



Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, April 28, 2020 5:30 PM (EDT)
765 Newman Springs Road Lincroft New Jersey 07738
Zoom Webinar hosted at 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. Approval of Human Resources - Chair Abby-White
- V. Faculty Tenure & Promotion Recognition - Dr. Reed
 - A. Faculty Tenure & Promotion Recognition Committee - Professor Cioppa
- VI. Professional Staff Association Performance Recognition - Ms. Sensi
 - A. Performance Recognition Committee - Mr. DeVita
- VII. 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
- VIII. President's Report - Dr. Stout
- IX. Reports from the Board Committees and Liaisons - Chair Abby-White
 - A. Finance & Facilities Committee - April 22, 2020 - Vice-Chair Cram
 - 1. Monthly Financial Reporting - April 22, 2020 - Vice-Chair Cram
 - 2. Update on Capital Projects - Mr. Ray Savacool, T & M Associates
 - Capital Project Report submitted in Monthly Financial Dashboards*
 - B. Student Success & Educational Excellence Committee - April 20, 2020 - Trustee Kaufmann
 - C. Student's Perspective - Trustee Deinhardt
 - D. NJCCC - Trustee Horl
 - E. BCC Foundation - Dr. Stout
- X. Public Comment on Agenda Items - Chair Abby-White
- XI. Approval of Public Business Meeting Minutes - Chair Abby-White
 - A. Approval of Public Business Meeting Minutes - March 24, 2020 - Chair Abby-White
 - B. Approval of Executive Session Minutes - March 24, 2020 - Chair Abby-White
- XII. Consent Agenda - Chair Abby-White - 5 minutes

- A. Application of Grants
- B. Purchases in Excess of \$36,400 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500
- C. Clinical Partnership Affiliations
- D. Approval of Settlement Agreement
- E. Open Invoice Payment Requests for Vendor, Student and Employee Payments
- F. Monthly Financial Dashboards
- XIII. Acceptance of CARES Act Funding
- XIV. Approval of Policies - Chair Abby-White
 - A. Approval of Policy 4.1002 Chargeback Eligibility
 - B. Approval of Policy 4.3000 Expenditures and Payments of College Funds
 - C. Approval of Policy 6.6000 Concurrent Enrollment (previous name - Credits in Escrow)
- XV. Public Comment - Chair Abby-White
- XVI. Old/New Business - Chair Abby-White
- XVII. Resolution to Hold a Closed Meeting - Chair Abby-White
- XVIII. Motion to Re-Open the Meeting to the Public - Chair Abby-White
- XIX. Adjournment - Chair Abby-White
- XX. Appendix - Board Materials

3.1 Human Resources Recommendations

Hires, Change of Status, Separations, Faculty Reappointments & Performance Recognition – This month there are at total of 194 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires	Recommendations
Adjuncts	1
B. Change of Status	Recommendations
Faculty	1
C. Separations	Recommendations
Faculty	4
Administrative	1
D. Reappointment of Tenured Faculty with Promotion	14 Recommendations
E. Reappointment of Non-Tenured Faculty to Tenure with Promotion	3 Recommendations
F. Reappointment of Non-Tenured Faculty	27 Recommendations
G. Reappointment of All Other Tenured Faculty	140 Recommendations
H. Performance Recognition	3 Recommendations

A. HIRES**ADJUNCTS**

1. Name: Youdelka Jean
Department: ESL

ADJUNCT DEGREE SUMMARY

Masters

1

B. CHANGE OF STATUS**FACULTY**

1. Name: Stephen Curto
Department: Counseling
Position: Professor
Action: Return to faculty from administrative position
New Salary: \$122,893
Effective: 9/1/20

C. SEPARATIONS**FACULTY**

1. Name: Joseph Accurso
Department: Music
Position: Professor
Action: Retirement at the end of Spring 2020 transitional sabbatical
Effective: 6/30/20
2. Name: Olga Malpica-Proctor
Department: Mathematics
Position: Professor
Action: Retirement at the end of FY2020 transitional sabbatical
Effective: 6/30/20

3. Name: Geanna Merola
 Department: Photography
 Position: Professor
 Action: 6/30/20 retirement followed by Faculty Transition to Retirement Program
 Effective: 9/1/20 – 6/30/21

4. Name: Debbie Meyer
 Department: Economics
 Position: Professor
 Action: 6/30/20 retirement followed by Faculty Transition to Retirement Program
 Effective: 9/1/20 – 6/30/21

ADMINISTRATIVE

1. Name: Mark Ghezzi
 Department: Common Services
 Position: Supervisor
 Action: Retirement
 Effective: 5/31/20

D. REAPPOINTMENT OF TENURED FACULTY WITH PROMOTION – Effective 9/1/20. Supporting documentation is provided as an attachment.

1. Name: Amy Clark
 Department: Library
 Position: Professor

2. Name: Michael Elmes
 Department: Mathematics
 Position: Associate Professor

3. Name: Cheryl Fencik
 Department: Biology
 Position: Associate Professor

4. Name: Marlena Frank
 Department: Psychology
 Position: Associate Professor

5. Name: Diana Glynn
 Department: Psychology
 Position: Professor

6. Name: Christine Greco-Covington
 Department: Psychology
 Position: Associate Professor

7. Name: Jenifer Kaminski
 Department: English
 Position: Associate Professor

8. Name: Gitanjali Kundu
 Department: Biology
 Position: Associate Professor

9. Name: Daniel Lopez
 Department: Mathematics
 Position: Professor

10. Name: Sally Mulvey
 Department: Mathematics
 Position: Associate Professor

11. Name: Debra Mura
 Department: Communication Media
 Position: Professor

12. Name: Suzanne Parker
 Department: English
 Position: Professor

13. Name: Angela Saragusa
 Department: English
 Position: Professor

14. Name: Ashley Tasy
 Department: Mathematics
 Position: Associate Professor

E. REAPPOINTMENT OF NON-TENURED FACULTY TO TENURE WITH PROMOTION – Promoted to the rank of Assistant Professor, effective 9/1/20. Supporting documentation is provided as an attachment.

1. Name: Patricia D'Aloia-Gandolfo
Department: Nursing
Date: 1/19/21
2. Name: Matthew Montemorano
Department: Communication Media
3. Name: Jennifer Salvo
Department: Reading

F. REAPPOINTMENT OF NON-TENURED FACULTY – Effective 9/1/20, unless otherwise indicated.

Fifth 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: 1/19/21
7. Name: Lauren Tatulli
Department: Economics

8. Name: Judith Ungar
Department: Library
Date: 1/19/21
9. Name: Thomas Vorbach
Department: Business

Fourth Year Contracts

1. Name: Alexis Jankowski
Department: Business/Marketing
2. Name: Ursula Lasky
Department: Nursing
Effective: 1/19/21
3. Name: Elana Maloney
Department: English
4. Name: Sabrina Mathues
Department: Innovation & Learning Resources/Student Success
5. Name: Nicolette Nicola
Department: English
6. Name: Heather Revesz
Department: English
Effective: 1/19/21
7. Name: Tara Rostron-Lorenz
Department: Nursing
8. Name: Prince Sekyi
Department: Mathematics
9. Name: Alexandra Tegethoff
Department: Nursing
Effective: 1/19/21

Third Year Contracts

1. Name: Charlotte Cole
Department: Nursing
Effective: 1/19/21
2. Name: Caitlin Raiten
Department: Nursing
3. Name: Chad Schoonveld
Department: Culinary Arts
4. Name: Joanie Scott
Department: Nursing
Date: 1/19/21
5. Name: Trent Welcome
Department: Graphic Design

Second Year Contracts

1. Name: Matthew Kalos
Department: Anthropology
2. Name: Lisa Mannino
Department: Nursing
3. Name: Matthew Perry
Department: Business
4. Name: Shalya Ward
Department: English

G. REAPPOINTMENT OF ALL OTHER TENURED FACULTY – Effective 9/1/20

Roseanne	Alvarez	Professor	English
Chad	Anderson	Associate Professor	Communication Media
Ivan	Anderson	Assistant Professor	Automotive Technology
Barbara	Baron	Professor	Speech Communication
Barbara	Barrella	Associate Professor	English
David	Bassano	Assistant Professor	History

