2	5 5	20
Rank Distribution After Current Promotions	24	44	42	82	192
Percent	13%	23%	22%	43%	100%

TABLE IV

**DISTRIBUTION OF FACULTY RANK BY UNIT**  
**BEFORE CURRENT PROMOTIONS**

**2019-2020**

	<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>
<b>Business &amp; Social Science</b>	6 11%	11 20%	11 20%	26 48%	54 100%
<b>Health Science</b>	8 42%	4 21%	2 11%	5 26%	19 100%
<b>Humanities</b>	7 13%	8 15%	16 29%	24 44%	55 100%
<b>Innovations-College Success</b>	1 100%	0 0%	0 0%	0 0%	1 100%
<b>Library</b>	0 0%	1 25%	2 50%	1 25%	4 100%
<b>STEM</b>	10 18%	19 34%	9 16%	18 32%	56 100%
<b>Student Success/Counseling</b>	0 0%	0 0%	0 0%	3 100%	3 100%
<b>TOTAL</b>	32 17%	43 22%	40 21%	77 40%	192 100%

TABLE V

**DISTRIBUTION OF FACULTY RANK BY UNIT**  
**AFTER CURRENT PROMOTIONS**

**2019-2020**

	<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>
<b>Business &amp; Social Science</b>	4 7%	11 20%	11 20%	28 52%	54 100%
<b>Health Science</b>	8 42%	4 21%	2 11%	5 26%	19 100%
<b>Humanities</b>	5 9%	9 16%	15 27%	26 47%	55 100%
<b>Innovations-College Success</b>	1 100%	0 0%	0 0%	0 0%	1 100%
<b>Library</b>	0 0%	1 25%	2 50%	1 25%	4 100%
<b>STEM</b>	6 11%	19 34%	12 21%	19 34%	56 100%
<b>Student Success/Counseling</b>	0 0%	0 0%	0 0%	3 100%	3 100%
<b>TOTAL</b>	24 13%	44 23%	42 22%	82 43%	192 100%

	<b>Sections Taught</b>				
<b>Adjunct Data</b>	<b>FT Faculty</b>	<b>Fall 2018 Adjuncts</b>	<b>FT %</b>	<b>PT %</b>	
	195	454	30%	69%	
				<b>FT %</b>	<b>PT %</b>
				50%	50%



TABLE VI

**FACULTY PROMOTIONS - (8 year History)**  
**Post Institutional Realignment**

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
<b>Business &amp; Social Science</b>	2	4	4	6				
<b>Health Science</b>	1	2	3	0				
<b>Humanities</b>	7	1	4	5				
<b>Library</b>	1	0	1	0				
<b>STEM</b>	0	2	3	9				
<b>Student Success/Counseling</b>	1	1	0	0				
<b>NON-AUTOMATIC</b>	12	10	12	12				
<b>AUTOMATIC</b>	4	9	3	8				
<b>TOTAL</b>	16	19	15	20				

## **2019 Performance Recognition Narratives**

### **Cynthia Bradbury**

Cynthia is a versatile and dedicated Brookdale employee. As a Senior Office Assistant in the Humanities Institute, Cynthia has streamlined many procedures through her extensive knowledge of technology. She is dedicated to empowering women and minorities, as demonstrated by her service on the Women in Learning and Leadership Advisory Committee. Cynthia supports Brookdale's "Our Role in Our Community" value by acting as Co-Chair of the Seniors Aging Gracefully through Education (SAGE) group. She presented on the History of Belly Dancing during Scholar's Day, and assists with Open House and Graduation. Cynthia has been an involved member of the Performance Recognition Committee by serving on both the Local and College-Wide Committees. She also received the 2016 Outstanding Staff Award. Cynthia is presently working on a B.S. in Management and Marketing at NJCU. The Committee recognizes Cynthia's significant commitment to students and Brookdale.

### **Lisa Savage**

Lisa's contributions go hand in hand with her extraordinary customer service. She often acts as Brookdale's Personal Ambassador to new students who wander into her office, accompanying them to ensure they get the assistance that they need. Lisa has been participating with the Male Minority Initiative for many years. She also played a significant role in the College Readiness Program, including stepping in as a speaker and guide for programs offered by her department, and assisting in graduation day. Her passion for student success and her love of Brookdale are seen throughout her contributions. Lisa proves to be an exceptional leader of customer service and really cares for the success of our students.

### **Robert Yamello**

As an Electronics Technology Specialist, Robert has participated in several large projects within the job that span over numerous months. These projects consist of collaboration with various departments and the ability to learn and understand new technology. Through these projects, Robert has shown he is a team player who possesses the skills and desire to learn emerging technological advancements and who has the ability to seamlessly implement this new learned knowledge to fulfill the needs of Brookdale and its students. Robert's contributions beyond the job are recognized by two significant posts he was involved in within the PSA union. Both the role of PSA VP of Employee Safety and the PSA Negotiations Team were volunteer appointments of depth requiring much follow-up, an eye for detail, and organization. The committee finds that he is deserving of the Performance Recognition Award.

**TABLE I**  
**ANALYSIS OF PERFORMANCE RECOGNITION**  
**July 1, 2019 Awards**

Total Staff	170
Less Ineligible Group	92
Employees with less than four years' service	
Employees without "exceeds" on three of the last 4 years	
Employees with less than one year in new position	
Staff who have received Performance Recognition in the last four years	
Number of Eligible Staff	78
Number of Eligible Staff Applying	4
Staff Recommended for Performance Recognition – N5	0
Staff Recommended for Performance Recognition – N4	2
Staff Recommended for Performance Recognition – N3	1
Staff Recommended for Performance Recognition – N1/N2	0
% of Applications of Eligible Group (4/78)	5.1%
% of Applications of Total Staff (4/170)	2.3%

April 2019

**TABLE II**

**Performance Recognition – July 1, 2019 Awards**

**SUMMARY OF STAFF BY BAND**

Distribution by Band	<b>N1/N2</b> 9	<b>N3</b> 27	<b>N4</b> 85	<b>N5</b> 49	<b>Total</b> 170
Percent	5.2%	15.8%	50%	29%	100%
Eligible by Band	2	9	37	30	78
Eligible Percent Of Total Unit	22%	33.3%	43.5%	61.0%	45.8%
Current Performance Recommendations	0	1	2	0	3

April 2019

## BROOKDALE COMMUNITY COLLEGE

### Board of Trustees Public Business Meeting Minutes

**March 26, 2019**

**Brookdale Community College  
Brookdale at Wall  
800 Monmouth Blvd.  
Wall, NJ 07719**

- A. Chair Abby-White called the meeting to order at 5:30 P.M. and the group made the Pledge of Allegiance. Chair Abby-White read the mission of the college.
- B. Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
  - 1. On March 20, 2019, at 2PM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

<b>Present</b>	<b>Trustees</b>	<b>Administration:</b>
	<b>Ms. Abby-White, Chair</b>	Dr. Matthew Reed
	<b>Mr. Dan Becht, Trustee</b>	Mr. Joey Stoner
	<b>Ms. Latonya Brennan, Trustee</b>	Dr. Yesenia Madas
	<b>Ms. Suzanne Brennan, Vice-Chair (6:42 PM)</b>	Dr. Nancy Kegelman
	<b>Ms. Victoria Cattelona, Graduate Trustee</b>	Ms. Joan Scocco
	<b>Dr. Hank Cram, Trustee</b>	Ms. Patricia Sensi
	<b>Mr. Paul Crupi, Trustee</b>	Ms. Kathy Kamatani
	<b>Ms. Madeline Ferraro, Trustee</b>	Ms. Bonnie Passarella
	<b>Mr. Bret Kaufmann, Trustee</b>	Mr. Ed Johnson
	<b>Dr. David M. Stout, Secretary</b>	Dr. William Burns
	<b>Ms. Marta Rambaud, Trustee (5:40 PM)</b>	Dr. Anita Voogt
	<b>Dr. Les Richens, Trustee</b>	
<b>Absent</b>		Ms. Cynthia Gruskos, Recorder
		Mr. Charles Rooney, Engineer of Record
<b>College Counsel</b>	<b>Mr. Mitchell Jacobs, Esq., General and Labor Counsel</b>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Adoption of Agenda for Public Business Meeting</b></p> <p>Chair Abby-White reaffirmed our college mission.</p> <p>Chair Abby-White announced that Board Policy 2.0001 Naming Rights has been revised and provided to the public in printed format and uploaded to BoardMax and printed for the board's review.</p>	<p>A motion to adopt the meeting agenda was made by Trustee Richens and seconded by Trustee L. Brennan.</p> <p>Motion passed unanimously.</p>	
<p><b>Review and Adoption of Consent Agenda</b></p> <ul style="list-style-type: none"> <li><i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i></li> </ul> <p><b>A. Adoption of Consent agenda</b></p>	<p>A motion to adopt the consent agenda was made by Trustee Richens and seconded by Trustee Cram.</p> <p>Motion passed unanimously.</p>	
<p><b>Reports from Board Committees and Liaisons</b></p> <p><b>A. Executive Committee</b> - Chair Abby-White reported that the Executive Committee was held on March 19, 2019 to review and set the agenda. She announced that according to board policy, each Trustee is required to sign the Board of Trustees Code of Ethics which has been supplied to you in your packet. It is the practice of our Board to sign it annually. Please sign the document and provide it to Cynthia to acknowledge you will comply with the policy guidelines. Our legal counsel is available to assist any Trustees in determining if they should recuse themselves from any vote or discussion during the year. If you have a conflict of interest with an item in the Consent Agenda, that item will need to be removed from the consent agenda for a separate vote. You will also be responsible to file your Annual Financial Disclosure Statement by April 30. This is a requirement by the Local Government Ethics Law. Bonnie Passarella will be sending out an email with instructions on filing and if you have any questions about the process, make sure you contact her.</p> <p><b>B. Finance &amp; Facilities Committee –</b></p> <ol style="list-style-type: none"> <li>Monthly Reporting – Trustee Kaufmann provided his report on the Finance &amp; Facilities meeting held on March 19. He highlighted that the financial reporting only reflects financial reporting ending on January 31, 2019. He reported that the college is under budget and a small surplus from operations may be realized at year end. The college is in the process of refinancing the 2009 series bonds due to favorable finance rates. This is on the agenda but</li> </ol>		

<p>will not be voted on during this meeting due to the need for additional information.</p> <p>b. Report from the Engineer of Record – Mr. Rooney reported on capital project updates which are detailed in his report submitted on 3/11/19.</p> <p>c.</p> <p><b>C. BCC Foundation –</b></p> <p>a. Honorary Degree Nominations - Dr. Stout presented the recommendation to grant honorary degrees to candidates Diane Raver and Francine Acquaviva. He provided background information about each candidate.</p> <p>b. Distinguished Alumni Awards at Commencement 2019 - . In addition, he provided information on the two distinguished alumni awardees to be honored at the Commencement Ceremony. He provided background information on the awardees, Thomas Bonhag '14 and Sheriff Shaun Golden '89</p> <p>c. Chair Abby-White encouraged the Trustees to attend the Scholarship Recognition Ceremony on Thursday at 5 PM and the Scholarship Ball.</p> <p><b>D. Ad-Hoc Public Private Partnerships Committee –</b> Trustee Cattelona provided her report on the Private Public Partnership committee held on March 4. She reported on the presentation made by Siemens and there was further discussion by board members.</p> <p><b>E. Governance Committee –</b> No report was given.</p> <p><b>F. Audit Committee –</b>Trustee Rambaud reported on the Audit committee meeting held on March 11. Her report included information on the internal audit progress and she made the board aware that the external auditor presented clean audits for the FY18 WJB-FM Radio Station Financial Statements and the FY18 Brookdale Community College Financial Statements. In addition, she reported that Mr. Stoner provided an update on the state audit.</p> <p><b>G. New Jersey Council of County Colleges (NJCCC) –</b> Dr. Stout reported that NJCCC's vision of the new committee structure was presented at their last meeting. Dr. Stout has been appointed to sit on the Economic Mobility Committee.</p> <p><b>H. Student's Perspective -</b> Trustee Cattelona reported on the student's speak out. She met with current students to discuss the role of the Graduate Trustee and Governance at the college. She will be attending the Civic Engagement Conference and participating on a panel. She will also be speaking at the Open House on Sunday.</p>	<p><b>President's Report</b></p> <p><b>1. New Jersey Career And Technical Education Alternate Teacher Rout Program –</b> Dr. Latte, Ms. English and Professor Marshall provided a report on the success and growth of the N.J. Career and Technical Education Alternate Teacher Route Program who assist professionals to transition into education throughout the state.</p> <p><b>2. MSCHE Update –</b> Dr. Nancy Kegelmann provided an update on the preparation for our MSCHE Monitoring Team visit next week. The MSCHE Fast Fact Sheet has been updated and will be provided to the Board. Practice sessions have been conducted to different constituency groups.</p> <p><b>3. Acknowledgement of Sabbatical and Educational Leave Recipients –</b> Dr. Stout made recommendations for sabbaticals. He acknowledged the future endeavors of Marie Maber during her Faculty Sabbatical, Olga Malpica Proctor for her Transitional Faculty Sabbatical, Anne LaParta for an Administrator Sabbatical, Cynthia Bradbury and Michael Conklin for an Educational Leave.</p>
<p><b>Public Comment on Agenda Items –</b></p> <p><b>Mr. Jack Ryan –</b> Faculty – Mr. Ryan spoke about his suggestions on improving transparency at the college.</p>	

**Mr. Tom Brennan**, Radio Station Manager – Mr. Brennan thanked Billie Ciano and Teresa Manfreda for their assistance with the Radio Station Audit. He announced that a guest DJ opportunity will be provided for the Scholarship Ball as an auction gift.