Brooke	Batchler	Associate Professor	English
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
William	Boyke	Associate Professor	Chemistry
Mary Beth	Boylan	Professor	Psychology
Joseph	Boyle	Professor	Sociology
Michael	Broek	Associate Professor	English
John	Bukovec	Professor	Theater
Sara	Burrill	Assistant Professor	Psychology
Caroline	Calogero	Associate Professor	Sociology
Celeste	Chirichello	Professor	Interior Design
Thomas	Cioppa	Professor	Political Science
James	Cody	Professor	English
Michael	Cohen	Assistant Professor	Psychology
Brent	Costleigh	Associate Professor	Psychology
James	Crowder	Professor	Biology
Nathalie	Darden	Associate Professor	Mathematics
Deborah	DeBlasio	Professor	Language/ESL
Shay	Delcuria	Professor	Library
Eugene	DeRobertis	Professor	Psychology
Richard	Dery	Assistant Professor	English
Patricia	Dillon	Professor	Biology
Kenneth	Duffie'	Professor	Accounting
Bernice	Eng	Professor	Computer Science
Dara	Evans	Associate Professor	English
Maria	Fernandez	Professor	Sociology
Howard	Finkelstein	Professor	Sociology
Robert	Fiore	Assistant Professor	Mathematics
Donna	Flinn	Professor	English
Carey	Fox	Professor	Biology
Daijuan	Gao	Assistant Professor	Human Geography

April 28, 2020: Associate Vice President of Human Resources & Organizational Safety, Patricia Sensi

Peter	Geisleman	Assistant Professor	Computer Science
Geri	Girard	Associate Professor	English
Eric	Goll	Professor	Chemistry
Cathleen	Goode	Professor	Counseling
Brandon	Gramer	Professor	English
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
Hanli	Huang	Associate Professor	Mathematics
Ann Marie	Hughes	Assistant Professor	Fashion/Marketing
Alex	Idavoy	Associate Professor	Languages/ESL
Nicole	Jackson-Walker	Associate Professor	Psychology
Barbara	Jones	Professor	Anthropology
Abdul Rahman	Kamara	Assistant Professor	Mathematics
Thomas	Kapsak	Assistant Professor	Criminal Justice
Kathleen	Kennedy	Professor	English
Terry	Konn	Professor	Radiologic Technology
Marcia	Krefetz-Levine	Professor	English
Ave	Latte	Professor	Education
Sarah	Leahy	Professor	Economics
Jess	LeVine	Professor	History
Daniel	Leyes	Professor	Speech Communication
Gregory	Liano	Professor	Mathematics
Xiaoxiang	Liu	Professor	Physics
Michele	Locandro	Assistant Professor	English
Dina	Long	Assistant Professor	English
Marie	Maber	Professor	Art
Darlene	Macomber	Professor	Philosophy
Kelsey	Maki	Assistant Professor	English
Arthur	Marshall	Professor	Education

Robert	Martens	Associate Professor	Biology
Laura	McCullough	Professor	English
Martin	McDermott	Associate Professor	Speech Communication
Robert	McGovern	Assistant Professor	English
Brian	McKeon	Professor	Mathematics
Charles	Mencel	Assistant Professor	English
John	Mensing	Professor	Computer Science
Howard	Miller	Professor	Speech Communication
Diditi	Mitra	Associate Professor	Sociology
Susan	Monroe	Associate Professor	Mathematics
Gerry	Monroy	Professor	Languages/ESL
Jonathan	Moschberger	Professor	Political Science
Cameron	Mount	Assistant Professor	English
Andrea	Murowski	Associate Professor	Accounting
Dominick	Nigro	Professor	Counseling
Nancy	Noe	Professor	English
Glenn	Noe	Professors	Mathematics
Karina	Ochs	Assistant Professor	Mathematics
Brian	Oland	Professor	Psychology
Elaine	Olaoye	Professor	Psychology
Edward	O'Neill	Professor	Architecture
Andrew	Panitz	Associate Professors	Mathematics
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
Thomas	Riley	Assistant Professor	Chemistry
Joseph	Robinson	Professor	Education
Franklyn	Rother	Professor	Psychology
Spyro	Roubos	Assistant Professor	Mathematics
Rebecca	Rozario	Associate Professor	Mathematics
John	Ryan	Assistant 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
Gabriela	Sprague	Associate Professor	Mathematics
Edward	Stein	Professor	Fine Art
Michael	Sullivan	Associate Professor	Paralegal
Kathleen	Taggart	Assistant Professor	Radiologic Technology
Ana	Teodorescu	Assistant Professor	Mathematics
Robert	Thomas	Associate Professor	Philosophy
Paul	Tucker	Professor	Automotive
Lori	Uffer	Professor	Fine Art
Christine	Vasquez	Associate Professor	English
Jeanne	Vloyanetes	Professor	History
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 7/1/20. Supporting documentation is provided as attachments.

- Name: Jennifer Barker
 Department: Accounts Payable
- Name: Katherine Furlong
 Department: Financial Aid
- Name: Michelle Paci
 Department: Physics

AMY CLARK

Ms. Amy Clark has applied for promotion from Associate Professor to Full Professor. She was hired as a Librarian Instructor in 2005. Ms. Clark earned a bachelor's degree in Interdisciplinary Social Science from James Madison University and a master's degree in Library and Information Science from Rutgers University.

TEACHING EFFECTIVENESS

Ms. Clark is rated highly on Student Opinion Reports for her research instruction sessions. She received excellent evaluations from her supervisors and excellent recommendations from her peers. Ms. Clark is the librarian liaison to the anthropology, nursing, political science, psychology, and sociology departments, and to the English department's composition courses. Her contributions in the area of curriculum include the co-development of a series of scaffolded information literacy assignments, which are progressively integrated throughout the nursing curriculum. She worked with faculty in the psychology, anthropology, and sociology departments on curricular information literacy initiatives such as information evaluation in the era of disinformation and engaging with scholarly research within the disciplines. Ms. Clark works with students in the classroom and at reference appointments, further supporting them through her development of library collections and the creation of online research guides related to their coursework.

COLLEGE SERVICE

Ms. Clark is a steadfast advocate for deploying the most appropriate and timely educational services to students in the Bankier Library. She is currently serving her second term as department chair of the Bankier Library. Under her leadership, the librarian faculty have adopted an innovative research-help-by-appointment service which dramatically increased faculty partnerships and student contact with librarians. Ms. Clark created the Bankier Library Research Award Contest in 2006 and has maintained the contest since then, resulting in the recognition of 45 student scholars for excellence in research. She serves the library department as the coordinator of the Anti-Stress Week and Therapy Dogs events. Ms. Clark serves on the Academic Council and General Education curriculum committees of Governance. She was recently a member of the college-wide ad-hoc committee on concurrent enrollment programs and is currently serving as a member of the Vice President for Learning's OER Working Group. As an active member of the Brookdale Community College Faculty Association, Ms. Clark served multiple terms as area representative, two terms as Vice President, and is currently serving as Corresponding Secretary. She served as co-negotiator in the past two faculty contract negotiations with the College.

PROFESSIONAL DEVELOPMENT

Ms. Clark is a member of the New Jersey Library Association (NJLA) and the Association for College and Research Libraries (ACRL). She presented on information literacy and critical thinking at state and local conferences and serves as a book reviewer for Choice Academic Reviews.

MICHAEL ELMES

Mr. Michael Elmes has applied for promotion from Assistant Professor to Associate Professor. He was hired to teach Mathematics in 2008. Mr. Elmes earned a bachelor's degree in Mechanical Engineering from Rutgers University and a master's degree in Mathematics Education from New Jersey City University.

TEACHING EFFECTIVENESS

Mr. Elmes teaches a variety of courses which serve general education, foundational studies, and STEM students. He enjoys using his experience as a small business owner, a former securities trader, and a former engineering student to connect textbook mathematics concepts to "real world" applications. He consistently receives positive student evaluations, that notes the enthusiasm and passion he brings to the classroom.

COLLEGE SERVICE

Mr. Elmes spent time on the Mathematics Department Leadership Team as an assistant department chair. As assistant department chair, he was part of a collaborative decision-making group which shared ideas and sought consensus on tasks that included scheduling, student placement, budgeting, planning, and other initiatives. He served on the Presidential and Vice President for Learning Search committees. Mr. Elmes served as the Outstanding Student Committee chair, the STEM Redesign Committee co-chair and as a STEM Online Committee member. Mr. Elmes served as a member of the Academic Standards, the Professional Standards, and the Freehold Campus Advisory committees.

PROFESSIONAL DEVELOPMENT

Mr. Elmes is a member of the Mathematics Association of Two-Year Colleges in New Jersey (MATYC NJ). He attended and facilitated numerous webinars centered on best practices as they pertain to online teaching and learning.

COMMUNITY SERVICE

Mr. Elmes delivered the keynote speech to members of the Program for Acceleration in Careers of Engineering (PACE) entitled "Lessons Learned, the Value of a STEM Degree, and Being an Entrepreneur." He presented at a Monmouth County High School Urban Student Summer Program where he led students through an exercise which taught participants how to value and buy shares of a stock like a Wall Street securities trader.

CHERYL FENCIK

Ms. Cheryl Fencik has applied for promotion from Assistant Professor to Associate Professor. She was hired to teach Biology in 2010. Ms. Fencik earned a bachelor's and a master's degree in Biology from Georgian Court University.

TEACHING EFFECTIVENESS

Ms. Fencik's primary focus has always been teaching excellence. She continually updates course materials and prepares class presentations which are organized and well planned out. She is rated highly on her Student Opinion Reports by her students and received excellent evaluations from her supervisors. Her contributions in the area of curriculum include working with colleagues in the Biology Department in developing a new laboratory and revising laboratories for the BIOL 108 - Human Biology Course. Ms. Fencik teaches three courses in biology and teaches during the fall, spring, and summer semesters. She is the only instructor in the department who teaches Vertebrate Zoology and serves as the course coordinator.

COLLEGE SERVICE

Ms. Fencik is an Honors Advisory Council member and is the Honors Advisory Council co-chair. Ms. Fencik serves as a STEM representative on the Vice President for Learning's Faculty Advisory Committee. She is currently a member of the Biology Five-Year Program Review Committee. She served on two hiring committees for the Dean of STEM and for a Biology Faculty Instructor. Ms. Fencik represented the Biology Department and the Honors Program at Brookdale Open Houses. She has been an adjunct faculty mentor and a mentor for the newest full-time biology faculty member. Ms. Fencik is responsible for developing and maintaining the Biology Adjunct Handbook and the Biology Instructional Assistant Handbook for the Biology Department. She runs the Biology Poster Session each fall and spring.

PROFESSIONAL DEVELOPMENT

Ms. Fencik did Honors Program presentations at the STARS Information Sessions and at the Honors Information Sessions. She stays current with topics in biology by attending the Biology Seminar Series each semester.

COMMUNITY SERVICE

Ms. Fencik was a WEST Speed mentor and an Honors Symposium mentor. She sponsors a family for the Giving Tree every year along with other biology department members.

MARLENA FRANK

Ms. Marlena Frank has applied for promotion from Assistant Professor to Associate Professor. She was hired as a Student Development Specialist in 2006 and currently teaches Psychology. Ms. Frank earned a bachelor's degree in Communications from The University of Colorado at Boulder and a master's degree in Counseling Psychology from Northeastern University.

TEACHING EFFECTIVENESS

Ms. Frank is passionate in guiding, instructing and connecting with her students. She is rated highly on Student Opinion Reports for her dynamic instruction in psychology. Ms. Frank received excellent evaluations from her supervisors and outstanding recommendations from her peers. She serves as department point person for Psychology 235 - Group Dynamics, Psychology 106 - Introduction to Psychology and her newly offered course, Psychology 219 - Positive Psychology. Ms. Frank revitalized the course "Positive Psychology" rewriting to make this a dynamic applied course. After her successful marketing, Positive Psychology 219 is running this semester for the first time in over ten years with a full roster. She was the recent recipient of the Phi Theta Kappa Honor Society's "Certificate of Appreciation."

COLLEGE SERVICE

Ms. Frank is serving as a research member on a Brookdale Innovation Grant, "How Social and Emotional Learning Competencies Optimize Student Success." This team is implementing socio-emotional learning techniques into the classroom and will report on findings in spring 2020. Ms. Frank served on the hiring committee responsible for identifying candidates for the new "Student Success Coach" position. She was the sole faculty member on the Ellucian CRM Advise Implementation Team who worked to successfully rollout this advanced advising software which increases student retention, success, and engagement. Ms. Frank is a member of Governance and served as the Student Development Committee co-chair where she guided the committee to complete three charges over one academic year. She was the lead team member on the Student Planning Implementation Team which worked to successfully launch this online academic tool which Brookdale students use to degree-plan and register. One of Ms. Frank's biggest accomplishments was her creation of the nationally recognized Online Advising Program.

PROFESSIONAL DEVELOPMENT

Ms. Frank presented her Online Advising Program at the regional and national conferences. Her presentation received "commission sponsored status" at the national level and is recognized as one of the pioneering online advising programs. She attends psychology conferences annually and has a distinct interest in Mindfulness and Positive Psychology trainings.

COMMUNITY SERVICE

Ms. Frank presented her "Mindfulness Workshop" for Seniors and Adults Growing Educationally (SAGE) last spring. She currently serves as a member of the Fair-Haven PTA and head-coach for the town's recreational softball league.

DR. DIANA GLYNN

Dr. Diana Glynn has applied for promotion from Associate Professor to Full Professor. She was hired to teach Psychology in 2007. Dr. Glynn earned a bachelor's degree in Psychology from Frostburg State University, master's degrees in Psychology from New York University and Rutgers University and a doctoral degree in Developmental Psychology from Rutgers University.

TEACHING EFFECTIVENESS

Teaching a mix of psychology courses, including Introduction to Psychology I and II, Human Growth and Development, and Social Psychology, challenges Dr. Glynn to embrace the scientist-practitioner model with regard to a variety of topics. She integrates relevant research into each lecture and emphasizes the importance of staying abreast of current findings in the field. Dr. Glynn uses the results of assessments to assign grades to students and to reflect up on the effectiveness of her teaching. By setting and maintaining high, consistent standards and promoting critical thinking, students leave Dr. Glynn's classes with a strong knowledge base and true appreciation for understanding human thought and behavior, thereby placing them on a path toward achieving their personal goals.

COLLEGE SERVICE

Dr. Diana Glynn served as chairperson to the Psychology Department which is one of BCC's largest and highest enrolled departments. During a time of change and restructuring at the College, She provided much needed leadership and stability to her colleagues. Dr. Glynn's record of service to the College includes leadership on Middle States Steering and Standard committees, and membership on the College's interim Assessment Committee for General Education.

PROFESSIONAL DEVELOPMENT

Dr. Glynn assumed the majority of her leadership roles at the College while helping to further the work of the Faculty Association. She has been a General Assembly Member and served on the Executive Board holding such positions as Recording Secretary, Parliamentarian, and Institute Representative. She is a three-time returning member of the Faculty Contract Negotiation Team. Dr. Glynn is grateful for the opportunity to positively impact the working conditions of fellow faculty members. She would characterize her career as an exciting period of rapid growth beyond her own expectations. Dr. Glynn chose to work at Brookdale Community College because she values the opportunity to give back to the very institution which afforded her the first collegial opportunities. She looks forward to the further development of her teaching and continued service to her department, institute, and college to improve the on and off campus lives of students, colleagues, and all Brookdale Community College community members.

DR. CHRISTINE GRECO-COVINGTON

Dr. Christine Greco-Covington has applied for promotion from Assistant Professor to Associate Professor. She was hired to teach Psychology and Human Services in 2009. Dr. Greco-Covington earned a bachelor's degree in Psychology from East Carolina University, a master's degree in Psychological Counseling from Monmouth University, and a doctoral degree in Clinical Psychology from Chestnut Hill College.

TEACHING EFFECTIVENESS

Dr. Greco-Covington is rated highly by students on the Student Opinion Reports and received excellent evaluations from her peers and supervisors. Her contributions in the area of curriculum include the development and revision of several courses and revisions to the Human Services program. Dr. Greco-Covington is a key member of the Human Services Program team. She makes modifications and additions to the program to improve the delivery of material and preparation for students which includes course revisions to Individual Counseling Techniques, Group Dynamics, and the Human Services Practicum. In her Individual Counseling Techniques classroom, Dr. Greco-Covington transforms the human services experience by challenging students to embark on a personal and professional journey which many find life changing.

COLLEGE SERVICE

Dr. Greco-Covington serves as the Human Services Field Developer overseeing all field work completed by Human Services students. She implemented several changes and improvements across the program to address retention and student success. She is the primary advisor for the Psychology & Human Services Club. She earned Gold Star Awards for "Advisor of the Year" and for "Club of the Year." She organizes monthly events and escorts students to a regional conference each year. Dr. Greco-Covington participated in several college activities including Brookdale Open Houses, Graduation, Scholars' Day, and Faculty Day. She serves on several college committees including the Faculty Advisory, the School of General Studies, and is a New Faculty Orientation co-chair.

PROFESSIONAL DEVELOPMENT

Dr. Greco-Covington is a member of the American Psychological Association, National Organization of Human Services, and Mid-Atlantic Consortium for Human Services. She attends and presents at regional and national conferences pertaining to Psychology and Human Services teaching.

COMMUNITY SERVICE

Dr. Greco-Covington volunteers for several causes through the Unitarian Universalist Congregation of Monmouth County (UUCMC). She is the UUCMC Junior Youth Group advisor and Religious Education Committee member. She volunteered at the Food Bank of Monmouth County, Manna House, Lunch Break, and Clean Ocean Action.

JENNIFER KAMINSKI

Ms. Jennifer Kaminski has applied for promotion from Assistant Professor to Associate Professor. She was hired to teach English in 2004. Ms. Kaminski earned a bachelor's degree in Writing and Fine Arts from Loyola College and a master's degree in Creative Writing from California State University.