Dr. Stout asked Mr. Ryan to have a conversation with him about the transparency issues he alluded to.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Approval of Public Business Meeting Minutes – February 26, 2019</b>	<p>A motion to approve the minutes from the public business meeting held on February 26, 2019 was made by Trustee Richens and seconded by Trustee Cram.</p> <p>Motion passed</p> <p><b>YES:</b> Trustees Becht, L. Brennan, Cattelona, Cram, Kaufmann, Rambaud, Richens and Chair Abby-White</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> Trustees Crupi and Ferraro</p>	
<b>Executive Session Minutes – February 26, 2019</b>	<p>A motion to approve the executive session minutes from the meeting held on February 26, 2019 was made by Trustee Richens and seconded by Trustee Rambaud.</p> <p>Motion passed</p> <p><b>YES:</b> Trustees Becht, L. Brennan, Cattelona, Cram, Kaufmann, Rambaud, Richens and Chair Abby-White</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> Trustees</p>	



	Crupi and Ferraro	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Consent Agenda</b>  <b>A. Approval of Human Resources</b>  <b>B. Gift Acceptance</b>  <b>C. Purchases in Excess of \$35,300 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500</b>  <b>D. Monthly Financial Reports</b>	<p>A motion to approve the consent agenda was made by Trustee Richens and seconded by Trustee Rambaud.</p> <p>Motion passed unanimously.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, Cattelona, Cram, Crupi, Ferraro, Kaufmann, Rambaud, Richens and Chair Abby-White</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Authorization to present to Diane Raver and Francine Acquaviva an honorary associate degree at Commencement 2019</b>	<p>A motion to present Diane Raver and Francine Acquaviva an honorary associate degree at Commencement 2019 was made by Trustee Crupi and seconded by Trustee Ferraro.</p> <p>Motion passed unanimously.</p>	
<b>Approval of Policies</b>  <b>A. Approval of Policy 1.8000 Adoption, Review, and Amendment of Mission, Vision, Values and Strategic Priorities of Brookdale Community College</b>  <b>B. Approval of Policy 3.9009 Involuntary</b>	<p>A motion to approve Policy 1.8000 Adoption, Review, and Amendment of Mission, Vision, Values and Strategic Priorities of Brookdale Community College, Policy 3.9009 Involuntary Administrative Leave, and Policy 4.7000</p>	

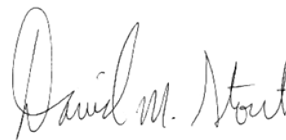
<p><b>Administrative Leave</b></p> <p><b>C. Approval of Policy 4.7000 Risk Management</b></p>	<p>Risk Management was made by Trustee Cram and seconded by Trustee Richens.</p> <p>Motion passed unanimously.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, Cattelona, Cram, Crupi, Ferraro, Kaufmann, Rambaud, Richens and Chair Abby-White</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Approval of Policy 2.0001 Naming Rights</b></p> <p>Chair Abby-White stated that per our board bylaws, Section 1.6020, if it is the will of the board and there is unanimous consent of those present tonight, lodging of a policy can be waived.</p>	<p>A motion to waive lodging of revised Policy 2.0001 Naming Rights was made by Trustee Ferraro and seconded by Trustee Cram</p> <p>Motion passed unanimously.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, Cattelona, Cram, Crupi, Ferraro, Kaufmann, Rambaud, Richens and Chair Abby-White</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p> <p>A motion to approve Policy 2.0001 Naming Rights was made by Trustee Crupi and seconded by Trustee Cattelona.</p> <p>Motion passed unanimously.</p>	

	<p><b>YES:</b> Trustees Becht, L. Brennan, Cattelona, Cram, Crupi, Ferraro, Kaufmann, Rambaud, Richens and Chair Abby-White</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Acceptance of FY18 WBJB Radio Audit</b>	<p>A motion to accept the FY18 Financial WBJB Financial Audit was made by Trustee Becht and seconded by Trustee Rambaud.</p> <p>Motion passed unanimously.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, Cattelona, Cram, Crupi, Ferraro, Kaufmann, Rambaud, Richens and Chair Abby-White</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Acceptance of FY18 Financial Audit</b>	<p>A motion to accept the FY18 Financial Audit was made by Trustee Crupi and seconded by Trustee Rambaud.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, Cattelona, Cram, Crupi, Ferraro, Kaufmann, Rambaud, Richens and Chair Abby-White</p> <p><b>NAYS:</b> None</p>	

	<b>ABSTENTIONS:</b> None	
<b>Authorization to Refinance Series 2009 Bonds</b>  <b>This item was not acted on.</b>		
<b>Public Comment</b>  Mr. Jacobs read the public comment statement.  <b>Mr. Jack Ryan, Faculty</b> – Mr. Ryan suggested that unintended costs associated with naming rights be considered during the naming rights campaign.  <b>Mr. Tom Brennan</b> – General Manager of Radio Station – Mr. Brennan commented on fundraising events and their spring membership drive.		
<b>Old/New Business</b>  Dr. Stout recognized the service of our employees Carole Carney, Karen D’Agostino and Donna Bastedo who will be retiring this spring and summer.		
<b>Topic and Discussion</b>	<b>Votes Taken</b>	<b>Action and Follow-up Actions</b>
<b>Resolution to Hold a Closed Meeting</b>  Mr. Jacobs read the resolution to hold a closed session. ( <b>Attachment A</b>	A motion was made to approve the resolution to hold an executive session by Trustee Richens and seconded by Trustee Rambaud.  <b>Motion passed unanimously.</b>	
<b>Motion to Re-Open the Meeting to the Public</b>	A motion was made to re-open the meeting to the public by Trustee Richens and seconded by Trustee Becht.  <b>Motion passed unanimously.</b>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Adjournment –</b></p> <p><i>The meeting was adjourned at 7:40 p.m.</i></p>	<p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Becht.</p> <p><b>Motion passed unanimously.</b></p>	

Respectfully submitted:



David M. Stout, Ph.D., Secretary

## BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

### RESOLUTION AUTHORIZING EXECUTIVE SESSION

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that 4 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **March 26, 2019 at approximately 6:30 PM** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

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

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

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**RESOLUTION**  
**Approved March 26, 2019**



"(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body.(labor negotiations )



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



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



"(7) Any pending or anticipated litigation or contract negotiation in which the public is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is: , contract negotiations with Hazlet;; potential litigation regarding construction issues at the Wall Campus and contract issue with 3H



"(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting." Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478 (1991), the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is:



"(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is a

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**RESOLUTION**  
**Approved March 26, 2019**

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

NOW, THEREFORE, BE IT RESOLVED that the Brookdale Community College Board of Trustees will go into Executive Session for only the above stated reasons; and

BE IT FURTHER RESOLVED that the Brookdale Community College Board of Trustees hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

BE IT FURTHER RESOLVED that the Board Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed; and

BE IT FURTHER RESOLVED that the Board Secretary, on the next business day following this meeting, shall post this Resolution on the Board website and furnish a copy of this Resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

**RESOLUTION**  
**Approved March 26, 2019**



# BROOKDALE COMMUNITY COLLEGE

## Board of Trustees Special Public Business Meeting Minutes

**March 19, 2019**

**Brookdale Community College  
Warner Student Life Center, Trustees Conference Room  
765 Newman Springs Rd.  
Lincroft, NJ 07733**

- A. Chair Abby-White called the meeting to order at 5:30 P.M. and the group made the Pledge of Allegiance.
- B. Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
1. On March 15, 2019 at 2 PM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

<b>Present</b>	<b>Trustees</b>	<b>Administration:</b>
	<b>Ms. Abby-White, Chair</b>	Dr. Matthew Reed
	<b>M. Suzanne Brennan, Vice-Chair</b>	Ms. Patricia Sensi
	<b>Ms. Latonya Brennan, Trustee</b>	Dr. Herbert Cohen
	<b>Ms. Victoria Cattelona, Trustee</b>	Ms. Kathy Kamatani
	<b>Ms. Latonya Brennan, Trustee</b>	Mr. Joey Stoner
	<b>Mr. Bret Kaufmann, Trustee</b>	Dr. Bill Burns
	<b>Dr. David M. Stout, Secretary</b>	Mr. Ed Johnson
	<b>Dr. Les Richens, Trustee</b>	Dr. Nancy Kegelman
		Dr. Anita Voogt
		Mr. George Sotirion
		Ms. Teresa Manfreda
		Ms. Bonnie Passarella
		Ms. Cynthia Gruskos, Recorder
<b>Absent</b>	<b>Mr. Dan Becht, Trustee</b>	
	<b>Mr. Paul Crupi, Trustee</b>	
	<b>Ms. Madeline Ferraro, Trustee</b>	
		Mr. Charles Rooney, Engineer of Record
<b>College Counsel</b>	<b>Mr. Mitchell Jacobs, Esq., General and Labor Counsel</b>	
	<b>* via conference phone</b>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Adoption of Agenda for Public Business Meeting</b>	<p>A motion to adopt the meeting agenda was made by Trustee L. Brennan and seconded by Trustee Kaufmann. .</p> <p>Motion passed unanimously.</p>	
<b>Public Comment on Agenda Items Only</b> No public comment was made.		
<b>Facilities Report</b> Mr. Rooney reviewed his report dated 3/11/19. He provided the following updates: <ul style="list-style-type: none"> <li>• CVA &amp; LAH Chiller Replacements – Chillers to be lifted on the roof on 3/20/19</li> <li>• Tennis &amp; Basketball Courts – Project will begin in May and to be completed by mid July</li> </ul>		
<b>Financial Reporting (4.1) –</b> Mr. Stoner reviewed the Analysis and Forecast of the Operating, Auxiliary and Capital Funds report.  There was a discussion on the need for improved treasury management. Mr. Stoner suggested that the college would need dependable historical cash flow information to make future investment decisions.		
<b>Purchases in Excess of \$35,300 and New Jersey “Pay-to-Play”, and Pursuant to the New Jersey “Pay-to-Play” Process, in Excess of \$17,500 (4.2)</b> There was no significant discussion on the purchases.		
<b>Change Order Request (4.2a) –</b> No change order request was requested.		
<b>HR Future Positions –</b> 11 positions were discussed and justifications were presented to the Board of Trustees. The Following positions will be advertised: <ul style="list-style-type: none"> <li>• Payroll Specialist, N4</li> <li>• Humanities, Dean</li> <li>• Two English Faculty</li> <li>• Two Reading Faculty</li> </ul>		

<ul style="list-style-type: none"> <li>• Chemistry Faculty</li> <li>• Instructional Assistant, Biology</li> <li>• Computer Science Faculty</li> <li>• Anthropology Faculty</li> <li>• Nursing Faculty</li> </ul>		
<b>HR Monthly Materials – March 2019</b> The HR materials were reviewed. Sabbatical and Educational leave recommendations were reviewed with the Board.		
<b>Review of Grants and Gifts</b> Dr. Stout reviewed the Acceptance of Gifts.		
<b>Bond Refinancing –</b> Mr. Stoner made a recommendation to move forward with the issuance of Lease Revenue Refunding Bonds, Series 2019 in an amount not to exceed \$8,000,000. Based on current rates there is an anticipated savings in the amount of \$582,013. Savings would be front-loaded in the first five years with nominal savings after year 5.		
<b>Public Comment –</b> There was no public comment.		
<b>Adjournment –</b>  <i>The meeting was adjourned at 6:45 PM</i>	A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Kaufmann.  Motion passed unanimously.	

Respectfully submitted:



David M. Stout, Ph.D., Secretary

**BROOKDALE COMMUNITY COLLEGE**

**Board of Trustees  
Public Business Meeting Minutes**

**March 29, 2019**

**Two River Theater  
21 Bridge Ave  
Victoria J. Mastrobuono Library  
Red Bank, NJ**

- A. Chair Abby-White called the meeting to order at 6 P.M. and the group made the Pledge of Allegiance. Chair Abby-White read the mission of the college.
- B. Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
1. On March 25 2019, at 3:30 PM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

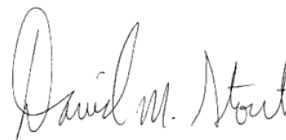
Roll Call:

<b>Present</b>	<b>Trustees</b>	<b>Administration:</b>
	<b>Ms. Abby-White, Chair</b>	
	<b>Mr. Dan Becht, Trustee</b>	
	<b>Ms. Suzanne Brennan, Vice-Chair</b>	
	<b>Ms. Latonya Brennan, Trustee (7:15 PM)</b>	
	<b>Ms. Victoria Cattelona, Graduate Trustee (7:10 PM)</b>	
	<b>Dr. Hank Cram, Trustee</b>	
	<b>Ms. Madeline Ferraro, Trustee</b>	
	<b>Mr. Bret Kaufmann, Trustee</b>	
	<b>Dr. David M. Stout, Secretary</b>	
	<b>Ms. Marta Rambaud, Trustee</b>	
	<b>Dr. Les Richens, Trustee</b>	
<b>Absent</b>	<b>Mr. Paul Crupi, Trustee</b>	Ms. Cynthia Gruskos, Recorder
		Dr. Jennifer Latino, Ellucian
<b>College Counsel</b>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Adoption of Agenda for Public Business Meeting</b>	<p>A motion to adopt the meeting agenda was made by Trustee Becht and seconded by Trustee Richens.</p> <p>Motion passed unanimously.</p>	
<b>Public Comment on Agenda Items –</b>  No public comment was made on agenda items.		
<b>Board Development Workshop</b>  <b>Development of Brookdale Community College Board Vision</b>  Dr. Latino led the board through a discussion on creating an effective vision statement. The Board reviewed their community connections that would be helpful in supporting the vision of the Board.  <b>Board Gap Analysis</b> Vice-Chair Suzanne Brennan reviewed the results of the recent board gap analysis. The following characteristics were identified as gaps in our current board: <ul style="list-style-type: none"> <li>• Entrepreneurial background</li> <li>• Representation from Western Monmouth</li> <li>• More community connections with business</li> </ul>		
<b>Public Comment</b>  No public comment was made.		
<b>Old/New Business</b>  No old or new business was discussed.		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Adjournment –</b></p> <p><i>The meeting was adjourned at 9 p.m.</i></p>	<p>A motion to adjourn the meeting was made by Trustee Becht and seconded by Trustee Richens.</p> <p>Motion passed unanimously.</p>	

Respectfully submitted:



David M. Stout, Ph.D., Secretary

**BROOKDALE COMMUNITY COLLEGE**

**Board of Trustees  
Public Business Meeting Minutes**

**March 30, 2019**

**Two River Theater  
21 Bridge Ave  
Victoria J. Mastrobuono Library  
Red Bank, NJ**

- A. Chair Abby-White called the meeting to order at 6 P.M. and the group made the Pledge of Allegiance. Chair Abby-White read the mission of the college.
- B. Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
1. On March 25 2019, at 3:30 PM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

<b>Present</b>	<b>Trustees</b>	<b>Administration:</b>
	<b>Ms. Abby-White, Chair</b>	
	<b>Mr. Dan Becht, Trustee</b>	
	<b>Ms. Suzanne Brennan, Vice-Chair</b>	
	<b>Ms. Latonya Brennan, Trustee</b>	
	<b>Ms. Victoria Cattelona, Graduate Trustee</b>	
	<b>Dr. Hank Cram, Trustee (excused at 11 AM)</b>	
	<b>Ms. Madeline Ferraro, Trustee</b>	
	<b>Mr. Bret Kaufmann, Trustee</b>	
	<b>Dr. David M. Stout, Secretary</b>	
	<b>Ms. Marta Rambaud, Trustee</b>	
<b>Absent</b>	<b>Mr. Paul Crupi, Trustee</b>	Ms. Cynthia Gruskos, Recorder
	<b>Dr. Les Richens, Trustee</b>	
		Dr. Jennifer Latino, Ellucian
<b>College Counsel</b>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Adoption of Agenda for Public Business Meeting</b></p> <p>Chair Abby-White announced the addition of two agenda items:</p> <ol style="list-style-type: none"> <li>1. Approval of Purchases in Excess of \$35,300</li> <li>2. Authorization to Refinance Series 2009 Bonds</li> </ol>	<p>A motion to adopt the revised meeting agenda was made by Trustee Cram and seconded by Trustee Becht.</p> <p>Motion passed unanimously.</p>	
<p><b>Approval of Purchases in Excess of \$35,300 (Attachment A)</b></p>	<p>A motion was made to approve by resolution purchases in excess of \$35,300 by Trustee Becht and seconded by Vice-Chair Suzanne Brennan.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Cattelona, Cram, Ferraro, Kaufmann, Rambaud, and Chair Abby-White</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Authorization to Refinance Series 2009 Bonds (Attachment B)</b></p>	<p>A motion to approve by resolution the authorization to refinance the Series 2009 bonds was made by Trustee Becht and seconded by Trustee Cattelona.</p> <p><b>YES:</b> Trustees Becht, L. Brennan, S. Brennan, Cattelona, Cram, Kaufmann, and Chair Abby-White</p> <p><b>NO:</b> None</p>	



	<b>ABSTENTIONS:</b> Trustees Ferraro and Rambaud	
<b>Public Comment on Agenda Items –</b>  No public comment was made on agenda items.		
<b>Board Development Workshop</b>  The Board considered their discussion from the evening retreat and identified the following short and long term goals for the board.  <b>Short Term Goals (1 to 2 years)</b> <ol style="list-style-type: none"> <li>1. Research 4-year institutions for potential partnerships, including our top transfer institutions.</li> <li>2. Identify key connections with Rutgers to duplicate with other 4-year institutions.</li> <li>3. Conduct a full analysis of all locations to guide decision making.</li> <li>4. Review Monmouth County and state-wide high school graduate college enrollment patterns.</li> <li>5. Prioritize the essential capital projects (Chapter 12 funds) and create a plan for executing completion of the top necessary improvements.</li> <li>6. Continuously inform Freeholders of Brookdale’s achievements and goals.</li> <li>7. Conduct Blue Sky sessions to evaluate new concepts with all county stakeholders.</li> </ol> <b>Long Term Goals (3 to 5 years)</b> <ol style="list-style-type: none"> <li>1. Create a business model toward financial sustainability.</li> <li>2. Execute the vision of the board to provide seamless access for Brookdale students to 4-year degrees.</li> </ol> <b>Expectations of Board Members</b>  The Board identified the following as key responsibilities of all Trustees: <ol style="list-style-type: none"> <li>1. Attendance at monthly meetings</li> <li>2. Participation in two committees</li> <li>3. Active participation and support of college events (college fairs, athletic events, cultural/arts events)</li> <li>4. Participation in annual professional development</li> <li>5. Advocate for Brookdale Community College</li> <li>6. Clearly articulate “Why Brookdale?”</li> </ol>		

7. Authentic interest in the education of Monmouth County students  
**MSCHE Preparation for Monitoring Visit**

Dr. Stout reviewed the MSCHE monitoring report in preparation for the MSCHE Monitoring Team visit.