TEACHING EFFECTIVENESS

Ms. Kaminski teaches composition and research writing classes in addition to The Short Story, Introduction to Literature, Creative Writing, World Literature, and Introduction to Children's Literature. She is a certified online instructor, teaches at multiple regional locations, upgraded and developed curriculum for numerous classes, and is an adjunct faculty mentor and evaluator.

COLLEGE SERVICE

Ms. Kaminski is co-advisor for Collage, Brookdale's student art and literature magazine. Since she's been advising, the magazine earned one Silver Medal, two Gold Medals, and one Gold Crown Award (highest honor) from the prestigious Columbia Scholastic Press Association. She serves on the Academic Standards Committee as the English/Reading representative and a contributing member of the following committees: Ad Hoc Concurrent Enrollment, Professional Development, Scholars' Day, Creative Writing 5-Year Program Review, and the Basic Skills, among others. As a member of Unsocially - ACA/Undocumented Student Resource Program Development Committee, she was part of a team which presented the session "DACA: How Faculty and Staff Can Help."

PROFESSIONAL DEVELOPMENT

Ms. Kaminski attends academic conferences held by the Associated Writing Programs, Modern Language Association, and The Columbia Scholastic Press Association. She is a NJ Educational Association member. Ms. Kaminski shared her poetry and non-fiction work at "Brookdale Writers Read" at the Art Alliance of Monmouth County, and the Creative Writing Brookdale Student/Faculty Capstone Reading.

COMMUNITY SERVICE

Ms. Kaminski helped students organize numerous service events including a Beach Clean-up, Meditation and Qigong Session Relieve Stress from Eco-Anxiety; collecting basic need items for Helping Hands; and holiday reading where students read seasonal books nursing home residents and help create crafts related to the readings. She created and organizes Helen's Holiday Bazaar at Manor by the Sea Nursing and Rehabilitation Home in Ocean Grove which includes organizing a gift drive and holiday bazaar where residents buy gifts using free "Holiday Dollars" distributed beforehand. She worked for Catholic Charities as a painter and post Hurricane Sandy for grassroots community and private street and home clean ups in Belmar and Avon.

DR. GITANJALI KUNDU

Dr. Gitanjali Kundu has applied for promotion from Assistant Professor to Associate Professor. She was hired to teach Biology in 2010. Dr. Kundu earned a bachelor's degree with honors in Botany from Bethune College and a master's degree in Botany from Presidency College both part of Calcutta University in India. Dr. Kundu received a second master's degree in the Cell and Molecular Biology from Eastern Michigan University and a Ph.D. in Immunology and Microbiology from Wayne State University's School of Medicine.

TEACHING EFFECTIVENESS

Dr. Kundu demonstrated teaching excellence and made contributions to curriculum for five courses in biology. She developed a new course entitled Cell & Molecular Biology. Dr. Kundu is the college wide course coordinator for the General Education course, General Biology, and Cell & Molecular Biology.

COLLEGE SERVICE

Dr. Kundu is the co-coordinator of the NASA STEM grant through which Brookdale received \$210,000. She is the point person for the program and communicates directly with Rutgers. Impressed with the success with the NASA STEM project at Brookdale, the New Jersey Space Grant Consortium (NJS GC) awarded Brookdale a prestigious "NASA NJS GC AFFILIATE" status. Dr. Kundu chaired the selection committee for the STEM fellows and coordinated the free STEM peer-tutoring program. As a lead member of NJS GC, she conducts longitudinal tracking of all the past 23 NASA fellowship recipients' progresses. She has been the coordinator of the NASA STEM fellows final presentation for the past five years. She served on several committees including the General Education, General Studies, Faculty Hiring and the Faculty Association Executive Board. She is the Governance Student Development committee co-chair and the Outstanding Student Award committee chair. She served as the co-coordinator of the Sunshine Fund program and the STEM Offer Day. She participated in Brookdale Open Houses, WEST meetings, biology poster sessions, Quiz Bowls, STEM Days for the Middle School Students, the Earth Day celebration, and speed mentoring. She presented at Scholars' Day programs.

PROFESSIONAL DEVELOPMENT

Dr. Kundu maintains her professional growth by attending conferences and Current Topic seminars. She actively participates in the NJS GVC meetings where she discusses the roles, budget, future of the NASA grant, and collaborative ideas. She published scientific articles in newspapers and peer review journals. She has been a contributor to several online articles and reviewed several book chapters.

COMMUNITY SERVICE

Dr. Kundu is a member of the organization "Sreeshti" involved with fund raising for charitable causes. She volunteered in the Snack with Scientist program with High Tech High School.

DANIEL LOPEZ

Mr. Daniel Lopez has applied for promotion from Associate Professor to Full Professor. He was hired to teach Mathematics in 2005. Mr. Lopez earned a bachelor's degree in Mathematics from King's College and a master's degree in Mathematics from Binghamton University.

TEACHING EFFECTIVENESS

Mr. Lopez created a hybrid version of MATH 153 – Pre-calculus and co-created a flipped classroom version of MATH 151 - Intermediate Algebra. He recently led a committee on revising the MATH 015 - Prealgebra curriculum to incorporate OER materials, conceptual activities, and financial literacy activities into the course.

COLLEGE SERVICE

Mr. Lopez served as the Freehold United Network Club advisor. He was the Foundational Studies Committee chair and serves on Academic Council. He works with the EOF program and the college readiness initiatives at Brookdale during the summer.

PROFESSIONAL DEVELOPMENT

Mr. Lopez attends numerous conferences dealing with math and developmental education. He is currently enrolled in a Ph.D. program in Math Education at Rutgers University. As part of this program, he engages in ongoing research regarding underrepresented populations in STEM majors and the disconnect between high school graduation and college readiness. Mr. Lopez co-founded and serves as the treasurer of the newly formed New Jersey chapter of the National Organization for Student Success.

COMMUNITY SERVICE

Mr. Lopez served as a Brookdale representative at the Monmouth County Fair. He volunteers as a Special Olympics NJ soccer coach and is a Parents of Autistic Children (POAC) member.

SALLY MULVEY

Ms. Sally Mulvey has applied for promotion from Assistant Professor to Associate Professor. She was hired to teach Mathematics in 2008. Ms. Mulvey earned bachelor's degrees in Mathematics and English from Rutgers University and master's degrees in Mathematics from Rutgers University and in Mathematics Education from New Jersey City University.

TEACHING EFFECTIVENESS

Ms. Mulvey created extensive online materials which includes a multitude of videos for students. She is a member of the STEM online committee and runs review sessions and teaches at Super Saturday Test Review Days. Ms. Mulvey received accolades for running her class like a workshop with extensive student involvement.

COLLEGE SERVICE

Ms. Mulvey served as the Middle States Self-study for the Standard 5 – Educational Effectiveness Assessment co-chair. She is a member of Student Development Committee and is the Foundational Studies coordinator. Ms. Mulvey represented the Math Department on the General Education Committee. She served on Business and Mathematics Departments hiring committees and a grade appeal committee. Ms. Mulvey received a grant for “high impractice practices” in the classroom and secured a grant for a traveling workshop to Brookdale. She presents regularly at venues including Professional Development Days on a project she created on the Global Health application in the Liberal Arts Math classroom, at the Mathematical Association of Two Year Colleges of New Jersey meetings on topics such as Placement Testing, and at the Faculty of the Future Conference each year.

PROFESSIONAL DEVELOPMENT

Ms. Mulvey served as the Mathematical Association of Two Year Colleges of New Jersey (MATYCNJ) President twice. Topics she presents on include creating a successful summer camp, test anxiety, and transgender students best practices. She represented Brookdale as a delegate at the national American Mathematical Association of Two Year Colleges (AMATYC) conferences. In this capacity, she voted on position statements at the delegate assembly as President of the New Jersey affiliate.

COMMUNITY SERVICE

Ms. Mulvey voluntarily created a successful summer camp through Community & Professional Studies entitled "Math Puzzles Plus." The camp, which runs every summer for Monmouth County youngsters, was designed to stimulate interest in mathematics through manipulatives. She attends Brookdale Open Houses as Foundational Studies coordinator where she informs attendees what the mathematics program offers.

DEBORAH MURA

Ms. Deborah Mura has applied for promotion from Associate Professor to Full Professor. She was hired to teach English in 2003. Ms. Mura earned a bachelor's degree in English from St. Peter's College and a master's degree in Theater from Long Island University.

TEACHING EFFECTIVENESS

As a journalism professor, Ms. Mura runs her classroom like a newsroom, giving her students hands-on opportunities to explore the field.

COLLEGE SERVICE

Ms. Mura served on the Steering Committee of Governance, chairs the faculty advisory board to CHHANGE (the Center for Holocaust, Human Rights and Genocide Education), advises the student newspaper *The Current*, and serves on the Global Citizenship Project and ALLY.