**Self-Reflection**

The board members reflected on the board goals and created personal goals for themselves to utilize their strengths to impact the work of the Board.

**Public Comment**

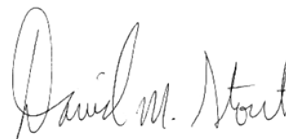
No public comment was made.

**Old/New Business**

No old or new business was discussed.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Adjournment –</b>  <i>The meeting was adjourned at 12 PM.</i>	A motion to adjourn the meeting was made by Trustee Becht and seconded by Trustee Rambaud.  Motion passed unanimously.	

Respectfully submitted:



David M. Stout, Ph.D., Secretary



**BOARD OF TRUSTEES**

General Functions

Administration

Human Resources

**Finance & Facilities**

Policy & Education

4.2 *Purchases in Excess of \$35,300 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500*

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of \$35,300. These proposed contracts have been bid in accordance with "County College Contracts Law," N.J.S. Chapter 64A-Title 18A, and Board of Trustees' Policy No. 4.2000, are under State contract or are legal exceptions to the Public Contracts Law.

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

April 2, 2019: Interim Vice President Finance & Operations, Joey Stoner

## **RESOLUTION**

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

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

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

**WHEREAS**, the vendor has completed all the required certifications and disclosures; and

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

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

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

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

Agenda for Purchases in Excess of \$35,300  
April 2, 2019

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Capital				
1	Fraytak Veisz Hopkins Duthie, PC	Professional Engineering Services, RFQ No. 01-2019 / This contract is for professional engineering and consulting services for partial roofing replacement and repairs at the PAC, CAR, CVA and LAH Buildings. This contract is funded by Chapter 12.	RFQ	\$ 63,375.00

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



**BOARD OF TRUSTEES**

General Functions

Administration

Human Resources

**FINANCE & FACILITIES**

Policy & Education

- 4.3 *Resolution Approving the Monmouth County Improvement Authority's issuance of its County Guaranteed Lease Revenue Refunding Bonds, Series 2019 (Monmouth County Guaranteed) (Brookdale Community College Project) (the "Refunding Bonds"). The proceeds of the Refunding Bonds will be used to currently refund the Authority's outstanding Lease Revenue Bonds, Series 2009 (Monmouth County Guaranteed) (Brookdale Community College Project).*

Facts:

Originally issued 2001 to fund the Student Life Center Project, Refunded in 2009

County guaranty with a AAA rating

Refinancing through the MCIA, with County guaranty, results in Debt Service Savings with a net present value of \$582,013, a value equal to 8.06% of the principal amount being refunded

The Series 2019 Refunding Bonds do not extend past the Series 2009 Refunded Bonds final maturity in 2031

## **RESOLUTION**

**WHEREAS**, The Monmouth County Improvement Authority (the “Authority”) issued Lease Revenue Bonds, Series 2009 (Monmouth County Guaranteed) (Brookdale Community College Project) (the “Refunded Bonds”); and

WHEREAS, in an effort to realize debt service savings, the Authority and the College are desirous of refunding at a price of 100%, the outstanding callable Refunded Bonds maturing in the years 2020 through and including 2031; and

WHEREAS, the Authority is requesting positive findings for the issuance of its County Guaranteed Lease Revenue Refunding Bonds, Series 2019 (Monmouth County Guaranteed) (Brookdale Community College Project) (the “Refunding Bonds”) in an amount not to exceed \$8,000,000 and the guarantee of such Bonds by the County of Monmouth, State of New Jersey; and

WHEREAS, the Authority’s Bonds will, among other things, be secured and paid by the College pursuant to a lease and agreement by and between the College and the Authority (the “Lease”); and

WHEREAS, the Authority presently estimates that the Bonds will be issued in calendar year 2019; and

WHEREAS, in its efforts to achieve lease payment savings for the College, the College now desires to authorize certain actions and approve certain documents necessary in connection with the Refunding Project and the issuance of the Bonds.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College as follows:

1. That the College hereby approves the Refunding Project and the financing of the Bonds through the Authority.
2. That the Authority is authorized to make application to the Local Finance Board for the Refunding Project and the issuance of the Bonds and any such other approvals necessary to undertake the Refunding Project and issue the Bonds.
3. The President or the President’s Designee is authorized and directed, in consultation with College Counsel to prepare, negotiate, execute and deliver any and all documents and instruments, including but not limited to, the Lease, the College Lease, the Preliminary Official Statement, the Official Statement, the Continuing Disclosure Agreement and any and all documents necessary in connection with the Refunding Project and the issuance of the Bonds, and to do and cause to be done any and all acts and things necessary or proper for carrying out of the Refunding Project and for the authorization, sale and issuance of the Bonds. The execution by such officers of any such documents with such changes, insertions or omissions that shall be approved by College Counsel shall be conclusive evidence of the approval of such changes, insertions or omissions by such officers and no further ratification or other action by the Board of Trustees of the College shall be required with respect thereto.
4. That a certified copy of this resolution be forwarded to the Authority.
5. That this resolution shall become effective immediately.

**BROOKDALE COMMUNITY COLLEGE**

**Board of Trustees  
Special Public Business Meeting Minutes – MSCHE Monitoring Visit**

**April 2, 2019**

- A. Chair Abby-White called the meeting to order at 2:15 P.M. and the group made the Pledge of Allegiance.
- B. Ms. Gruskos read the following statement: “In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
1. On March 28 2019, at 12 PM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

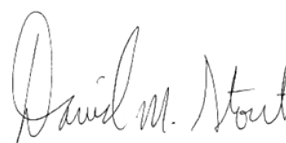
Roll Call:

<b>Present</b>	<b>Trustees</b>	<b>Administration:</b>
	<b>Ms. Abby-White, Chair</b>	
	<b>Ms. Suzanne Brennan, Vice-Chair</b>	Ms. Cynthia Gruskos, Recorder
	<b>Ms. Victoria Cattelona, Graduate Trustee</b>	
	<b>Dr. Hank Cram, Trustee</b>	
	<b>Mr. Bret Kaufmann, Trustee</b>	
	<b>Dr. David M. Stout, Secretary</b>	
	<b>Dr. Les Richens, Trustee</b>	
<b>Absent</b>	<b>Mr. Dan Becht, Trustee</b>	
	<b>Ms. Latonya Brennan, Trustee</b>	
	<b>Mr. Paul Crupi, Trustee</b>	
	<b>Ms. Madeline Ferraro, Trustee</b>	
	<b>Ms. Marta Rambaud, Trustee</b>	
<b>College Counsel</b>		



Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Adoption of Agenda for Public Business Meeting</b>  Chair Abby-White announced that the agenda has been revised. The Approval of Purchases and Authorization to approve the refinancing of the 2009 bonds has been removed from the agenda, as they were approved at the March 30, 2019 meeting.	A motion to adopt the meeting agenda was made by Trustee Richens and seconded by Trustee Cattelona.  Motion passed unanimously.	
<b>Public Comment on Agenda Items –</b>  No public comment was made on agenda items.		
<b>Middle States Commission on Higher Education (MSCHE) Monitoring Team Visit with the Board of Trustees</b>  <ul style="list-style-type: none"> <li>The Board met with the MSCHE Monitoring Team which was comprised of Dr. Dustin Swanger and Dr. Cecilia Connelly-Weida and our MSCHE Liaison, Dr. Kushnood Haq. The Board answered the questions posed by the team related to documenting evidence that the institution has achieved and can sustain ongoing compliance with Standard II and V.</li> </ul>		
<b>Public Comment</b>  No public comment was made.		
<b>Adjournment –</b>  <i>The meeting was adjourned at 3 PM.</i>	A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Cattelona.  Motion passed unanimously.	

Respectfully submitted:



David M. Stout, Ph.D., Secretary

## **2.1 Application for Grants**

### **Executive Summary**

#### **New Jersey Office of the Secretary of Higher Education Community College Opportunity Grant Special Project (CCOG – Special Project)**

Brookdale submitted a proposal to the Office of the Secretary of Higher Education under its CCOG Special Projects program on April 5, 2019. Grant funds will promote student success and establish a culture of care across the institution by addressing food insecurity and the high cost of textbooks.

Funds will be used to expand the College's Helping Hands project, where grab and go food is available to students facing food insecurity. This project will create a Helping Hands lounge equipped with microwaves, water coolers, Keurig machines, microwavable food, and kitchen supplies. The services will be offered at the main campus in Lincroft with similar services at the College's regional locations.

The project will also provide professional development to four faculty staff to establish a core team to lead the college community and partner stakeholders in training sessions, strategy sessions and continued planning and development of Online Educational Resources (OER) to help reduce the cost of books and educational resources. Ed Johnson, Executive Director-Governmental & Community Relations, will administer the project

The total grant amount requested is **\$10,000** and does not require a match from the college.

**Rutgers University****The New Jersey Space Grant Consortium**

Brookdale submitted a proposal to the Rutgers University under its New Jersey Space Grant Consortium Program on April 4, 2019.

This grant will enable the College to continue a Fellowship program to include student research, peer tutoring and other outreach activities. The is a continuation project made possible by Rutgers New Jersey Space Consortitium with funding from NASA. Funding will support eight year-long research fellowships and enable 24 hours per week of peer tutoring, to continue the STEM lounge, and have students and faculty participate in outreach activities.

Gitanjali Kundu, Assistant Professor-Biology, will administer the project.

The total grant award is **\$52,154** and does not require a match from the college.

**Recommendation:**

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

**BACKGROUND**

Board of Trustees **Policy #2.4000** authorizes the President to enter into contracts with hospitals, laboratories and other facilities for the use of their clinical facilities to enhance the educational process for students enrolled in credit and non-credit medical programs. A list of the clinical facilities is presented to the Board of Trustees annually for the Board's information.

**AGENCIES WHERE THE COLLEGE HAS CONTRACTS AND MOU'S  
FOR CREDIT AND PROFESSIONAL STUDIES, CLINICALS AND  
INTERNSHIPS-2019**

Arthritis and Osteoporosis Associates, P.A.

Care One at Holmdel, Care One at King James, Care One at Wall

CBIZ KA Consulting Services

CentraState Medical Center (includes The Manor, Applewood Estates, Family Medicine Center, and Health Awareness Center)

Cybergistics

Deborah Medical Center (respiratory care only)

Hope Academy – Asbury

Immediate Care Walk-In Management, LLC

IPPC Pharmacy

JFK Medical Center

Majestic Rehabilitation and Nursing Center in Red Bank

Meridian Health:

- Bayshore Community Hospital
- Bayshore Health Care Center
- Jersey Shore University Medical Center
- JFK Medical Center
- Meridian Nursing and Rehab Center (Wall, Shrewsbury, and Holmdel locations)
- Meridian Subacute Rehabilitation at Wall
- Ocean Medical Center
- Raritan Bay Medical Center
- Riverview Medical Center
- Southern Ocean Medical Center Stafford Township

Monmouth Ocean Pulmonary Medicine

MultiCare Therapy

Princeton Healthcare System

RWJ Barnabas Health:

- Children's Specialized Hospital
- Community Medical Center
- Monmouth Medical Center
- Monmouth Medical Southern Campus
- Robert Wood Johnson University Hospital (New Brunswick and Hamilton locations)
- Somerset Medical Center

Red Bank Veterinary Hospital

Shore Gastroenterology Associates

Shrewsbury Pediatric Dentistry  
VNA Health Group  
Walgreen Co.

4.2 *Purchases in Excess of \$35,300 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500*

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of \$35,300. These proposed contracts have been bid in accordance with "County College Contracts Law," N.J.S. Chapter 64A-Title 18A, and Board of Trustees' Policy No. 4.2000, are under State contract or are legal exceptions to the Public Contracts Law.

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

This report was reviewed by the President and the Finance & Facilities Committee at a meeting held April 23, 2019.

April 30, 2019: Interim Vice President Finance & Operations, Joey Stoner

## **RESOLUTION**

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

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

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

**WHEREAS**, the vendor has completed all the required certifications and disclosures; and

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

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

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

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

**Agenda for Purchases in Excess of \$35,300**  
**April 30, 2019**

<b>Board Item No.</b>	<b>Vendor/Contractor</b>	<b>Category / Description</b>	<b>Basis of Award</b>	<b>Amount of Purchase</b>
<b>Auxiliary</b>				
1	Able Mechanical Inc.	<b>Commercial Kitchen Equipment Repairs, Bid No. 19-21</b> / Notice was sent to 3 vendors, received 1 reply. This is a one year contract with an option for a 2nd year renewal for commercial kitchen equipment repairs and is funded partly by the Dining Services Budget and Culinar's reimbursement of \$15,000 towards repairs. FY19 YTD \$16,362.	Bid	\$ 25,000.00 *
<b>Capital</b>				
2	Burlew Mechanical LLC	<b>Emergency Plumbing T&amp;M Services for Replacement of Grease Interceptors</b> Exempt 18A:64A-25.6 (Emergency purchases and contracts). This is an emergency purchase for the replacement of the grease interceptor that have failed and are leaking into the Student Life Center. This contract is funded by Chapter 12.	Exempt	\$ 76,948.00
3	Allstate Office Interiors	<b>Stairwell Treads Replacement</b> / Exempt 18A:64A.25.9 (State Contract). This State Contract is for the replacement of stairwell treads in LAH and is funded by Chapter 12.	Exempt	\$ 30,590.60
4	Team Life, Inc.	<b>Automated External Defibrillators (AEDs)</b> / Exempt 18A:64A.25.9 (State Contract). This State Contract is for the supply and delivery of 17 AEDs and is funded by Chapter 12.	Exempt	\$ 23,815.00
5	Burlew Mechanical LLC	<b>Plumbing T&amp;M, Bid No. 17-46</b> / This contract is for plumbing T&M services for the installation of a water-heater unit in the CVA building and is funded by Chapter 12.	Bid	\$ 15,184.38



6	Automated Building Controls, Inc.	<b>Building Automation and Control System Service, Maintenance and T&amp;M, Bid No. 18-30</b> / This contract is for building automation T&M services for the renovation of the new Testing Center to be re-located in the Bankier Library and is funded by Chapter 12.	Bid	\$ 24,000.00
7	Network Cabling, Inc.	<b>Data Cabling and Drops/ Exempt 18A:64A.25.9 (State Contract).</b> This State Contract is for data cabling and drops for the renovation of the new Testing Center to be re-located in the Bankier Library and is funded by Chapter 12.	Exempt	\$ 18,825.30
8	SAL Electric Co., Inc.	<b>Electrical T&amp;M, Bid No. 18-22</b> / This contract is for electrical T&M services for the renovation of the new Testing Center to be re-located in the Bankier Library and is funded by Chapter 12.	Bid	\$ 16,945.00
9	Allied Fire & Safety Equipment Co., Inc.	<b>Fire Suppression Services, Bid No. 18-25</b> / This contract is for fire suppression installation and services for the renovation of the new Testing Center to be re-located in the Bankier Library and is funded by Chapter 12.	Bid	\$ 9,500.00
10	T&M Associates	<b>Professional Engineering Services, RFQ No. 01-2019</b> / This contract is for professional engineering and consulting services for the replacement of the sewage ejectors at the MAN, CAR and LIB buildings. This contract is funded by Chapter 12.	RFQ	\$ 34,800.00
11	EI Associates	<b>Professional Engineering Services, RFQ No. 01-2019</b> / This contract is for professional engineering and consulting services for the ATEC retaining wall project and is funded by Chapter 12.	RFQ	\$ 48,400.00
12	EI Associates	<b>Professional Engineering Services, RFQ No. 01-2019</b> / This contract is for professional engineering and consulting services for the Student Life Center's sewage ejector pumps replacement project and is funded by Chapter 12.	RFQ	\$ 18,750.00