PROFESSIONAL DEVELOPMENT

Ms. Mura authored a young adult novel, *Stronger than the Storm*, about young people coping with the aftermath of Hurricane Sandy and donated all proceeds to charities which included 50 percent to Brookdale's Helping Hands.

COMMUNITY SERVICE

As a founding member of The Innovation Network, Ms. Mura was instrumental in the creation of the Community Garden in Neptune and has connected students with several nonprofit organizations, such as Habitat for Humanity, throughout the county. She has been a volunteer with the Soul Kitchen.

SUZANNE PARKER

Ms. Suzanne Parker has applied for promotion from Associate Professor to Full Professor. She was hired to teach English in 2003. Ms. Parker earned a bachelor's degree in Literature and Public Communications from American University and a master's degree in Creative Writing-Poetry from City College of New York (CUNY).

TEACHING EFFECTIVENESS

Ms. Parker received the Faculty Outstanding Colleague Award last year. In addition to teaching in-person and online classes, she directs the Creative Writing Program, overseeing assessment, curriculum, scheduling of classes, and opportunities for students.

COLLEGE SERVICE

Ms. Parker directs the Brookdale Visiting Writers Series, producing six events every year. She is the Creative Writing Club faculty co-advisor, taking students to conferences and organizing internships. Ms. Parker is an active member of the Diversity Council, which works to promote inclusion and respect across the college. She is part of the World Wellness Center organizing committee.

PROFESSIONAL DEVELOPMENT

Ms. Parker is an author, serving on the editorial board of Alice James Books, and publishes regularly. She published two award-winning books of poetry in addition to essays and book reviews.

COMMUNITY SERVICE

Ms. Parker has been a member of the Lambda Literary Organization, visiting high schools and meeting with at-risk student populations. She volunteers with the Tyler Clementi Organization whose mission is to fight bullying and homophobia in schools.

ANGELA SARAGUSA

Ms. Angela Saragusa has applied for promotion from Associate Professor to Full Professor. She was hired to teach English in 2000. Ms. Saragusa earned bachelor's and master's degrees in English Literature from Seton Hall University.

TEACHING EFFECTIVENESS

Ms. Saragusa began at Brookdale as a Research Writing Adjunct and taught Literature classes for CPS and High Tech H.S. She focuses her Writing, Literature, and Honors instruction on a student-centered approach which fosters engagement/learning to transcend the classroom. She developed challenging, thought-provoking courses to inspire critical thinking/writing skills, and love of lifelong learning.

COLLEGE SERVICE

Ms. Saragusa served on the English Institute/Chemistry Department Searches, Gen Ed, Honors, and College Life committees and a Brookdale Open House participant. She mentored students for the Student Achievement Showcase, she is the Honors Scholarship advisor and advised Sameerah Wahab and Kelsey Giggenbach, the top achieving NJ college students. She is the Phi Theta Kappa (PTK) advisor, Brookdale's award-winning Honor Society, which has been a five-star chapter 16 out of the past 18 years, including the present year. Ms. Saragusa implemented "Honors in Action" projects where students create an interdisciplinary program focused on research, service, and leadership. The program focused on education, body image and the media, international students breaking boundaries, the opioid crisis, and sustainability. She implemented "Completion Events," where students pledge to complete their degrees and faculty and staff pledge their support. Ms. Saragusa is working with NJ Audubon to have the campus recognized as a Certified Wildlife Preserve and she is active with GCP and the development of a campus Environmental Center.

PROFESSIONAL DEVELOPMENT

Ms. Saragusa is a Leadership Brookdale-NU Class graduate and is enrolled in PTK's Leadership Development Studies and Competitive Edge Programs. She attends PTK conventions/trainings to improve her teaching and leadership skills, facilitated a number of presentations for PTK, and is a member of the Association of Advisors and a PTK Middle States Regional Advisory Board member. Ms. Saragusa is the President-Elect of Brookdale's Chapter of the AAWCC.

COMMUNITY SERVICE

Ms. Saragusa is a volunteer with the American Cancer Society, Making Strides, and Fulfill-the Foodbank of Monmouth/Ocean Counties. She is a Multiple Sclerosis Society, NJ Marathon, and St. Baldrick's Foundation-Childhood Cancer fundraiser. At St. Rose Grammar School she volunteers as Special Events Editor/Chair for the Marketing Committee. She organized PTK drives for the Jared Box Foundation, Charity Kings, and Holiday Express.

ASHLEY TASY

Ms. Tasy has applied for promotion from Assistant Professor to Associate Professor. She was hired to teach Mathematics in September 2010. Ms. Tasy earned a bachelor's degree in Applied Mathematics and a master's degree in Pure and Applied Mathematics from Montclair State University.

TEACHING EFFECTIVENESS

Ms. Tasy teaches a variety of courses in the Math Department ranging from Introductory Algebra to Calculus II. She teaches in Lincroft, Freehold, Hazlet, evening courses, hybrid, and online. She worked on curriculum and assessment for many of the courses she teaches. Ms. Tasy's student evaluations and classroom observations show her commitment to teaching excellence and effectiveness.

COLLEGE SERVICE

Ms. Tasy's largest contribution to date has been creating and teaching math for Management and Business Calculus online and hybrid modalities. The creation of this curriculum creates a pathway for students who cannot come to class in a traditional setting. This completes the final courses needed for Brookdale to offer a fully online Business A.S. degree.

Ms. Tasy serves on several committees throughout the college such as Academic Counsel, Faculty Advisory, and General Education. As the co-chair of General Education for the past five years, she led the committee to inspect, critique, and approve general education courses and programs which faculty submitted for review. Ms. Tasy guided the committee in drafting and presenting a General Education Philosophy for the College, reviewed all programs that needed to comply with NJ S1265, the law that states no associates degree will require more than 60 credits, as well as developing a recommendation for a General Education Assessment Committee.

PROFESSIONAL DEVELOPMENT

Ms. Tasy has grown professionally by expanding her knowledge on best practices in online teaching through her work on the Math Department's Alternate Modality Committee. The work of this committee helps to determine the strategies which work best when teaching in other modalities. She completed training in order to make her courses Quality Matters certified, which is a nationally recognized program for assessing the quality of an online course. On a state level, Ms. Tasy represented Brookdale as the Mathematics Association of Two-Year Colleges-NJ Vice President and helped to create the new position of Web Master where she uses her time and strengths to create a website and social media presence for the organization using Facebook and Instagram. Ms. Tasy presented at several conferences around the state to give interactive presentations of the engaging, hands-on learning tools she created for use in her face-to-face, hybrid, and online classes.

PATRICIA D'ALOIA-GANDOLFO
(Tenure)

Ms. Patricia D'Aloia-Gandolfo has applied for tenure and promotion from Instructor to Assistant Professor. She was hired to teach Nursing in 2016. She earned an associate's degree in Nursing from Union County College, a bachelor's degree in Nursing from Bloomfield College, and a master's degree in Nursing from Monmouth University.

TEACHING EFFECTIVENESS

Ms. D'Aloia-Gandolfo strives for teaching excellence and is committed to retention. She developed teaching strategies to ensure her teaching addresses multiple learning styles. She integrated narrative pedagogy in her teaching using case studies, video clips, and content related literature. She embraced Nurse Tim and his concept of "Flipping the Classroom" to instill clinical reasoning and critical thinking in the fundamental nursing student. This teaching pedagogy helped bring content "to life" and helped students apply it to their nursing practice. Her SORs reflect her teaching style and techniques are appreciated with scores at or above departmental average. Dean Edman stated "Ms. D'Aloia Gandolfo continues to use multiple teaching strategies well-grounded in evidence-based teaching practices such as flipped classroom, simulation, case studies, group activities, and collaborative assignments."

COLLEGE SERVICE

Ms. D'Aloia-Gandolfo attends Governance meetings. As a Professional Development Committee member, she collaborates on the charges and works in planning Scholars' Day. She attends Commencement and assists at Nursing Pinning ceremonies. She is participating in Leadership Brookdale.

PROFESSIONAL DEVELOPMENT

With a focus on teaching excellence, she learned to balance teaching, department responsibilities, college responsibilities, and professional growth. She attended professional development activities on test item writing and curriculum development. She worked with the TLC to develop student focused technology based active learning strategies. She viewed FADavis and Nurse Tim webinars to gain teaching excellence knowledge. She attended the Organization for Associate Degree Nursing Population Health Conference which focused on test writing/item analysis, faculty development, and the NCLEX test changes. Ms. D'Aloia-Gandolfo attended the Nurse Tim Test Writing Conference and the NJBON and NCSBN conference about "NCLEX Next Gen" and the NCLEX RN licensure exam revision.

COMMUNITY SERVICE

Ms. D'Aloia-Gandolfo believes a well-rounded faculty member understands giving back. She attends Open Houses, Nurses' Weeks, and the Shrewsbury Borough School for Career Days. She volunteers at blood pressure screenings and blood drives as a member of the Shrewsbury Board of Health.