13	Automated Building Controls, Inc.	<b>Building Automation and Control System Service, Maintenance and T&amp;M, Bid No. 18-30</b> / This contract is for building automation T&M services for the installation of AC units in the IT switch rooms and is funded by Chapter 12.	Bid	\$	64,670.00
14	SAL Electric Co., Inc.	<b>Electrical T&amp;M, Bid No. 18-22</b> / This contract is for electrical T&M services for power installation and control wiring of the AC units in the IT switch rooms and is funded by Chapter 12.	Bid	\$	31,134.00
<b>Grant</b>					
15	Dell	<b>Computers</b> / Exempt 18A:64A.25.9 (State Contract). This State Contract is for the supply and delivery of computers for the Library (previously funded by the Foundation) and for the state-of-the-art classroom technologies project funded by the ELF Grant.	Exempt	\$	250,000.00 *
16	***See attached list of pre-approved vendors	<b>Consulting Services for E-Mate Grant Program, RFQ No. 02-2020</b> / This is a one year contract with an option for a 2nd year renewal for consulting services and is funded by the NSF grant. FY19 YTD \$47,454.	RFQ	\$	105,000.00 *
17	National Public Radio	<b>Programming Services and Membership Fees</b> / Exempt 18A:64A-25.5.a.(16) (Entertainment). This annual contract is for the payment of programming fees, interconnect fees, and membership dues to the National Public Radio. The membership is used exclusively for the acquisition, production, promotion and distribution of national programming of high quality, diversity, creativity, excellence and innovation, with strict adherence to objectivity and balance of programs. This contract is funded by the Community Service Grant and partly by Auxiliary (\$2,665.72). FY19 \$28,302.15.	Exempt	\$	28,771.13
<b>Operating</b>					
18	Ellucian Inc.	<b>IT Managed Services, RFP No. 05-16</b> / This is the 4th year of the contract with an option for a 5th year renewal for IT Managed Services and is funded by the IT Budget. FY19 \$2,584,872.	RFP	\$	2,584,872.00

19	Cisco Systems Capital Corporation	<b>Cisco Smartnet Maintenance / Exempt 18A:64A.25.9 (State Contract).</b> This is the 3rd year of a 5 year State Contract for Cisco equipment maintenance. This includes the maintenance of the phone system, wireless network system and the unified communication equipment. This contract is funded by the IT Budget. Quarterly payments. FY19 \$247,270.32.	Exempt	\$ 247,270.32
20	SHI International	<b>Commvault Software Maintenance / Exempt 18A:64A-25.9 (State Contract).</b> This is the 3rd year of a 3 year State Contract for Commvault software maintenance and is funded by the IT capital budget. FY19 \$37,000.	Exempt	\$ 37,000.00
21	Data Network Solutions	<b>Local and Long Distance Telephone Services, Bid No. 19-17 / Notice</b> was sent to 11 vendors, received 3 replies. This is a one year contract with an option for a 2nd and 3rd year renewal for local and long distance telephone services and is funded by various departmental budgets. FY19 YTD \$61,383.40.	Bid	\$ 56,715.00
22	***See attached list of pre-approved vendors	<b>Printing Services, RFQ No. 02-2019 /</b> This is the 2nd year of a 2 year contract for pre-qualified vendors to provide printing services. These contracts are funded by the Institutional Marketing Budget and various departmental budgets. FY19 YTD \$18,418.	RFQ	\$ 50,000.00 *
23	***See attached list of pre-approved vendors	<b>Graphic Design Services, RFQ No. 01-2020 /</b> Notice was sent to 21 vendors, received 7 responses. This is a one year contract with an option for a 2nd year renewal for pre-qualified vendors to provide graphic design services. These contracts are funded by the Institutional Marketing Budget. FY19 YTD \$6,000.	RFQ	\$ 25,000.00 *
24	Powerhouse Signworks	<b>Banners and Signage, Bid No. 19-22 /</b> Notice was sent to 17 vendors, received 3 replies. This is a one year contract with an option for a 2nd year renewal for the supply, delivery and installation of banners and signage for the marketing department. This contract is funded by the Institutional Marketing Budget and various departmental budgets. FY19 YTD \$20,000.	Bid	\$ 40,000.00 *

25	Rave Wireless, Inc.	<b>Emergency Alert Services, RFP No. 11-17</b> / This is the 3rd year of a 3 year contract for emergency alert services. This enhanced service will allow communication to multiple locations/devices from one system. This contract is funded by the Institutional Marketing Budget. FY19 \$34,810.	RFP	\$	34,810.00
26	Allied Account Services, Inc.; HS Financial Group, LLC; RTR Financial Services, Inc.	<b>Student Account Collection Services, RFP No. 11-18</b> / This is the 2nd year of a 2 year contract for collection services of student accounts placed into collection for non-payment of tuition and fees. These contracts are funded by the Operating Budget. FY19 \$125,000.	RFP	\$	100,000.00 *
27	O'Connor & Drew, PC	<b>Independent Audit Services, RFP No. 07-19</b> / Notice was sent to 14 firms, received 5 replies. This is a one year contract with an option for a 2nd year renewal for independent audit services and is funded by the Operating Budget. FY19 \$83,000.	RFP	\$	83,000.00
28	W.B. Mason Co., Inc.	<b>Office Supplies FY20</b> / Exempt 18A:64A.25.9 (State Contract). This State Contract is for the supply and delivery of office supplies and is funded by various departmental budgets. FY19 YTD \$35,338.	Exempt	\$	50,000.00 *
29	UNUM	<b>Short Term Disability Insurance</b> / Exempt 18A:64A-25.5.a.(11) (Insurance). This is the 2nd year of a 2 year contract for short term disability insurance and is funded by the Operating Budget. This is estimated for reference, as monthly payments vary on employee headcount. FY19 YTD \$145,233.	Exempt	\$	185,000.00 *
30	Delta Dental	<b>Dental Insurance</b> / Exempt 18A:64A-25.5.a.(11) (Insurance). This is the 2nd year of a 2 year contract for basic and enhanced dental insurance for college employees. The basic coverage is funded by the Operating Budget; the enhanced insurance is provided as an option for employees who pay \$75,000 for the additional coverage. This is estimated for reference, as monthly payments vary on employee headcount. FY19 YTD \$346,904.	Exempt	\$	430,000.00 *

31	Natural Languages, LLC Total Caption Karasch & Associates	<b>Communication Access Realtime Translation (CART) Services, RFQ No. 03-2020</b> / Notice was sent to 9 vendors, received 3 replies. This is a one year contract with an option for a 2nd year renewal for pre-qualified vendors to provide 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 institution's responsibility to provide auxiliary aids and services in a timely manner to ensure effective participation by students with disabilities. These contracts are funded by the Disability Services Budget. FY19 YTD \$0.	RFQ	\$	40,000.00	*
32	***See attached list of pre-approved vendors	<b>Sign Language Interpreters, RFQ No. 03-2019</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 institution's responsibility to provide auxiliary aids and services in a timely manner to ensure effective participation by students with disabilities. These contracts are funded by the Disability Services Budget. FY19 YTD \$21,075.	RFQ	\$	50,000.00	*
33	Innovative Interfaces, Inc.	<b>Annual Millennium Maintenance</b> / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This annual 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 Budget. FY19 \$39,121.43.	Exempt	\$	41,300.00	*
34	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 Budget. FY19 YTD \$28,912.	Exempt	\$	32,500.00	*

35	Yankee Book Peddler	<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 FY20 and is funded by the Library Budget. FY19 YTD \$18,853.	Exempt	\$	40,000.00	*
36	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 annual 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 Budget. FY19 \$54,000.	Exempt	\$	60,000.00	*
37	Amazon Business	<b>Books and Miscellaneous Merchandise FY20 /</b> Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the purchase of books and miscellaneous merchandise college-wide and is funded by various departmental budgets. FY19 YTD \$24,625.	Exempt	\$	34,000.00	*
38	ProEd Solutions LLC	<b>Student Financial Aid Verification Services, RFP No. 07-17 /</b> This is the 3rd year of a 3 year contract for student financial aid verification services and is funded by the Financial Aid Budget. FY19 \$15,000.	RFP	\$	15,000.00	
39	SD Gameday, LLC	<b>Athletic Training, Sports Medicine, and Team Physician Services, RFP No. 08-19 /</b> Notice was sent to 5 vendors, received 2 replies. This is a one year contract with an option for a 2nd year renewal for athletic training, sports medicine, and team physician services. This contract is funded by the Athletic Budget. FY19 YTD \$58,400.	RFP	\$	73,000.00	
40	Monmouth County Vocational School District	<b>Science Summer Camp Programming FY20 /</b> Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the delivery of 10 CPS Summer Science Camp programs by High Tech, Bio Tech, and MAST High Schools. This contract is funded by CPS Revenue Generating Programs. FY19 \$42,619.	Exempt	\$	49,000.00	*

41	Condensed Curriculum International, Inc.	<b>Structural Construction Certificate Program (Welding Program) / Exempt</b> 18A:64A-25.5.a.(3) (Sole Source). This contract is for a qualified educational services company to develop and deliver a 220 hour curriculum of welding and basic construction training which utilize their specialized trailer. This service will also include coordinating, staffing, and the overall supervision of the certificate program under the direction of CPS. This contract is funded by CPS Revenue Generating Programs.	Exempt	\$	51,250.00	*
42	Magic Touch Construction Co., Inc.	<b>Masonry Services, Bid No. 19-18</b> / Notice was sent to 9 vendors, received 2 replies. This is a one year contract with an option for a 2nd year renewal for masonry services and is funded by the Facilities Budget. FY19 YTD \$1,500.	Bid	\$	25,000.00	*
43	Excel Construction	<b>Carpentry Services, Bid No. 19-19</b> / Notice was sent to 7 vendors, received 4 replies. This is a one year contract with an option for a 2nd year renewal for carpentry services and is funded by the Facilities Budget. FY19 YTD \$10,260.	Bid	\$	25,000.00	*
44	Tri Dim Filter Corp.	<b>Air Filters, Bid No. 19-20</b> / Notice was sent to 12 vendors, received 4 replies. This is a one year contract with an option for a 2nd year renewal for air filters and is funded by the Facilities Budget. FY19 YTD \$11,212.	Bid	\$	20,000.00	*
45	Harring Fire Protection, LLC	<b>Fire Extinguisher Services, Bid No. 18-21</b> / This is the 2nd year of a 2 year contract for fire extinguisher services and is funded by the Facilities budget. FY19 YTD \$6,000.	Bid	\$	6,000.00	*
46	Sal Electric Co., Inc.	<b>Electrical T &amp; M, Bid No. 18-22</b> / This is the 2nd year of a 2 year contract for electrical time and material and is funded by the Facilities budget. FY19 YTD \$74,798.	Bid	\$	95,000.00	*
47	Alarm and Communication Technologies, Inc.	<b>Fire Alarm Inspection, Testing and Repairs, Bid No. 19-01</b> / This is the 2nd year of a 2 year contract for fire alarm inspection, testing and repairs. This contract is funded by the Facilities Budget. FY19 YTD \$45,495.	Bid	\$	75,836.38	*
48	3H Service System, Inc.	<b>Custodial Services, Bid No. 18-19</b> / This is the 2nd year of the contract with an option for a 3rd year renewal for custodial services and is funded by the Facilities Budget. *\$75,000 in included in cost for Special Events. FY19 YTD \$1,304,471.	Bid	\$	1,783,800.00	*

49	Pilot Electric Co., Inc.	<b>Pump Parts, Motors, Belts and Repairs, Bid No. 19-24</b> / Notice sent to 6 vendors, received 1 reply. This is a one year contract with an option for a 2nd year renewal for the supply, delivery and repair services of pump parts, motors and belts. This contract is funded by the Facilities Budget. FY19 \$17,000.	Bid	\$	30,000.00	*
50	Burlew Mechanical LLC	<b>Plumbing T&amp;M, Bid No. 19-25</b> / Notice was sent to 5 vendors, received 1 reply. This is a one year contract with an option for a 2nd year renewal for plumbing T&M services and is funded by the Facilities Budget. FY19 YTD \$38,126.	Bid	\$	65,000.00	*
51	Oliver Fire Protection & Security	<b>Fire Suppression Services, Bid No. 19-23</b> / Notice was sent to 13, received 5 replies. This is a one year contract with an option for a 2nd year renewal for fire suppression services and is funded by the Facilities Budget. FY19 YTD \$3,496.80.	Bid	\$	78,150.00	*

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



**\*\*Pre-approved E-Mate Consultants**  
**RFQ No. 02-2020, 1<sup>st</sup> year with an option for 2<sup>nd</sup> year renewal**

**Board Item No. 16**

- Jaime L. Mahoney
- Academy Source – Innovative Technology Specialists Inc.
- Lamoka Educational Consulting (Margaret D. Weeks)
- 
- Jonathan Fingerut
- Learnobject, LLD/Malcolm Johnstone
- Ian Anderson
- Terry D. Vaughn

**\*\*Pre-approved Printing Services**  
**RFQ No. 02-2019, 2<sup>nd</sup> year of a 2 year**

**Board Item No. 22**

- Urner Barry
- Jersey Printing Associates, Inc.
- Hatteras Printing
- Kay Printing
- The Wall Street Group
- Evergreen Printing Company
- Susquehanna Printing
- Tretina Printing Inc.
- White Eagle Printing Company, Inc.
- Indiana Printing & Publishing
- AJ Images

**\*\*Pre-approved Graphic Designers**  
**RFQ No. 01-2020, 1<sup>st</sup> year with an option for a 2<sup>nd</sup> year renewal**

**Board Item No. 23**

- Leslie Van Pelt
- My House Design
- Barbara Walsh Graphic Design
- Semgeeks
- Magnum Integrated Marketing
- Bev Vienckowski
- Jersey Printing Associates, Inc.

**\*\*Pre-approved Sign Language Interpreters**  
**RFQ No. 03-2019, 2<sup>nd</sup> year of a 2 year**

**Board Item No. 32**

- Natural Languages, LLC
- Cheryl A. Huber
- Christine Snyder Martin
- Brianne C. Davidson
- Indus Translation Services
- Sign 4U Interpreting Service LLC
- All World Language Consultants Inc.
- American Sign Language, Inc.
- Sign Language Aide LLC



**BOARD OF TRUSTEES**

Finance & Facilities

**4.1      *Financial Reporting***

**For the 8 months ending February 28, 2019  
Presented April 30, 2019**

April 30, 2019: Interim Vice President Finance & Operations, Joey Stoner

**Brookdale Community College  
Summary of Financial Activity  
for the Eight Months Ending February 28, 2019**

Any reference to budget in the following financial information represents the annual FY19 budget. February 2019 is the eighth month of the current fiscal year. Generally, when comparing year-to-date financial results to budget, February represents 66.7% of the annual budget. The financial summary that follows offers a brief narrative of year-to-date February 2019 financial performance compared to FY19 budget and to the same period of time last year.

**Revenue**

***Compared to Budget***

Total revenues for the eight months through February 2019 were \$67.6mm and represents 80.2% of the FY19 budget of \$84.3M. It is important to keep in mind the revenue cycle of higher education. The majority of revenue at Brookdale is tuition and fees. Well into the Spring semester and having begun Summer registration, the College has recognized the majority of tuition and fee revenue for FY19.

State and Local appropriations of \$10.3M and \$20.0M respectively are funded monthly. As of February, State appropriations of \$6.9M and Local of \$13.3M represent 66.8% of budget as expected.

Continuing and Professional Studies year to date revenue of \$2.4M represents 72.6% of FY19 annual budget of \$3.4M. As with tuition and fee revenue, we anticipate that through the remaining months, the actual results will align with budget.

***Compared to Last Year***

Total revenue of \$67.6M compared to \$64.5M for the same time last year indicates an increase of \$3.2M or +5.0%. This is somewhat misleading and is the result of non-comparable recognition of revenue. Due to the decline in enrollment, tuition revenue is \$ 1.5M less than last year while fee revenue is \$3.0M higher. During FY18, \$8.69 per credit hour capped at a maximum of 15 hours was charged as a capital fee and ultimately recorded as revenue in the Capital Fund. For FY19, the designation for the \$8.69 was moved into the College portion of the General Service fee.

Additionally, due to a timing issue a payment received from the County in FY18 was recognized in the following month rather than the month of February distorting the comparative data.

## **Expenses**

### ***Compared to Budget***

Total operating expenditures through February 2019 were \$46.7M compared to the FY19 annual expense budget of \$84.3mm. Year to date February expenses represent 55.5% of the FY19 budget. Again, eight months represents 66.7% of our fiscal year and should serve as a point of reference when comparing actual results to budget.

### ***Compared to Last Year***

Total operating expenses for the same period of time last year were \$47.7M compared to \$46.7M this year indicating a reduction of operating costs of \$1,011M.

## **Cash Balance**

As of February 28, 2019 the College's balance of cash in the bank was \$21.8M which represents \$9.6M increase over last year. For the eight months through February, the average monthly balance of cash for FY19 is \$14.5M compared to \$11.0M last year.

**Brookdale Community College**  
**Analysis and Forecast of the Operating, Auxiliary, & Capital Funds**  
**Positions at 6/30/19**

	<b>FY19 Budget</b>	<b>2/28/2019</b>	<b>Increase/ (Decrease)</b>	<b>FY19 Projected</b>
<b>Operating</b>				
<b>Revenues:</b>				
Tuition	\$ 38,394,347	\$ 34,959,619	\$ (507,227)	\$ 37,887,120
State	10,325,921	6,900,576	-	10,325,921
County	20,027,019	13,351,346	-	20,027,019
Fees	11,413,689	9,350,257	(410,438)	11,003,251
Continuing & Prof. Serv.	3,350,000	2,280,029	(115,000)	3,235,000
Other Income	774,000	326,733	(57,680)	716,320
<b>Total revenue</b>	<b>\$ 84,284,976</b>	<b>\$ 67,168,560</b>	<b>\$ (1,090,345)</b>	<b>\$ 83,194,631</b>
<b>Expenditures:</b>				
Learning Division	32,507,158	18,408,030	(190,296)	32,316,862
Benefits	16,216,589	8,860,198	(484,049)	15,732,540
Finance & Operations	9,096,008	5,624,587	(59,620)	9,036,388
Student Success Division	5,945,192	3,704,972	(102,500)	5,842,692
General Expenses	5,208,120	2,527,234	(276,398)	4,931,722
Continuing & Prof. Serv.	3,160,740	1,831,074	(25,000)	3,135,740
Utilities	2,523,503	1,551,909	-	2,523,503
Human Resources & Safety	2,257,406	1,446,275	(102,822)	2,154,584
Advancement Division	957,624	619,178	(56,624)	901,000
Planning & Inst. Effectiveness	402,400	278,274	(2,400)	400,000
President & BOT	504,826	330,058	24,980	529,806
<b>Total expenditures</b>	<b>\$ 78,779,566</b>	<b>\$ 45,181,789</b>	<b>\$ (1,274,729)</b>	<b>\$ 77,504,837</b>
<b>Other cash requirements</b>				
Debt Principal	1,699,997	-	-	1,699,997
Interest Expense	1,467,443	-	-	1,467,443
TIP/TECH	2,337,970	1,513,990	-	2,337,970
	<b>\$ 5,505,410</b>	<b>\$ 1,513,990</b>	<b>\$ -</b>	<b>\$ 5,505,410</b>
<b>Excess revenue/expenditures</b>				<b>\$ 184,384</b>
<b>Auxiliary</b>				
Receipts		\$ 895,873	\$ 1,061,627	\$ 1,957,500
Disbursements		(1,115,227)	2,903,608	1,788,381
<b>Profit/(Loss) Auxiliary</b>		<b>\$ 2,011,100</b>	<b>\$ (1,841,981)</b>	<b>\$ 169,119</b>
<b>Excess revenue/expenditures</b>				<b>\$ 169,119</b>
<b>Capital</b>				
<b>Revenues:</b>				
State Chapter 12				
County	\$ 9,641,512	\$ 899,145	\$ (6,786,747)	\$ 2,854,765
HETI	9,641,512	899,145	(6,786,747)	2,854,765

ELF	47,104	-	(47,104)	-
Fees-TIP	683,376	-	(630,711)	52,665
Other Capital Fees	253,976	-	-	253,976
<b>Total revenue</b>	<b>350,000</b>	<b>-</b>	<b>-</b>	<b>350,000</b>
	<u>\$ 20,617,480</u>	<u>\$ 1,798,290</u>	<u>\$ (14,251,309)</u>	<u>\$ 6,366,171</u>

**Expenditures:**

State Chapter 12	\$ 9,641,512	\$ 899,145	\$ (6,786,747)	\$ 2,854,765
County Chapter 12	9,641,512	899,145	(6,786,747)	2,854,765
HETI	47,104	-	(47,104)	-
ELF	683,376	-	(630,711)	52,665
Fees-TIP	253,976	-	-	253,976
Other Capital Fees	350,000	-	-	350,000
<b>Total expenditures</b>	<b>\$ 20,617,480</b>	<b>\$ 1,798,290</b>	<b>\$ (14,251,309)</b>	<b>\$ 6,366,171</b>

**Excess revenue/expenditures** \$ -

**Total excess revenue/expenditures all funds** \$ 353,503

**Brookdale Community College**  
**Cash Balance Analysis**  
**As of February 28, 2019**

	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>
<b>July</b>	\$ 8,690,966.52	\$ 3,924,507.00	\$ 8,467,104.38	\$ 7,558,721.38
<b>August</b>	12,975,549.79	5,257,967.16	10,794,724.59	13,791,437.47
<b>September</b>	9,877,698.58	14,230,855.98	8,116,282.16	17,135,494.98
<b>October</b>	17,120,989.56	10,034,966.35	12,704,404.96	14,911,885.92
<b>November</b>	13,016,350.05	5,881,692.09	12,851,711.00	13,655,458.27
<b>December</b>	11,686,611.54	5,813,306.39	9,253,180.00	10,237,929.92
<b>January</b>	15,380,777.32	10,936,117.45	13,533,588.30	17,083,793.40
<b>February</b>	15,038,852.73	12,352,432.38	12,149,359.50	
<b>March</b>	17,305,625.98	7,804,144.44	10,721,561.17	
<b>April</b>	14,070,405.87	7,677,357.19	12,993,416.87	
<b>May</b>	10,565,164.81	7,240,211.55	12,510,624.36	
<b>June</b>	5,051,778.69	5,718,427.39	10,477,369.61	

**Note: Cash balances include capital, auxiliary and ASBCC combined.**  
**Cash increased \$3,550,205.10 from prior year.**

**BROOKDALE COMMUNITY COLLEGE PROJECTS****A. CONSTRUCTION PROJECTS - CHAPTER 12 FUNDS – MANAGED BY T&M****1) FIRE ALARM PANEL REPLACEMENT PROJECT**

Due to the age of eight existing fire alarm panels on the Lincroft campus and the difficulty in finding parts to maintain these panels, a contract to replace the panels was awarded to Fire Securities Technology, Inc. in the amount of \$115,000 by the BOT at their October 23, 2018 meeting. Construction is 100% complete and final project payment and closeout is underway. We recommend the College pursue the second phase of improvements to the Fire Alarm Systems which includes upgrading the networking of all the panels.

**2) SEWER EJECTOR PUMPS/LINCROFT CAMPUS**

A contract for the replacement of sewer ejector pumps at the MAS and ATC buildings was awarded to Longo Electrical-Mechanical, Inc. in the amount of \$84,700.00 by the BOT at their May 15, 2018 meeting. The project is 100% complete and final project payment and closeout is underway.

**3) CVA & LAH CHILLER REPLACEMENTS**

At their special meeting of November 12, 2018, the BOT awarded a contract to Preferred Mechanical, Inc. in the amount of \$1,225,000. The project is substantially complete with only punchlist items remaining. Both chillers are operational at this time. Punchlist items are scheduled to be completed over the next two weeks after which project closeout will begin.

**4) LED LIGHTING UPGRADES**

Based on the recommendations of the Local Government Energy Audit (LGEA) reports prepared for the buildings at the Lincroft Campus and satellite campuses, the College decided to pursue energy saving measures by replacing the existing light bulbs with LED bulbs. The BOT awarded a contract to Wildan Energy Solutions, Edison, NJ in the amount of \$1,175,880 at their January 29, 2019 meeting. Installation of new light bulbs is scheduled to begin in non-academic areas this month with the academic areas scheduled over the summer. The project is scheduled to be completed by the end of August 2019. The LGEA Reports indicate potential annual savings of more than \$300,000 from this project.

**B. CONSTRUCTION PROJECTS – CHAPTER 12 – MANAGED BY COLLEGE****1) MISCELLANEOUS ROOF REPAIRS**

At the BOT of June 26, 2108, a contract to prepare bid documents for roof repairs at the Student Life Center, Library, Main Academic Buildings North and South and the Auto Tech Building was awarded to FVHD Architects and Planners, PC in the amount of \$39,750. Contracts in the amount of \$406,340 and \$302,500 were awarded to Roof Integrity and MTB respectively at the BOT meeting of October 23, 2018. Roof Integrity has substantially completed their work at the SLC. Only punchlist items remain. However, a roof leak has been detected in an area adjacent to their work. Roof Integrity is currently investigating the problem and will be submitting a scope of repair and cost estimate shortly. It is anticipated that this additional work will be within the contract amount. The MTB contract is approximately 95% complete with substantial completion expected by the end of April.





2) TENNIS & BASKETBALL COURTS/LINCROFT CAMPUS

The College has decided to rehabilitate the tennis and basketball courts by repairing the surface cracks and resurfacing the courts along with new nets and posts and basketball stanchions. Bids were received on February 14, 2019 and the BOT awarded a contract to Halecon, Inc. on February 26, 2019 in the amount of \$135,500. Construction is currently underway with completion scheduled by mid-July.

3) PARTIAL ROOFING REPLACEMENT AND REPAIR

At the Board of Trustee retreat in April, FVHD was authorized to prepare plans and specifications and provide construction administration services for PAC, CAR, CVA and LAH buildings, as well as the mechanical wells located on the roof of the MAC building.

4) SLC GREASE TRAPS/SEWER EJECTOR PUMPS

An RFP for design and construction administration services has been issued. Responses are due April 18, 2019.

5) ADA DOOR REPLACEMENTS/LINCROFT CAMPUS

An RFP for design and construction administration services has been issued. Responses are due on April 26, 2019.

**C. DESIGN/STUDIES/REPORTS**

1) FREEHOLD CAMPUS FOUNDATION SEEPAGE PROBLEM

Our office was requested to investigate an ongoing basement seepage problem. We have completed a site inspection along with videotaping of the interior and exterior drainage piping. Videotaping required extensive cleaning of the pipes which had numerous clogs throughout the system. The videotaping identified five locations where the piping had separated. A contract in the amount of \$11,075 was awarded to Root 24 to make the repairs. Presently all five locations have been repaired. Unfortunately, recent heavy rain events have shown the seepage problem has not been fully solved. At the direction of the F&F Committee, our office completed a feasibility and cost analysis of installing an exterior cutoff drain around the perimeter of the building. Our preliminary cost estimate for this project is approximately \$200,000 based on the depth and width of excavation, utility conflicts and the need to pump the collected water up into the existing stormwater management system. We await guidance on how to proceed.

2) ATHLETIC FIELDS/LINCROFT CAMPUS

Our office met with President Stout and Athletic Director Amundson along with other College representatives on November 27, 2018 to discuss the condition, location and orientation of the existing baseball field, softball field and the two soccer/lacrosse fields. It was agreed that keeping the fields in their current location and orientation was in the best interest to the College. It was also agreed that



installing artificial turf on the main soccer field along with the infields of both the baseball and softball fields would be prudent allowing for extended use and reduced maintenance. Our office completed a preliminary review and cost estimates for installing an artificial turf field on the main soccer field and rehabilitating the balance of the fields with new sod and irrigation systems. Unfortunately, due to the proximity of the main soccer field to the Swimming River Reservoir, NJDEP required buffers will dramatically impact the feasibility and cost of installing an artificial turf field at that location. We reviewed our findings and preliminary cost estimates with College staff on January 4, 2019 and we await guidance on how to proceed.

### 3) NEW ACADEMIC BUILDING-WALL CAMPUS

Unfortunately, noise complaints from adjacent residents persist following the remediation modifications to the roof mounted chiller completed by the College this past summer. Recent noise readings indicate the roof top chiller (running at a simulated full load) exceeds the Wall Township noise ordinance. The architect (Spiezle Design Group) has recommended the installation of a sound barrier wall mounted on the roof parapet immediately in front of the chiller. It was mutually decided that Spiezle would secure the services of an acoustical engineering firm to evaluate the current problem, assess the measures taken to date and provide a recommendation and cost estimate for additional noise attenuating measures. To that end, Spiezle awarded a contract to Acentech, Inc. for a fee of \$9,500 with the College contributing \$3,167 towards the cost of the study. A simulated noise test was performed on March 11, 2019. Acentech has completed their investigation and issued a letter report, dated April 8, 2019. Acentech has stated that the construction of a sound barrier in front of the roof top chiller will bring the noise levels below the Wall Township Noise Ordinance limits. Spiezle Architectural Group has just initiated design of the barrier. Once preliminary costs are determined a meeting will be scheduled with Spiezle to discuss cost sharing along with the schedule to install the improvements.

Regarding water infiltration, Spiezle performed a detailed inspection of the building on February 1, 2019, the findings of which were discussed with Benjamin Harvey (contractor) on March 1, 2019. The contractor agreed to make the necessary repairs to the building within 60 days. Regarding site grading, both Spiezle and Benjamin Harvey contend the existing grading is per the contract requirements. However, they indicated that should the College seek to revise the grading they would be willing to discuss a cost sharing arrangement.

Also, during hot humid spells this past summer, condensation problems were experienced in some areas of the building. Based on discussions with Spiezle's HVAC subcontractor (Vanderweil), minor adjustments to the settings on the HVAC equipment were made and operational suggestions were recommended which should resolve the problem. Performance of the HVAC equipment will be monitored over the upcoming cooling season and Vanderweil has agreed to further assist the College if warranted.

Lastly, both Spiezle and the contractor have been apprised of the recent fire sprinkler head rupture. Spiezle is currently investigating the possible cause of the problem and we expect feedback from them shortly.

### 4) ATEC RETAINING WALL

During heavy rain events this past summer, an existing stepped timber retaining wall adjacent to the ATEC building, experienced significant damage and erosion. Our office field inspected the wall on October 16, 2018 and recommends rehabilitating the wall with new underdrains and pervious fill material along with replacement of some timbers. It is my understanding an insurance claim regarding this occurrence has been denied.

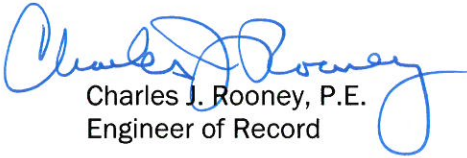




Subsequently, an RFP was issued for engineering design and construction administration services with three quotes received on April 10, 2019 as follows:

- |                                  |           |
|----------------------------------|-----------|
| a) Suburban Consulting Engineers | \$43,930  |
| b) EI Associates                 | \$46,400  |
| c) Maser Consulting              | \$137,150 |

The quotes are currently under review and a recommendation for award will be made shortly for consideration by the F&F Committee and BOT at their upcoming April meetings.