MATTHEW MONTEMORANO
(Tenure)

Mr. Matthew Montemorano has applied for tenure and promotion from Instructor to Assistant Professor. He was hired to teach Communication Media in 2015. Mr. Montemorano earned bachelor's degrees in Communication and Philosophy from Penn State University and a master's degree in Media Studies from The New School.

TEACHING EFFECTIVENESS

Mr. Montemorano taught a variety of courses in the Communication Media Department which includes Film Appreciation, TV/Video Production and Audio Production courses. He redesigned several courses and updated curriculums to take advantage of current learning management systems. Mr. Montemorano's students have gone on to attend many prestigious four-year institutions as well as gained employment in various media industries.

COLLEGE SERVICE

Mr. Montemorano serves as the faculty lead for the Open House Committee. In this role, he helped revamp the fall and spring Open House events in collaboration with marketing and recruitment departments. During this time, attendance for these events increased to over 100%. Mr. Montemorano took on a prominent role in the meaningful assessment of student learning in CINE 105, the College's highest enrolled general education course. His work promoted the achievement of student success in meeting the college and course learning outcomes. Mr. Montemorano is the Brookdale TV and Film club advisor which he helped found in 2011.

PROFESSIONAL DEVELOPMENT

Mr. Montemorano continues to educate himself on the latest video production equipment and industry software. He assisted the Communication Media Department's transition to the Adobe Creative Cloud software suite. Mr. Montemorano was part of the installation and renovation of the ATeC Television Studio and student lab facilities.

COMMUNITY SERVICE

Mr. Montemorano works as a freelance video editor. He is a member of the Film Selection committee for the Garden State Film Festival held annually in Asbury Park, New Jersey.

JENNIFER SALVO
(Tenure)

Ms. Jennifer Salvo has applied for tenure and promotion from Instructor to Assistant Professor. She was hired to teach Reading in 2015. She earned a bachelor's degree in Education from University of Delaware and a master's degree in Reading and Literacy from National University.

TEACHING EFFECTIVENESS

Ms. Salvo teaches all course options (READ 091, READ 092, and READ 095) in the Reading Department. She serves as the READ 091 coordinator and assists in the planning of READ 095. Since joining the department full-time, she revised and updated reading material and assessments to ensure student success at the college level. She worked closely with Instructional Assistants to increase tutoring opportunities for at-risk students. Ms. Salvo created a diagnostic test which helps ensure students are placed properly in their reading courses. She consistently receives outstanding Student Opinion Reports which note her enthusiasm and support of students' needs.

COLLEGE SERVICE

Ms. Salvo is the Foundational Studies coordinator for the Reading Department. She works closely with the coordinators in math and English to ensure students are placed properly in their foundational courses and are receiving the appropriate support to be successful. She presented at multiple parent information sessions to share information about placement testing and various waivers offered at Brookdale. Ms. Salvo served as the Reading Department representative at multiple Open Houses. She served on ALLY, the Student Life Committee, and sits on Academic Council. She is a member of the Sunshine Committee and is in charge of planning the "Bring Your Child to Work Day" event.

PROFESSIONAL DEVELOPMENT

Ms. Salvo attended numerous workshops, conferences, and events on student success and teaching reading and writing skills at the college level. She is a member of the National Council of Teachers of English (NCTE), The International Literacy Association (ILA), and The National Organization for Student Success, NJ Chapter (NJOSS).

COMMUNITY SERVICE

Ms. Salvo is a volunteer at her local public schools and in her community. She served as the chairperson to the Red Bank Regional High School Referendum Committee that successfully passed a \$22 million referendum to improve the school facilities. Ms. Salvo sits on the Red Bank Regional High School Superintendent Advisory committee who remains focused on continuing to improve the high school experience for students. She volunteers in the Little Silver School District and for the Little Silver Recreation Department.

TABLE I
ANALYSIS OF PROMOTIONS
2020-2021

TOTAL FACULTY	184
LESS FULL PROFESSOR	74
NUMBER OF AUTOMATIC PROMOTIONS IN CONJUNCTION WITH TENURE	3
FACULTY RECOMMENDED FOR TENURE (no promotion in rank)	0
FACULTY RECOMMENDED FOR PROMOTION TO PROFESSOR	6
FACULTY RECOMMENDED FOR PROMOTION TO ASSOCIATE PROFESSOR	8
AUTOMATIC PROMOTIONS TO ASSISTANT PROFESSOR	3
TOTAL PROMOTIONS	17

TABLE II
PROMOTIONS RECOMMENDED FOR 2020-2021

<u>Business & Social Science</u>	<u>Recommended by President</u>	
	Marlena Frank	to Associate Professor
	Diana Glynn	to Professor
	Christine Greco-Covington	to Associate Professor
<u>Health Science</u>	Patricia D'Aloia-Gandolfo	to Assistant Professor*
<u>Humanities</u>	<u>Recommended by President</u>	
	Jennifer Kaminski	to Associate Professor
	Matthew Montemorano	to Assistant Professor*
	Deborah Mura	to Professor
	Suzanne Parker	to Professor
	Jennifer Salvo	to Assistant Professor*
	Angela Saragusa	to Professor
<u>Library</u>	Amy Clark	to Professor
<u>STEM</u>	<u>Recommended by President</u>	
	Michael Elmes	to Associate Professor
	Cheryl Fencik	to Associate Professor
	Gitanjali Kundu	to Associate Professor
	Daniel Lopez	to Professor
	Sally Mulvey	to Associate Professor
	Ashley Tasy	to Associate Professor

***Promotion granted in conjunction with tenure**

TABLE III
SUMMARY OF FACULTY BY RANK

2020-2021

	<u>Instructor</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>	<u>Total</u>
Rank Distribution Before Current Promotions	27	42	41	74	184
Percent	15%	23%	22%	40%	100%
Current Promotions	-3	-5	2	6	17
Rank Distribution After Current Promotions	24	37	43	80	184
Percent	13%	20%	23%	43%	100%

TABLE IV

DISTRIBUTION OF FACULTY RANK BY UNIT
BEFORE CURRENT PROMOTIONS

2020-2021

	<u>Instructor</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>	<u>Total</u>
Business & Social Science	6 11%	11 20%	11 20%	26 48%	54 100%
Health Science	8 50%	3 19%	2 13%	3 19%	16 100%
Humanities	7 13%	9 17%	15 28%	23 43%	54 100%
Innovations-College Success	1 100%	0 0%	0 0%	0 0%	1 100%
Library	0 0%	1 25%	2 50%	1 25%	4 100%
STEM	5 10%	18 35%	11 21%	18 35%	52 100%
Student Success/Counseling	0 0%	0 0%	0 0%	3 100%	3 100%
TOTAL	27 15%	42 23%	41 22%	74 40%	184 100%

TABLE V

DISTRIBUTION OF FACULTY RANK BY UNIT
AFTER CURRENT PROMOTIONS

2020-2021

	<u>Instructor</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>	<u>Total</u>
Business & Social Science	6 11%	9 17%	12 22%	27 50%	54 100%
Health Science	7 44%	4 25%	2 13%	3 19%	16 100%
Humanities	5 9%	10 19%	13 24%	26 48%	54 100%
Innovations-College Success	1 100%	0 0%	0 0%	0 0%	1 100%
Library	0 0%	1 25%	1 25%	2 50%	4 100%
STEM	5 10%	13 25%	15 29%	19 37%	52 100%
Student Success/Counseling	0 0%	0 0%	0 0%	3 100%	3 100%
TOTAL	24 13%	37 20%	43 23%	80 43%	184 100%

	Sections Taught				
Adjunct Data	FT Faculty	Fall 2019 Adjuncts	FT %	PT %	
	191	466	29%	70%	
				FT %	PT %
				53%	47%

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
Business & Social Science	2	4	4	6	3			
Health Science	1	2	3	0	0			
Humanities	7	1	4	5	4			
Library	1	0	1	0	1			
STEM	0	2	3	9	6			
Student Success/Counseling	1	1	0	0	0			
NON-AUTOMATIC	12	10	12	12	14			
AUTOMATIC	4	9	3	8	3			
TOTAL	16	19	15	20	17			

Performance Recognition

Jennifer Barker

Jennifer is a hard worker who carries out her job with enthusiasm, is respected by her peers and is always willing to assist and share her knowledge. She has had significant bank training and has helped her department by creating a new Check Running Process for Accounts Receivable Checks which saved time and got money to students faster. She also created a new Positive Pay Procedure for her department which was more efficient than the old process. Jennifer was the recipient of the Colleague Appreciation Award and makes efforts to be involved with students which is not normally part of her job. She has also been active on several committees including The College Wide Performance Recognition Committee, The Professional Development Committee, The Staff Professional Development Sub-Committee, The Sunshine Committee and the Volunteer Connection. She also serves as a PSA Association Representative.