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

#### 4.2b *Contract Modification Request*

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

This report is submitted to the Board of Trustees to provide background information to enable the approval of the modification(s).

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

This item was discussed with the President and the Finance and Facilities Committee of the Board of Trustees at a meeting held April 23, 2019.

April 30, 2019: Interim Vice President Finance & Operations, Joey Stoner

**R E S O L U T I O N**

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

**WHEREAS**, College policy requires Board approval for a change in contractual terms to any previously Board approved purchase, and

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

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

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

**Brookdale Community College**  
**Contract Modification**  
**April 30, 2019**

	Vendor Name	Description	Contract			Modifications		Current		Contract Total	Proposed % Increase
			Award			Approved	Contract Value	Proposed C/M			
1	Holman, Frenia & Allison, LLC	Additional financial accounting services as per RFP No. 01-18; funded by the Operating Budget.	\$ 75,000.00	\$	-	\$	\$ 75,000.00	\$ 28,000.00	\$	103,000.00	37%
2	T&M Associates	Additional services as Engineer of Record; funded by the Facilities Budget.	\$ 50,000.00	\$	-	\$	\$ 50,000.00	\$ 50,000.00	\$	100,000.00	100%
			\$ 125,000.00	\$	-	\$	\$ 125,000.00	\$ 78,000.00	\$	203,000.00	

#### *4.4 Auxiliary Services FY20 Operating Statements*

The College manages several operations which fall under the general heading of Auxiliary Services, which include, but are not limited to, the Bookstore, Dining Services, Arena, Brookdale Radio and TV, Performing Arts Center (PAC), Fitness Center, and Student Life Center.

The College has developed the following FY20 Operating Statement for review and discussion by the Finance and Facilities Committee and approval by the Board of Trustees.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held April 23, 2019.

April 30, 2019: Interim Vice President Finance & Operations, Joey Stoner

**Brookdale Community College**  
**Auxiliary Services FY20 Budget**

	FY18 Actual	FY19 Projected	FY20 Budget
<b>Revenue</b>			
Bookstore	\$ 930,764	\$ 750,000	\$ 350,000
Dining Services	243,489	255,000	255,000
Arena	313,106	291,140	315,500
Brookdale Radio	154,012	155,000	155,000
Brookdale TV	24,639	30,685	30,000
Performing Arts Center	58,030	71,000	72,000
Fitness Center	143,507	175,000	175,000
Student Life Center	161,373	150,100	175,000
<b>Total Revenue</b>	<b>\$ 2,028,920</b>	<b>\$ 1,877,925</b>	<b>\$ 1,527,500</b>
<b>Operating Expenses</b>			
Bookstore	\$ 747,076	\$ 39,356	\$ 37,566
Dining Services	105,586	113,374	114,520
Arena	348,322	341,700	345,193
Brookdale Radio	397,263	390,680	409,046
Brookdale TV	134,588	137,096	146,975
Performing Arts Center	279,847	269,281	263,629
Fitness Center	191,854	197,421	205,666
Student Life Center	242,583	268,737	272,518
<b>Total Operating Expenses</b>	<b>\$ 2,447,119</b>	<b>\$ 1,757,645</b>	<b>\$ 1,795,112</b>
<b>Profit/(Loss) before Fee Waivers</b>			
Bookstore	\$ 183,688	\$ 710,644	\$ 312,434
Dining Services	137,903	141,626	140,480
Arena	(35,216)	(50,560)	(29,693)
Brookdale Radio	(243,251)	(235,680)	(254,046)
Brookdale TV	(109,949)	(106,411)	(116,975)
Performing Arts Center	(221,817)	(198,281)	(191,629)
Fitness Center	(48,347)	(22,421)	(30,666)
Student Life Center	(81,210)	(118,637)	(97,518)
<b>Total Profit/(Loss) before Fee Waivers</b>	<b>\$ (418,199)</b>	<b>\$ 120,280</b>	<b>\$ (267,612)</b>
<b>Other Revenue: Fee Waivers *</b>			
Bookstore	\$ -	\$ -	\$ -
Dining Services	-	-	-
Arena	88,677	100,564	95,000
Brookdale Radio	-	44,000	45,000
Brookdale TV	312,492	579,013	500,000
Performing Arts Center	168,500	160,000	170,000
Fitness Center	19,716	20,910	21,328
Student Life Center	38,259	151,245	150,000
<b>Total Fee Waivers</b>	<b>\$ 627,644</b>	<b>\$ 1,055,732</b>	<b>\$ 981,328</b>
<b>Net Profit/(Loss)</b>			
Bookstore	\$ 183,688	\$ 710,644	\$ 312,434
Dining Services	137,903	141,626	140,480
Arena	53,461	50,004	65,307
Brookdale Radio	(243,251)	(191,680)	(209,046)
Brookdale TV	202,543	472,602	383,025
Performing Arts Center	(53,317)	(38,281)	(21,629)
Fitness Center	(28,631)	(1,511)	(9,338)
Student Life Center	(42,951)	32,608	52,482
<b>Net Profit/(Loss)</b>	<b>\$ 209,445</b>	<b>\$ 1,176,012</b>	<b>\$ 713,716</b>

\* See Individual budget sheets for details on waivers.



**Brookdale Community College  
Bookstore FY20 Budget  
12901-7150000**

	<b>FY18 Actual</b>	<b>FY19 Budget</b>	<b>FY19 Projected</b>	<b>FY20 Budget</b>
<b>Gross Sales</b>	\$ 4,063,042	\$ 750,000	\$ 750,000	\$ 350,000
Cost of Goods Sold	3,132,278	-	-	-
<b>Gross Profit</b>	<u>\$ 930,764</u>	<u>\$ 750,000</u>	<u>\$ 750,000</u>	<u>\$ 350,000</u>
<b>Operating Expenses</b>				
Salaries	\$ 320,091	66,155	\$ 69,377	\$ 24,812
Benefits	124,146	20,673	21,680	7,754
Less reimbursement by Follett	-	(57,523)	(57,523)	-
Repairs & Maintenance	1,210			
Supplies & Printing	4,394		792	-
Dues & Memberships	1,150		-	-
Advertising	51		-	-
Postage (Freight Out)	22,518		-	-
Contracted Svcs/ Uniforms	29,139	5,000	5,000	5,000
Telephone & Fax	2,666		-	-
Bank Service Charges	82,080		30	-
Miscellaneous	3,132		-	-
Overhead	156,499	-	-	-
<b>Total Operating Expenses</b>	<u>\$ 747,076</u>	<u>34,305</u>	<u>\$ 39,356</u>	<u>\$ 37,566</u>
<b>Net Profit/(Loss)</b>	<u>\$ 183,688</u>	<u>\$ 715,695</u>	<u>\$ 710,644</u>	<u>\$ 312,434</u>
Net Profit %	4.52%	95.43%	94.75%	89.27%

**Brookdale Community College  
Dining Services FY20 Budget  
12901-7100500**

	<b>FY18 Actual</b>	<b>FY19 Budget</b>	<b>FY19 Projected</b>	<b>FY20 Budget</b>
<b>Revenue</b>	\$ 200,041	\$ 205,000	\$ 205,000	\$ 205,000
External Catering	43,448	70,000	50,000	50,000
<b>Total Revenue</b>	<u>\$ 243,489</u>	<u>\$ 275,000</u>	<u>\$ 255,000</u>	<u>\$ 255,000</u>
<b>Operating Expenses</b>				
Salaries	\$ 20,718	21,215	\$ 24,437	\$ 24,625
Benefits	5,535	6,630	7,637	7,695
Travel & Training	733	400	400	800
Supplies & Printing	107	400	300	500
Dues & Memberships	639	500	500	700
Contracted Svcs/Uniforms	24,875	31,000	30,000	30,000
External Catering	52,824	70,000	50,000	50,000
Miscellaneous	155	200	100	200
<b>Total Operating Expense</b>	<u>\$ 105,586</u>	<u>130,345</u>	<u>\$ 113,374</u>	<u>\$ 114,520</u>
<b>Net Profit/(Loss)</b>	<u>\$ 137,903</u>	<u>\$ 144,655</u>	<u>\$ 141,626</u>	<u>\$ 140,480</u>
<b>Net Profit %</b>	<u>56.64%</u>	<u>52.60%</u>	<u>55.54%</u>	<u>55.09%</u>

**Brookdale Community College  
Arena Events FY20 Budget  
12901-7270000**

	<b>FY18 Actual</b>	<b>FY19 Budget</b>	<b>FY19 Projected</b>	<b>FY20 Budget</b>
<b>Revenue</b>	\$ 313,106	\$ 319,000	\$ 291,140	\$ 315,500
<b>Operating Expenses</b>				
Salaries	\$ 148,381	\$ 140,064	\$ 142,000	\$ 143,000
Benefits	44,748	51,824	52,540	52,910
Memberships	283	283	213	283
Printing	-	120	-	100
Supplies	1,144	1,000	1,200	1,200
Furniture & equipment repair	-	-	1,165	1,200
Contracted Services	88,467	83,000	76,000	77,000
Miscellaneous	-	300	20	125
Telephone	-	-	675	675
Equipment non-inventory	-	-	1,387	1,400
Uniforms-New	299	300	-	300
Overhead	65,000	66,500	66,500	67,000
<b>Total Operating Expenses</b>	\$ 348,322	\$ 343,391	\$ 341,700	\$ 345,193
<b>Profit before Fee Waivers</b>	\$ (35,216)	\$ (24,391)	\$ (50,560)	\$ (29,693)
<b>Other Revenue/(Expenses)</b>				
Fee Waivers	88,677	88,000	100,564	95,000
<b>Net Profit/(Loss)</b>	\$ 53,461	\$ 63,609	\$ 50,004	\$ 65,307
<b>Net Profit %</b>	17.07%	19.94%	17.18%	20.70%

**Fee Waivers:**

Fee waivers include College functions, HTHS, and other Local, County and State events. This also includes HTHS Physical Education classes.

**Brookdale Community College**  
**Radio FY20 Budget**  
**12901-7050000**

	<b>FY18 Actual</b>	<b>FY19 Budget</b>	<b>FY19 Projected</b>	<b>FY20 Budget</b>
<b>Revenue</b>	\$ 154,012	\$ 162,500	\$ 155,000	\$ 155,000
<b>Operating Expenses</b>				
FT/PT salaries	\$ 289,756	\$ 329,236	\$ 321,986	\$ 335,821
Student help	17,001	13,000	11,160	12,500
Benefits (auxiliary)*	25,049	-	-	-
Office supplies	786	2,500	500	800
Contracted Services	42,315	38,000	38,000	40,000
Advertising	-	-	500	650
Equipment rental	243	800	300	250
Program rental (software)	959	950	1,749	175
Food service	-	-	-	-
Miscellaneous	-	-	-	-
Furniture & equipment repair	10,978	3,800	5,000	5,000
Print shop	374	200	350	350
Publications	149	500	200	200
Telephone	300	600	300	300
Bank charges	2,158	2,700	4,508	6,000
Promotions/sponsorships	7,195	5,000	6,127	7,000
<b>Total Operating Expenses</b>	<b>\$ 397,263</b>	<b>\$ 397,286</b>	<b>\$ 390,680</b>	<b>\$ 409,046</b>
<b>Profit/(Loss) before Fee Waivers</b>	<b>\$ (243,251)</b>	<b>\$ (234,786)</b>	<b>\$ (235,680)</b>	<b>\$ (254,046)</b>
<b>Other Revenue</b>				
Fee Waivers	\$ -	\$ 45,000	\$ 44,000	\$ 45,000
<b>Net Profit/(Loss)</b>	<b>\$ (243,251)</b>	<b>\$ (189,786)</b>	<b>\$ (191,680)</b>	<b>\$ (209,046)</b>
<b>Net Profit %</b>	<b>-157.94%</b>	<b>-116.79%</b>	<b>-123.66%</b>	<b>-134.87%</b>

**Fee Waivers:**

Fee waivers include marketing for College Relations/Recruitment, the Fitness Center, and CPS courses.

\*Operating benefits as per FY18 audited financial statements were \$162,471

**Brookdale Community College  
Brookdale TV FY20 Budget  
12901-7070000**

	<b>FY18 Actual</b>	<b>FY19 Budget</b>	<b>FY19 Projected</b>	<b>FY20 Budget</b>
<b>Revenue</b>	<u>\$ 24,639</u>	<u>\$ 20,000</u>	<u>\$ 30,685</u>	<u>\$ 30,000</u>
<b>Operating Expenses</b>				
Full-time salaries	\$ 126,193	\$ 130,587	\$ 130,587	\$ 133,198
Part-time salaries	3,352	1,500	3,500	3,950
Printing	55	100	175	200
Office supplies	400	95	28	100
Bank Service Charges	-	-	16	652
Contracted Services	3,092	6,000	500	5,250
Memberships	132	600	612	1,690
Media supplies	2,265	675	329	500
Program software rental	1,349	1,100	1,349	1,435
Contra expense	(2,250)	-	-	-
<b>Total Operating Expenses</b>	<u>\$ 134,588</u>	<u>\$ 140,657</u>	<u>\$ 137,096</u>	<u>\$ 146,975</u>
<b>Profit/(Loss) before Fee Waivers</b>	<u>\$ (109,949)</u>	<u>\$ (120,657)</u>	<u>\$ (106,411)</u>	<u>\$ (116,975)</u>
<b>Other Revenue</b>				
Fee Waivers	<u>\$ 312,492</u>	<u>\$ 312,500</u>	<u>\$ 579,013</u>	<u>\$ 500,000</u>
<b>Net Profit/(Loss)</b>	<u>\$ 202,543</u>	<u>\$ 191,843</u>	<u>\$ 472,602</u>	<u>\$ 383,025</u>
<b>Net Profit %</b>	<u>822.04%</u>	<u>959.22%</u>	<u>1540.17%</u>	<u>1276.75%</u>

**Fee Waivers:**

Fee waivers include Brookdale internal events, Athletics, Brookdale Foundation, and County advertising.

**Brookdale Community College  
Performing Arts Center FY20 Budget  
12901-7230000**

	<b>FY18 Actual</b>	<b>FY19 Budget</b>	<b>FY19 Projected</b>	<b>FY20 Budget</b>
<b>Revenue</b>	\$ 58,030	\$ 70,000	\$ 71,000	\$ 72,000
<b>Operating Expenses</b>				
FT salaries	\$ 149,130	\$ 151,068	\$ 150,000	\$ 155,479
PT salaries	49,254	47,351	47,000	48,000
Student help	9,734	9,690	8,000	8,500
Advertising	-	4,700	1,000	3,000
Printing	846	500	500	750
Office supplies	2,564	4,500	2,500	4,500
Contracted Services	44,870	38,000	38,000	38,000
Overnight Travel	3,000	-	4,281	4,400
Instructional supplies	20,449	21,000	18,000	1,000
Vehicle maintenance	-	75	-	-
<b>Total Operating Expenses</b>	<b>\$ 279,847</b>	<b>\$ 276,884</b>	<b>\$ 269,281</b>	<b>\$ 263,629</b>
<b>Profit/(Loss) before Fee Waivers</b>	<b>\$ (221,817)</b>	<b>\$ (206,884)</b>	<b>\$ (198,281)</b>	<b>\$ (191,629)</b>
<b>Other Revenue</b>				
Fee Waivers	\$ 168,500	\$ 171,590	\$ 160,000	\$ 170,000
<b>Net Profit/(Loss)</b>	<b>\$ (53,317)</b>	<b>\$ (35,294)</b>	<b>\$ (38,281)</b>	<b>\$ (21,629)</b>
<b>Net Profit %</b>	<b>-91.88%</b>	<b>-50.42%</b>	<b>-53.92%</b>	<b>-30.04%</b>

**Fee Waivers:**

Fee Waivers include internal events facilitated by students and those which support programming.

**Brookdale Community College**  
**Fitness FY20 Budget**  
**12901-7070100**

	<b>FY18 Actual</b>	<b>FY19 Budget</b>	<b>FY19 Projected</b>	<b>FY20 Budget</b>
<b>Revenue</b>	\$ 143,507	175,000	175,000	175,000
<b>Operating Expenses</b>				
FT salaries	105,796	108,496	108,496	110,666
PT salaries	79,167	75,000	75,000	75,000
Instructional supplies	118	150	450	500
Office supplies	577	500	150	150
Contracted services	525	10,000	10,000	15,000
Furniture equipment & repair	5,369	5,000	3,000	4,000
Print shop	302	350	325	350
<b>Total Operating Expenses</b>	<b>191,854</b>	<b>199,496</b>	<b>197,421</b>	<b>205,666</b>
<b>Profit/(Loss) before discounts</b>	<b>\$ (48,347)</b>	<b>\$ (24,496)</b>	<b>\$ (22,421)</b>	<b>\$ (30,666)</b>
<b>Other Revenue</b>				
Discounts	\$ 19,716	\$ 20,910	\$ 20,910	\$ 21,328
<b>Net Profit/(Loss)</b>	<b>\$ (28,631)</b>	<b>\$ (3,586)</b>	<b>\$ (1,511)</b>	<b>\$ (9,338)</b>
<b>Net Profit %</b>	<b>-19.95%</b>	<b>-2.05%</b>	<b>-0.86%</b>	<b>-5.34%</b>

**Discounts:**

Staff and student discounts

**Brookdale Community College  
Student Life Center FY20 Budget  
12901-7200000**

	<b>FY18 Actual</b>	<b>FY19 Budget</b>	<b>FY19 Projected</b>	<b>FY20 Budget</b>
<b>Revenue</b>	\$ 161,373	\$ 186,000	\$ 150,100	\$ 175,000
<b>Operating Expenses</b>				
Salaries	\$ 134,683	141,500	\$ 143,000	\$ 145,860
Benefits	55,884	58,679	58,679	59,200
Travel, Training & OT meals	-	1,250	1,100	1,200
Dues & memberships	658	658	658	658
Supplies	3,760	5,000	4,500	4,500
Advertising	-	400	200	250
Contracted services	16,198	30,000	30,000	30,000
Food service	355	-	-	-
Miscellaneous/Uniforms	48	-	-	150
Copy machine usage	3,497	2,600	2,600	2,700
Overhead	27,500	28,000	28,000	28,000
<b>Total Operating Expense</b>	<b>\$ 242,583</b>	<b>268,087</b>	<b>\$ 268,737</b>	<b>\$ 272,518</b>
<b>Profit/(Loss) before Fee Waivers</b>	<b>\$ (81,210)</b>	<b>\$ (82,087)</b>	<b>\$ (118,637)</b>	<b>\$ (97,518)</b>
<b>Other Revenue</b>				
Fee waivers	\$ 38,259	39,250	\$ 151,245	\$ 150,000
<b>Net Loss</b>	<b>\$ (42,951)</b>	<b>\$ (42,837)</b>	<b>\$ 32,608</b>	<b>\$ 52,482</b>
<b>Net Profit %</b>	<b>-26.62%</b>	<b>-23.03%</b>	<b>21.72%</b>	<b>29.99%</b>

**Fee Waivers:**

Fee waivers include State and County Agency functions and events and facility service costs only for Brookdale functions.



#### 4.3 *Approval of the FY20 Chapter 12 Projects*

It is estimated there will be Chapter 12 bonding capacity available in FY20, subject to the approval of the State Treasurer and the State's approved budget. All community colleges were invited to submit a request for Chapter 12 funding in an amount not to exceed \$3.9 million. The final amount available for each college will be determined after all requests are submitted.

The College Administration is recommending to the Board of Trustees that the College seek approval for the use of Chapter 12 funds in an amount not to exceed \$3.9 million for projects which include milling and paving of various roadways, site and infrastructure improvements, HVAC, plumbing, and electrical efficiency and restorations, building access modernization, classroom renovations, and life safety initiatives. The projects have been identified as top priorities in the 2012 Board approved Facilities Master Plan.

The College received approval for the matching funds from the County of Monmouth at the Board of School Estimate meeting held February 26, 2019.

This report was reviewed by the Interim President and the Finance & Facilities Committee of the Board of Trustees at a meeting held April 23, 2019, and the project list was recommended for approval at the Board of Trustees meeting April 30, 2019.

April 30, 2019: Interim Vice President Finance & Operations, Joey Stoner

## RESOLUTION

WHEREAS, the Board of Trustees of Brookdale Community College is seeking approval for the use of Chapter 12 P.L. 1971, for the projects associated with milling and paving of various roadways, site and infrastructure improvements, HVAC, plumbing, and electrical efficiency and restorations, building access modernization, classroom renovations, and life safety initiatives at all College locations and as identified as top priorities in the 2012 Board approved Facilities Master Plan; and

WHEREAS, the New Jersey Council of County Colleges has established May 31, 2019, as the deadline for the submittal of a Board of Trustee Resolution which identifies the approved projects for Chapter 12 funding; and

WHEREAS, the College received the commitment from the Monmouth County Board of School Estimate held February 26, 2019, and a resolution agreeing to match the necessary funds, prior to the May 31 deadline; and

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Brookdale Community College approves the use of Chapter 12, P.L. 1971 for the projects associated with infrastructure and deferred maintenance, which include but are not limited to, milling and paving of various roadways, site and infrastructure improvements, HVAC, plumbing, and electrical efficiency and restorations, building access modernization, classroom renovations, and life safety initiatives at all College locations and as identified as top priorities in the 2012 Board approved Facilities Master Plan.

## Brookdale Community College

### FY20 Chapter 12 Projects

#### Brookdale Community College locations:

- Lincroft Campus
- Freehold Campus
- Wall Campus
- Hazlet Higher Education Center
- Neptune Higher Education Center
- Long Branch Higher Education Center

The College's Facilities Master Plan identified the following projects as a top priority for the locations noted above:

1. **Milling and Paving:** \$1,050,000
  - a. Milling, paving, and striping of Parking Lot 1, Campus, Museum, and Alumni Drives.
2. **Site Improvements:** 550,000
  - a. To include but not be limited to, athletic field(s) flatwork and landscape upgrades.
3. **Infrastructure improvements and renovations:** 500,000
  - a. To include, but not be limited to general infrastructure, utility improvements, bathroom upgrades, façade & roofing upgrades, flooring replacement, demolition and rehabilitation of unoccupied spaces.
4. **HVAC/Plumbing:** 500,000
  - a. To include, but not be limited to, energy efficiency projects including HVAC unit upgrades (using R22 refrigerant), the rehabilitation of fans, coils, pans, ductwork and insulation, ventilation and exhaust fan replacement, adding domestic water system isolation valves, and sanitary waste piping upgrades.
5. **Electrical Upgrades:** 300,000
  - a. To include, but not be limited to, HV distribution & electrical replacement(s)/rehabilitation.
6. **Building Access Modernization:** 400,000
  - a. ADA & building access improvements, sliding doors in place of auto swing door operators, and card swipe building access controls
7. **Classroom Renovations:** 300,000
  - a. To include, but not be limited to, classroom flooring, wall finishes, whiteboards and furniture.
8. **Life Safety:** 300,000
  - a. To include, but not be limited to, new Carbon Monoxide detection compliance requirements, fire sprinkler upgrades/replacements.

**Total:** \$3,900,000

**5.1 Curriculum – Approval of Exception to 60 Credit Hour Standard in Accordance with N.J.S.A. 18A:62-58**

New Jersey has established new credit hour standards for the award of baccalaureate degrees from public institutions of higher education and for the award of associate degrees from county colleges. All New Jersey four-year public institutions and county colleges are required to be in compliance with these new standards by the fall semester of 2019.

N.J.S.A. 18A:62-57(a) provides that the standard number of credits required for the award of an associate degree from a county college is 60 credit hours. However, N.J.S.A. 18A:62-57(b) provides three exceptions that allow county college programs to exceed the 60 credit hour standard in certain circumstances:

1. The degree program is defined as more than a two-year program; or
2. The degree program is professionally accredited and accreditation requires course work that cannot be completed in 60 credits; or
3. The degree program leads to a professional certification and the degree requirements for that certification results in a need for credit hours in excess of 60.

The President recommends that the Board of Trustees adopt resolutions authorizing Brookdale Community College to offer the following accredited programs that exceed the 60 credit hour standard: Automotive A.A.S., Automotive Technology and General Motors Automotive Service Educational Program Options, Culinary A.A.S., Nursing A.A.S., Radiologic Technology A.A.S., and Respiratory Care A.A.S.

**WHEREAS**, N.J.S.A. 18A:62-57(a) provides that the standard number of credits required for the award of an associate degree from a county college is 60 credit hours; and

**WHEREAS**, all New Jersey county colleges are required to be in compliance with this standard by fall of 2019; and

**WHEREAS**, N.J.S.A. 18A:62-57(b) provides three exceptions that allow county college programs to exceed the 60 credit hour standard in certain circumstances; and

**WHEREAS**, the Automotive Technology Associate in Applied Science, Automotive Technology and General Motors Automotive Service Educational Program (GMASEP) Options, exceed the 60 credit hour standard but meet the requirements for an exception as provided by N.J.S.A. 18A:62-57(b) as the program options are professionally accredited; and

**WHEREAS**, both the Automotive Technology Option and GMASEP are certified by the National Automotive Technicians Education Foundation (NATEF) with GMASEP at the highest Master Automobile Service Technology (MAST) level and the Automotive Technology Option at the Automotive Service Technology (AST) level; and

**WHEREAS**, to meet the requirements of the MAST and AST levels the required coursework comprised of classroom, lab, and internship exceeds the 60 credit hour standard;

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees of Brookdale Community College grants an exception to the 60 credit hour standard for the Automotive Technology Associate in Applied Science, Automotive Technology and General Motors Automotive Service Educational Program (GMASEP) Options, in accordance with N.J.S.A. 18A:62-58.

April 30, 2019

**WHEREAS**, N.J.S.A. 18A:62-57(1) provides that the standard number of credits required for the award of an associate degree from a county college is 60 credit hours; and

**WHEREAS**, all New Jersey county colleges are required to be in compliance with this standard by fall of 2019; and

**WHEREAS**, N.J.S.A. 18A:62-57(b) provides three exceptions that allow county college programs to exceed the 60 credit hour standard in certain circumstances; and

**WHEREAS**, the Culinary Associate in Applied Science program exceeds the 60 credit hour standard but meets the requirements for an exception as provided in N.J.S.A. 18A:62-57(b) as the degree program is a professionally accredited program; and

**WHEREAS**, the Culinary faculty have reviewed the curriculum and determined that the Culinary program requires an excess of 60 credit hours to incorporate the requisite competencies and skills required for accreditation;

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees of Brookdale Community College grants an exception to the 60 credit hour standard for the Culinary Associate in Applied Science Program in accordance with N.J.S.A. 18A:62-58.

April 30, 2019

**WHEREAS**, N.J.S.A. 18A:62-57(1) provides that the standard number of credits required for the award of an associate degree from a county college is 60 credit hours; and

**WHEREAS**, all New Jersey county colleges are required to be in compliance with this standard by fall of 2019; and

**WHEREAS**, N.J.S.A. 18A:62-57(b) provides three exceptions that allow county college programs to exceed the 60 credit hour standard in certain circumstances; and

**WHEREAS**, the Nursing Associate in Applied Science program exceeds the 60 credit hour standard but meets the requirements for an exception as provided in N.J.S.A. 18A:62-57(b) as the degree program is a professionally accredited program; and

**WHEREAS**, the Nursing faculty have reviewed the curriculum and determined that the Nursing program requires an excess of 60 credit hours to incorporate the requisite content and skills required for accreditation;

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees of Brookdale Community College grants an exception to the 60 credit hour standard for the Nursing Associate in Applied Science Program in accordance with N.J.S.A. 18A:62-58.

April 30, 2019

**WHEREAS**, N.J.S.A. 18A:62-57(1) provides that the standard number of credits required for the award of an associate degree from a county college is 60 credit hours; and

**WHEREAS**, all New Jersey county colleges are required to be in compliance with this standard by fall of 2019; and

**WHEREAS**, N.J.S.A. 18A:62-57(b) provides three exceptions that allow county college programs to exceed the 60 credit hour standard in certain circumstances; and

**WHEREAS**, the Respiratory Care Associate in Applied Science program exceeds the 60 credit hour standard but meets the requirements for an exception as provided in N.J.S.A. 18A:62-57(b) as the degree program is a professionally accredited program; and

**WHEREAS**, the Respiratory Care faculty have reviewed the curriculum and determined that the Respiratory Care program requires an excess of 60 credit hours to incorporate the content and skills required for accreditation;

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees of Brookdale Community College grant an exception to the 60 credit hour standard for the Respiratory Care Associate in Applied Science in accordance with N.J.S.A. 18A:62-58.

April 30, 2019



**WHEREAS**, N.J.S.A. 18A:62-57(1) provides that the standard number of credits required for the award of an associate degree from a county college is 60 credit hours; and

**WHEREAS**, all New Jersey county colleges are required to be in compliance with this standard by fall of 2019; and

**WHEREAS**, N.J.S.A. 18A:62-57(b) provides three exceptions that allow county college programs to exceed the 60 credit hour standard in certain circumstances; and

**WHEREAS**, the Radiologic Technology Associate in Applied Science program exceeds the 60 credit hour standard but meets the requirements for an exception as provided in N.J.S.A. 18A:62-57(b) as the degree program is a professionally accredited program; and

**WHEREAS**, the Radiologic faculty have reviewed the curriculum and determined that the Radiologic program requires an excess of 60 credit hours to incorporate the content and skills required for accreditation;

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees of Brookdale Community College grant an exception to the 60 credit hour standard for the Radiologic Associate in Applied Science in accordance with N.J.S.A. 18A:62-58.

April 30, 2019

**5.1 Curriculum – Approval of Exception to 60 Credit Hour Standard in Accordance with N.J.S.A. 18A:62-58**

New Jersey has established new credit hour standards for the award of baccalaureate degrees from public institutions of higher education and for the award of associate degrees from county colleges. All New Jersey four-year public institutions and county colleges are required to be in compliance with these new standards by the fall semester of 2019.

N.J.S.A. 18A:62-57(a) provides that the standard number of credits required for the award of an associate degree from a county college is 60 credit hours. However, N.J.S.A. 18A:62-57(b) provides three exceptions that allow county college programs to exceed the 60 credit hour standard in certain circumstances:

1. The degree program is defined as more than a two-year program; or
2. The degree program is professionally accredited and accreditation requires course work that cannot be completed in 60 credits; or
3. The degree program leads to a professional certification and the degree requirements for that certification results in a need for credit hours in excess of 60.

In accordance with N.J.S.A. 18A:62-58, approval by the governing board of the county college is required for programs exceeding the 60 credit hour standard that do not fall under one of the three allowable exceptions.

The President recommends that the Board of Trustees adopt resolutions approving an exception to the 60 credit standard for the Engineering Associate in Science Degree and the Architecture Associate in Science Degree offered by Brookdale Community College.