Kathryn Furlong

Kathryn is a detail oriented and organized employee who is obviously valued and appreciated by her superiors. The Director of Financial Aid has trusted her with assignments that are above and beyond her normal responsibilities. One example is the Director requesting her to perform testing on the Financial Aid webpage for its migration to a cloud-hosted environment. She found several problems in the migration and worked with OIT to resolve the issues. The Director also assigned her the responsibility of Analyzing Financial Aid Appeals. She is the Financial Aid Representative at Early Bird and Jump Start Programs. Over the past five years she has saved the College \$46,650 in the student help budget line by qualifying students for Federally Subsidized Funding. Kathryn has also provided support to the Professional Staff Association and has served on both the College Wide and the Local Performance Recognition Committees. Kathryn also volunteers her time to several worthwhile programs such as Habcor, Giving Tree, Students for Global Citizenship and others.

Michelle Paci

Michelle is a versatile and dedicated Brookdale employee. She presented a very informative packet, showing her dedication to helping students in her role as an Instructional Assistant for the Physics Department. Michelle has gone "above and beyond" for her department, developing new laboratory experiences that ultimately led to the creation of an OER version of the physics laboratory manual. She also serves as the Advisor for the Physics and Astronomy Club. Michelle's dedication to her field is further demonstrated by her involvement with W.E.S.T. and Middle School STEM Day where she received certificates of appreciation. Outside of her department, Michelle served on the Presidential Interview Committee and has been an active member of the Professional Staff Association, serving as an Association Representative and presently as Treasurer. Michelle was honored to receive the Outstanding Staff Award in 2017. It is clear from Michelle's packet that she is truly dedicated to serving students.

Finance & Facilities Committee

April 22, 2020

Chair's Minutes

The meeting was convened at 5:49 PM by the chair.

1. Facilities Report

Mr. Ray Savacool provided his monthly report prepared April 8 2020 on progress to date on construction projects managed by T&M and projects managed by the college including design/studies/reports in process. Updates as of April 22 were provided. Work was completed or in its final stages on several projects. Committee member questions were raised and answered regarding the following:

1. The continuation of work on all college projects will need to be evaluated by college counsel for compliance with Executive Order 122 issued on April 8, 2020. To date the college closing has not impacted either staff or contractor work.
2. Issues related to the aesthetic and structural concerns related to the salt storage building remain unresolved pending contractor's response.
3. The proposed design for the expansion of the ATEC retaining wall project is being reviewed.
4. The ADA and miscellaneous door replacements will be rebid for May.
5. Issues with the Wall boilers have been moved to legal discussions with the related contractors.
6. The Wall campus sound panel is being fabricated and the appropriate municipal permits for installation have been filed.

Miscellaneous

- Mr. Savacool reported that the college will receive a rebate of approximately \$170,000 for the installation of LED lighting upgrades.
- Work has begun on a new long-range facilities plan and a report to the F&F committee is anticipated for May/June including an update on the existing plan and resource studies conducted in-house.

I. Financial Reporting

Interim Vice President Manfreda provided an overview of operating and capital revenue and expenses as of February 29, 2020. Her report included actual to budget projections reflecting (84.7%) collected revenues and total expenditures (57.6%). Both figures are within the historical ranges for revenues and expenditures.

Cash balances as of February 29, 2020 increased to \$3.5 million from the prior year. As of the February report, operating revenue was up approximately \$345,000 projected and operating expenditures were \$136,000 below budgeted expenses. Interim VP Manfreda's analysis and forecast report reflected the anticipated impact of the college's closing due to the pandemic. It included actual and anticipated revenue losses, actual and anticipated pandemic related costs, and proposed pandemic relief funding.

There is a projected \$335,141 loss for the year based on the current worst-case assumptions. Any deficit will be covered by the current available surplus. Also discussed were possible longer-term impacts on future budgets stemming from the emergency closing.

The report on purchases in Excess of \$36,400 and New Jersey "Pay-to-Play" process in excess of \$17,500 scheduled to appear on the April 28, 2020 BOT agenda was reviewed. Ms. Sensi alerted the Committee that the purchase of dental insurance will be added to the schedule of purchases or walked in the night of the meeting. The committee had no questions or concerns. There were no change order requests and payments to vendors, students and employees were presented for review without comment.

II. HR-Future Positions/Material

Associate Vice President Sensi presented the monthly HR report and recommended Board actions for hires, changes in status, separations, reappointments for tenure and non-tenured faculty, promotions and recognitions to be included in the BOT agenda for April 28, 2020. Plans for the appropriate celebration of the promotions and recognitions in the virtual environment were discussed.

III. Review of Grants and Gifts

Dr. Stout reported to the Board on an application for Grant-NSF S-Stem for \$648,000 with no matching funds. The grant if awarded will pay for scholarships and financial supports for students with financial needs. A request to approve the application will appear on the April 28, 2020 board agenda.

IV. Discussion Items

Dr. Stout reviewed several items for the committee's discussion and consideration including:

1. Application of the \$6.3 million Cares Act funding to provide financial aid directly to students and offset extraordinary expenses and revenue losses due to the pandemic.
2. Counter measures being developed by the college in response to the financial challenges resulting from the loss of state funding and other decreased revenues.
3. An update was provided on The Foundation Development Audit project being conducted by Jennifer Anderson of Philanthropic Solutions was A draft of the findings will be presented in May/June.

The meeting was adjourned at 6:50 pm.

STUDENT SUCCESS

The Student Success & Educational Excellence Committee Meeting was held on Monday, April 20, 2020 at 5:30 PM (EDT)

Dr Reed lead off the meeting with a discussion on the Transition to Remote Learning. This is a major change for the school. The feeling is that the students are adapting well, but student success will be evident at the end of the semester when we can assess their performance. A significant focus on accommodation of students' needs is apparent. Dr Reed has implemented changes for the Spring Semester, to accommodate student anxiety and expectations. The course withdrawal date was extended by one week. In addition, for Spring 2020 courses only, a decision was made to extend the deadline to resolve grades of "incomplete" until the end of the Fall 2020 semester. We are also extending the deadline for students to choose to be graded on a "pass/no credit" basis from the normal three weeks into the semester until the end of the semester, after letter grades are submitted. Removing a limit on the number of courses that can be graded in this matter is also in consideration. President Stout is pushing at the state level for solid commitments by our four-year partners to accept "pass" in transfer this semester. Finally, a grade of "In Progress" may be assigned by the faculty in any course for which presence on campus or in a community agency is required to complete the class, but that presence is prevented by the disruption of college or agency operations.

Marketing and Recruitment for Summer and Fall 2020 is well underway. No one knows what the future brings for Brookdale enrollment. There is, however some hope that enrollment may not decline during this pandemic due to Brookdale's effective transition to offer on-line courses at community college prices.

The committee was presented with candidates for promotion and tenure. In my opinion, funding for these promotions should be approved by Finance and Facilities Committee before being presented to Student Success Committee. Finance and Facilities approves funding for hiring employees prior to the hiring of individuals. Funding for promotions should be authorized in the same way.

Placement exams for incoming students may have to be modified due to Social Distancing requirements. Dr Reed and his staff are working on alternatives to the current Accuplacer test. Alternative assessments discussed are encouraging and may actually result in more students taking college level courses in their first semester.

OER (Open Educational Resources) state mandated reporting requirement deadline of May 1st will likely be extended. Brookdale has already made significant progress in this program.

Dr Reed announced preliminary, articulation agreement discussions with Southern New Hampshire University establish a 3+1 nursing program.

Dr Cram continued prior discussions about dual-credentialing of high school teachers to teach Brookdale courses and the impact on Early College Programs in Monmouth County High Schools.

Respectfully submitted,

Bret Kaufmann, Trustee

NJCCC Committee Report

As a member of the Policy and Legislative Committee I have attended two conference calls over the last four weeks with NJCCC regarding the many issues surrounding the current Covid-19 outbreak and the effects on community colleges.

Congress passed the CARES Act, as you know. In it, NJ is receiving \$88 million-half just released by the federal government: In the \$88 million, \$44 million will be directed to students - awarding 74% to PELL students, 25% to FT NON PELL students; and \$44 million to operational costs. In another separate pot of money, \$68.9 million is going to the state for use at the governor's discretion, with \$1 million dedicated to minority serving institutions. We believe most of this pot of money will go to K-12 education, but NJCCC is lobbying for CC interests. The legislative intent of CARE is to supplant, not supplant, state fiscal obligations, and it contains the required "maintenance of care" provision within the bill. On April 22nd, the USDOE released regulations concerning the disposition of CARE monies that restricted distribution of funds as originally described, resulting in great confusion. The NJCCC immediately contacted the NJ delegations to ask their assistance with clarification of these regulations

Superimposed on the whole Covid-19 picture is the uncertainty of state tax revenues. In NJ, the budget deadline has been moved to September 30th, by the state legislature. That essentially means that tax revenue collections will not be clear until after July 15. It is rumored that state tax revenues have been falling faster than anticipated. No one in Trenton can yet say if the state will stay with the proposed budget or if a whole new budget will be presented for consideration by the legislature. The proposed budget for this year would have cut 9 million from community colleges. In our conversations, it appears many college presidents and trustees are having discussions with their legislators, but at this time, there is really no firm information what the FY20-21 budget will look like in finality.