**WHEREAS**, N.J.S.A. 18A:62-57(a) provides that the standard number of credits required for the award of an associate degree from a county college is 60 credit hours; and

**WHEREAS**, all New Jersey county colleges are required to be in compliance with this standard by fall of 2019; and

**WHEREAS**, N.J.S.A. 18A:62-57(b) provides three exceptions that allow county college programs to exceed the 60 credit hour standard in certain circumstances; and

**WHEREAS**, N.J.S.A. 18A:62-58 allows for the governing board of a county college to approve exceptions to the 60 credit hour standard; and

**WHEREAS**, the Engineering Associate in Science program exceeds 60 credits but does not fall under one of the three exceptions provided by N.J.S.A. 18A:62-57(b); and

**WHEREAS**, the Engineering Associate in Science program is in excess of 60 credits because it is designed so students complete the requisite coursework for transfer to an ABET accredited baccalaureate program at the junior level; and

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees of Brookdale Community College approves an exception to the 60 credit hour standard for the Engineering Associate in Science program in accordance with N.J.S.A. 18A:62-58.

April 30, 2019

**WHEREAS**, N.J.S.A. 18A:62-57(a) provides that the standard number of credits required for the award of an associate degree from a county college is 60 credit hours; and

**WHEREAS**, all New Jersey county colleges are required to be in compliance with this standard by fall of 2019; and

**WHEREAS**, N.J.S.A. 18A:62-57(b) provides three exceptions that allow county college programs to exceed the 60 credit hour standard in certain circumstances; and

**WHEREAS**, N.J.S.A. 18A:62-58 allows for the governing board of a county college to approve exceptions to the 60 credit hour standard; and

**WHEREAS**, the Architecture Associate in Science program exceeds 60 credits but does not fall under one of the three exceptions provided by N.J.S.A. 18A:62-57(b); and

**WHEREAS**, the Architecture Associate in Science program is in excess of 60 credits because the program is designed so students can transfer into the third year of an accredited five-year Bachelor of Architecture degree program; and

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees of Brookdale Community College approves an exception to the 60 credit hour standard for the Architecture Associate in Science program in accordance with N.J.S.A. 18A:62-58.

April 30, 2019

**a****5.1 Curriculum**

The faculty and administration of the College have proposed discontinuance of the Human Services Associate in Science, Generalist Option, and the Criminal Justice Academic Credit Certificate.

The Generalist Option is low enrolled having only six majors in Fall 2018. The College offers both an Addiction Studies Option and a Pre-Social Work Option in Human Services. These two options provide students with transfer opportunities to a Bachelor of Social Work. There is an overlap in the Generalist and Pre-Social Work curriculum, and the Psychology/Human Services Department determined that the Pre-Social Work Option is the preferred program for our students.

All students in the Generalist Option have been notified of the discontinuance. Required courses will continue to be offered allowing matriculated students to complete the Generalist Option.

The Criminal Justice Academic Credit Certificate was created so that individuals in law enforcement could obtain academic credit for law enforcement training and apply the certificate credits toward completing the Criminal Justice Associate in Science program. Enrollment in the certificate has been declining with 12 majors in Fall 2018. The Criminal Justice Department determined that the certificate was no longer attracting students from law enforcement as students preferred to enroll in the associate degree program.

All students in the Criminal Justice Academic Credit Certificate have been notified of the discontinuance. Required courses will continue to be offered allowing matriculated students to complete the Certificate or transfer to the Associate degree program.

The discontinuance of the Human Services Associate in Science, Generalist Option, and the Criminal Justice Academic Credit Certificate have been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Learning, the President, and the Student Success & Educational Excellence Committee of the Board.

The President recommends that the Board of Trustees adopt a resolution discontinuing the Human Services Associate in Science, Generalist Option, and the Criminal Justice Academic Credit Certificate.

**WHEREAS**, the faculty and administration of the College have proposed discontinuance of the Human Services Associate in Science, Generalist Option, and the Criminal Justice Academic Credit Certificate; and

**WHEREAS**, the Generalist Option is low enrolled having only six majors in Fall 2018; and

**WHEREAS**, the College offers both an Addiction Studies Option and a Pre-Social Work Option in Human Services, and these two options provide students with transfer opportunities to a Bachelor of Social Work; and

**WHEREAS**, there is an overlap in the Generalist and Pre-Social Work curriculum, and the Psychology/Human Services Department determined that the Pre-Social Work Option is the preferred program for our students; and

**WHEREAS**, all students in the Generalist Option have been notified of the discontinuance, and required courses will continue to be offered allowing matriculated students to complete the Generalist Option; and

**WHEREAS**, the Criminal Justice Academic Credit Certificate was created so that individuals in law enforcement could obtain academic credit for law enforcement training and apply the certificate credits toward completing the Criminal Justice Associate in Science program; and

**WHEREAS**, enrollment in the certificate has been declining with 12 majors in Fall 2018, and the Criminal Justice Department determined that the certificate was no longer attracting students from law enforcement as students preferred to enroll in the associate degree program; and

**WHEREAS**, all students in the Criminal Justice Academic Credit Certificate have been notified of the discontinuance and required courses will continue to be offered allowing

matriculated students to complete the Certificate or transfer to the Associate degree program;  
and

**WHEREAS**, the discontinuance of the Human Services Associate in Science, Generalist Option, and the Criminal Justice Academic Credit Certificate have been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Learning, the President, and the Student Success & Educational Excellence Committee of the Board;

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that the Human Services Associate in Science, Generalist Option, and the Criminal Justice Academic Credit Certificate are hereby discontinued.

April 30, 2019

## **5.1 Curriculum**

The faculty and administration of the College have proposed a change in nomenclature for the Technical Studies Associate in Applied Science, Business Management Option, to Technical Studies Associate in Applied Science.

The Technical Studies Associate in Applied Science is a pathway for students to earn college credit for apprenticeship training approved by the American Council on Education (ACE), or military training. After discussion with representatives from various apprenticeship programs, the College determined that the program should offer specific courses to attract apprenticeship students. Accordingly, the curriculum has been revised to require general education coursework, a college success seminar course, and career studies electives from diverse disciplines including business, architecture, and speech with the focus of the program no longer solely Business Management.

The change in nomenclature for the Technical Studies Associate in Applied Science, Business Management Option, to Technical Studies Associate in Applied Science has been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Learning, the President, and the Student Success & Educational Excellence Committee of the Board.

The President recommends that the Board of Trustees adopt a resolution approving the change in nomenclature from Technical Studies Associate in Applied Science, Business Management Option, to Technical Studies Associate in Applied Science.



**WHEREAS**, the faculty and administration of the College have proposed a change in nomenclature for the Technical Studies Associate in Applied Science, Business Management Option, to Technical Studies Associate in Applied Science; and

**WHEREAS**, the Technical Studies Associate in Applied Science is a pathway for students to earn college credit for apprenticeship training approved by the American Council on Education (ACE), or military training; and

**WHEREAS**, after discussion with representatives from various apprenticeship programs, the College determined that the college should offer specific courses to attract apprenticeship students; and

**WHEREAS**, the curriculum has been revised to require general education coursework, a college success seminar course, and career studies electives from diverse disciplines including business, architecture, and speech with the focus of the program no longer solely Business Management; and

**WHEREAS**, the change in nomenclature for the Technical Studies Associate in Science, Business Management Option, to Technical Studies Associate in Applied Science has been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Learning, the President, and the Student Success & Educational Excellence Committee of the Board;

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that the change in nomenclature for the Technical Studies Associate in Science, Business Management Option, to Technical Studies Associate in Applied Science be and is hereby approved.

April 30, 2019

# Brookdale Community College College Policy

## 4.1001 ASBCC

### I. Title of Policy

Associated Students of Brookdale Community College (ASBCC) Fund

### II. Objective

To ~~establish procedures and guidelines~~ develop a regulation guiding the administration  
~~for the administration~~ of an ASBCC Fund.

### III. Authority

N.J.S.A. 18A:64A-1, et seq., N.J.S.A. 18A:3B-6(b) and (i).

~~New Jersey Statutes 18A: Chapter 3B (new) Higher Education Governance~~

### IV. Policy Statement

Whenever ~~the Brookdale Community College~~ (“College”) shall collect a General Service Fee from a ~~regular or special~~ student, a portion of the fee shall be utilized ~~for the purpose of developing a broad-based student services~~ to enhance the student experience program, subject to the following:

A. All funds collected from the General Service Fees apportioned to the ASBCC shall be held by the College under the designation “ASBCC Fund.”

B. An annual budget for the ASBCC Fund shall be developed by elected representatives of the student body in cooperation with the administration, and shall be reviewed by the President of the College, and approved by the Board of Trustees.

C. The ASBCC Fund shall be administered by Finance and accounted for, under the authority of the Board of Trustees, according to law and subject to audit in the same manner as all other funds of the College. Finance shall ensure that all expenditures are made in strict accordance with the approved budget.

~~D. The President of the College shall ensure that all expenditures are made in strict accordance with the approved budget.~~

D. If a surplus ASBCC budget is anticipated for year end, the surplus funds will be carried forward to the next ASBCC fiscal budget. The surplus funds will be used to fund

capital improvement projects, ~~and or~~ improvements to technology, student services or events that will enhance the student experience.

## **V. Responsibility for Implementation:**

President

Approved: 5/24/73

Revised: 10/24/96

## Brookdale Community College College Policy

### 4.3500 Budget Transfers

#### I. Title of Policy

Budget Transfers

#### II. Objective of Policy

To establish parameters within which the President is authorized to make budget transfers during the fiscal year.

#### III. Authority

Board of Trustees Bylaws 1.~~3034~~ 1.3054 i.

#### IV. Policy Statement

Procedures for budget transfers shall be established by [Brookdale Community College](#) (“College”) regulations and periodically reviewed by the Finance ~~and Facilities~~ Committee of the Board of Trustees.

Budget transfers shall not be utilized to establish positions, or offices, ~~or programs~~ without prior Board approval.

A one-time budget transfer of 10% or more of a division’s annual budget must have the approval of the Board of Trustees.

#### V. Responsibility for Implementation

President

Approved: 8/25/77

Revised: 10/24/96

# BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

## 2.5000 Election of a Graduate to the Board of Trustees

### I. Title of Policy

Election of a Graduate to the Board of Trustees

### II. Objective of Policy

To establish the process for election of a graduate to serve as a voting member of the Board of Trustees.

### III. Authority

New Jersey Statute 18A:64A-8 (amended) and the Bylaws of the Board of Trustees, Section 1.2010 and Section 1.3020

### IV. Policy Statement

Each spring the President will poll the students who have applied for graduation to determine who among them wishes to be considered by the student body for election to the Board of Trustees of the Brookdale Community College ("College") as provided by the statute.

~~The names of the candidates will be submitted to the student body as part of the annual student government elections. An election will be~~ held each spring. Rules for the election will be established by the Office of Student Life and Activities with the approval of the Associate Vice President Student Affairs Dean of Student Development.

The candidate receiving the greatest number of votes will ~~take~~ will serve a one year term of office commencing at their swearing in ceremony after June 30<sup>th</sup>, B ~~organizational meeting of the Board of Trustees in November of the year of the election,~~ subject to the successful candidate's having been awarded an associate degree prior to June 30<sup>th</sup> of the preceding academic year.

In the event that the candidate receiving the greatest number of votes fails to qualify as a graduate or is unable to accept the office, the candidate receiving the next greatest number of votes will be considered the successful candidate and so on.

### V. Responsibility for Implementation

President

Approved: Board of Trustees 10/13/80  
Rev.: 12/13/07

**BROOKDALE COMMUNITY COLLEGE**  
**Board of Trustees**  
**2019 Committee Appointments**

**Board Bylaw 1.4010, appointments to Standing Committee**

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

<b>Committees meeting monthly</b>	<b><u>Executive Committee (5)</u></b> <b>Ms. Tracey Abby-White, Chair</b> Ms. Suzanne Brennan, Vice-Chair Dr. Hank Cram Mr. Bret Kaufmann Ms. Marta Rambaud		<b><u>Finance and Facilities (5)</u></b> <b>Mr. Bret Kaufmann, Chair</b> Ms. Madeline Ferraro Dr. Les Richens Dr. Hank Cram Ms. Latonya Brennan
<b>Committees meeting 4 times per year</b>	<b><u>Student Success &amp; Educational Excellence (4)</u></b> <b>Dr. Hank Cram, Chair</b> Dr. Les Richens Mr. Bret Kaufmann Ms. Victoria Cattelona	<b><u>Governance (5)</u></b> <b>Ms. Suzanne Brennan, Chair</b> Ms. Madeline Ferraro Ms. Marta Rambaud Mr. Dan Becht Ms. Latonya Brennan	<b><u>Audit Committee (4)</u></b> <b>Ms. Marta Rambaud, Chair</b> Mr. Paul Crupi Mr. Dan Becht Vacant
<b>Committees Meeting on as needed basis</b>	<b><u>Private Public Partnership – Ad-Hoc</u></b> <b>Ms. Victoria Cattelona, Chair</b> Ms. Suzanne Brennan		
<b>Liaisons</b>	<b><u>Liaisons</u></b> <b><u>Liaison to New Jersey Council of County Colleges (NJCCC)</u></b> Mr. Paul Crupi <b><u>NJCCC Trustees Ambassador</u></b> Mr. Paul Crupi	<b><u>Liaison to Brookdale Community College Foundation</u></b> Vacant	

\* The Human Resources Committee – A committee of the whole

# BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2019 3/14/19 v4

2019 Public Business Meetings (PBM)	Executive	Governance	Student Success & Educational Excellence	Finance & Facilities	Audit	Public Private Partnership	Foundation Board
DATES/LOCATIONS Public Business Meeting 5:30 PM	Shall meet prior to each regular meeting	Shall meet a minimum of four times per year or as	Shall meet a minimum of four times per year or as needed	Shall meet monthly	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested.	4:00 PM in Trustees Conference Room
Tuesday, January 29 Brookdale at Wall, Rms 110 & 112	January 22 5:30 PM			January 22 6 PM	January 15 6 PM	January 7 5 PM	January 17 4 PM
Tuesday, February 26 Brookdale at Long Branch, Rm 200	February 19 5 PM	Feb. 21 6 PM	Feb. 21 5 PM	Feb. 19 5:30 PM			
Tuesday, March 26 Lincroft, SLC, Navesink I & II	March 19 5 PM			March 19 5:30 PM	March 11 6 PM	March 4 4 PM	March 14 3:45 PM
Board Retreat - Friday-Saturday, March 29 (6 PM to 9 PM) & March 30 (9 AM – 12 PM)							
MSCHE Follow up visit – April 2, 2:15 PM – 3:15 PM – SLC, Trustees Conference Room							
Tuesday, April 30 Lincroft, SLC, Navesink I & II	April 23 5 PM	April 17 5:30 PM	April 18 5:30 PM	April 23 5:30 PM	April 16 6 PM		
Wednesday, May 29 Lincroft, SLC, Navesink I & II	May 21 5 PM			May 21 5:30 PM		May 6 5 PM	May 23 4 PM
Tuesday, June 25 Lincroft, SLC, Navesink I & II	June 18 5 PM			June 18 5:30 PM	June 11 6 PM		
Tuesday, July 23 Brookdale at Wall, Rms 110 & 112	July 16 5 PM			July 16 5:30 PM		July 1 5 PM	
Tuesday, August 27 Lincroft, SLC, Navesink I & II	August 20 5 PM			August 20 5:30 PM		August 5 5 PM	
Tuesday, September 24 Lincroft, SLC, Navesink I & II	September 17 5 PM	Sept. 16 5:30 PM	Sept. 19 5:30 PM	Sept. 17 5:30 PM	Sept. 10 6 PM		
Tuesday, October 29 Brookdale at Freehold, 103 & 104	October 22 5 PM			October 22 5:30 PM		October 7 5 PM	
Tuesday, November 19 Lincroft, SLC, Navesink I & II	November 12 5 PM	Nov. 13 5:30 PM	Nov. 14 5:30 PM	Nov. 12 5:30 PM			
Tuesday, December 17 Brookdale at Hazlet, Rms 102 & 103	December 10 5 PM			Dec. 10 5:30 PM	December 3 6 PM	December 2 5 PM	

| Human Resources is a Committee of the whole; v3 – changed Audit March 4 start time; v4 – August meeting location;