What we already know is that all higher education will be subject to a 50% freeze in state operating aid for April/May /Jun of this year. Personnel cuts will likely result at some of the community colleges.

In terms of an advocacy agenda, NJCCC will continue to advance the importance of the role of community colleges in getting the NJ economy's engines for recovery started and running. We fill a role uniquely related to re-employment and the council will seek greater connections to Work Force Development programs with DOL. We will also lobby for codifying CCOG, and watch closely the progress of health care reform legislation.

Barbara Horl

Brookdale Foundation and Alumni Association Update April 2020

COVID-19 STUDENT EMERGENCY FUND

Due to the COVID-19 pandemic the Brookdale Community College Foundation Scholarship Ball scheduled for June 5th has been cancelled. Realizing that our most vulnerable students are now facing even more uncertainty, we are instead shifting our focus to a more pressing need; the immediate welfare of our students. We have pivoted and launched the COVID-19 Student Emergency Fund campaign using the GiveSmart online platform.

So instead of asking Foundation Trustees, Alumni Trustees, College Trustees and loyal supporters to take Scholarship Ball sponsorships, ads, to buy tickets and contribute auction items, ***we are asking everyone to contribute to the COVID-19 Student Emergency Fund.*** The funds will provide emergency scholarships and grants to students facing food and housing insecurity, loss of income, lack of Wi-Fi access for online classes and other basic needs.

The Foundation secured a \$50,000 grant from the Stone Foundation of New Jersey to jumpstart the campaign and help reach the \$125,000 goal, Donations to the campaign are 100% tax-deductible to the extent allowed by law. Donations can be made on our secure site

<https://BCCFCovidFund.givesmart.com>

GENERAL OPERATING SUPPORT GRANT

The Foundation has secured a \$20,000 grant from the Stone Foundation of New Jersey. The Stone Foundation also committed to another \$20,000 grant for the next year.

In the award letter from Sam Huber, President, he wrote "On behalf of the Board of the Stone Foundation of New Jersey, it is my pleasure to inform you that a grant in the amount of \$20,000.00 has been approved in response to your application for General Operating Support.

The Foundation Board has also decided that all grant awards in the 2020 grant cycle will be released from any donor restrictions, and should be used at your discretion to make sure you find your way through this crisis to emerge whole and strong in the aftermath. This is, therefore, a General Operating Grant, to be used as you see fit.

I am also pleased to inform you that because of the Foundation's firm belief in the importance of your work and Brookdale Community College Foundation's impressive history the Board has approved a second year of funding. Congratulations and thank you for the fine work you do"

BROOKDALE WELLNESS CENTER

The Foundation submitted a Letter of Intent (LOI) to the Provident Bank Foundation for a \$100,000 Signature Grant. Their Board approved the LOI and invited the Foundation to apply. Tim Zeiss, Laura Qaissaunee and Kelsey Maki are working on the proposal for submission on May 8th.

Submitted: Tim Zeiss, Executive Director, Foundation & Alumni Affairs - April 28, 2020

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

March 24, 2020

Brookdale Community College
Zoom Meeting hosted at
Warner Student Life Center
Navesink Rooms
765 Newman Springs Rd.
Lincroft, NJ 07738

- 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:

On March 18, 2020 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:

Present	Trustees	Administration:
	Ms. Abby-White, Chair	Dr. Matthew Reed
	Mr. Dan Becht, Trustee	Dr. Yesenia Madas Dr. Nancy Kegelman
	Ms. Latonya Brennan, Trustee (5:40 PM)	Dr. Joan Scocco
	Ms. Suzanne Brennan, Trustee	Ms. Patricia Sensi
	Dr. Hank Cram, Vice-Chair	Mr. Ed Johnson
	Mr. Paul Crupi, Trustee	Ms. Kathy Kamatani
	Ms. Lauren Deinhardt, Trustee	Dr. William Burns
	Ms. Barbara Horl, Trustee	Ms. Bonnie Passarella
	Mr. Bret Kaufmann, Trustee (5:35 PM)	Dr. Anita Voogt
	Dr. David M. Stout, Secretary	Ms. Teresa Manfreda
	Ms. Marta Rambaud, Trustee	
		Ms. Cynthia Gruskos, Recorder
Absent	Ms. Madeline Ferraro, Trustee	
	Dr. Les Richens, Trustee	
College Counsel	Mr. Mitch Jacobs, Esq., General and Labor Counsel	Mr. Ray Savacool, T & M Associates, Engineer of Record

Chair Abby-White read the mission statement: Brookdale Community College empowers a diverse community by providing open access to high quality and cost-effect educational and lifelong learning options with clear paths to personal, educational and economic success.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda	<p>A motion to adopt the meeting agenda was made by Trustee Horl and seconded by Trustee S. Brennan</p> <p>Motion passed unanimously.</p>	
<p>Review of Consent Agenda</p> <ul style="list-style-type: none"> <i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i> <p>A. Adoption of Consent agenda</p>	<p>A motion to adopt the consent agenda was made by Vice-Chair Cram and seconded by Trustee S. Brennan</p> <p>Motion passed unanimously.</p>	
<p>President's Report</p> <p>A. Acknowledgement of Sabbatical and Educational Leave Recipients</p> <p>Dr. Stout acknowledged the approved Faculty Sabbaticals for Professor Michael Broek and Professor Paul Tucker. He provided a summary of the purposes and expected outcomes of their sabbaticals.</p> <p>B. Acknowledgement of College Community –</p> <p>Dr. Stout acknowledged the very hard work of the entire campus community in making this transition from our traditional educational platform into a completely remote online learning environment starting on March 11. He reported that our student services are being offered online, which include library services, academic advising, registration, and tutoring support services. The workforce very quickly adapted to working remotely. He relayed that the students are providing positive feedback on the use of Zoom technology.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Reports from the Board Committees and Liaisons - Chair Abby-White announced due to time constraints of the virtual meeting the committee reports will be uploaded to BoardMax for review.</p> <p>A. Finance & Facilities Committee – March 16, 2020 – Vice-Chair Cram</p> <p>B. Governance Committee – March 18, 2020 – Trustee Suzanne Brennan</p> <p>C. BCC Foundation</p> <p>1. Honorary Degree Nominations 2020 – Dr. Stout</p> <p>2. Distinguished Alumni Awards at Commencement 2020 – Dr. Stout</p> <p>D. Student’s Perspective – Trustee Deinhardt</p>		
<p>Approval of Public Business Meeting Minutes - February 25, 2020</p> <p>A. Approval of Executive Session Minutes – February 25, 2020</p>	<p>A motion to approve the minutes from the public business meeting held on February 25, 2020 was made by Trustee Crupi and seconded by Trustee Becht.</p> <p>Motion passed.</p> <p>ABSTENTIONS: None</p> <p>A motion to approve the minutes from the executive session held on February 25, 2020 was made by Trustee Deinhardt and seconded by Trustee S. Brennan.</p> <p>Motion passed.</p> <p>ABSTENTIONS: None</p>	
<p>Public Comment on Agenda Items – Chair Abby-White Chair Abby-White read the following directions for providing public comment on agenda items only.</p> <p>If there is anyone who would like to make public comment on agenda items only and you are attending via the Zoom app, please click the Raise Hand in the Webinar controls. When you click</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>the Raise Hand icon, a hand icon will appear next to your name that will notify the host your hand is raised. You will also see the hand icon turn green. You will be unmuted and asked to give your comment, one at a time. Those who are participating via the phone call only, may send an email with your public comment to Dr. Stout at dstout@brookdalecc.edu. Those who are emailing their public comment will have 5 minutes to email Dr. Stout with the subject heading of PUBLIC COMMENT ON AGENDA ITEMS. He will read the statement on your behalf. Please include your full name and the phone number you are calling on, so we can confirm your attendance.</p> <p>Ms. Gruskos confirmed there were no hands raised for public comment. After 5 minutes, Dr. Stout confirmed there were no public comments received via email.</p> <p>Dr. Stout stated that there are 3 College officials in the room, and they did not have any public comment.</p>		
<p>Consent Agenda</p> <p>A. Approval of Human Resources-</p> <p>B. Approval of Acceptance of Gifts</p> <p>C. Purchases in Excess of \$36,400 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500</p> <p>D. Open Invoice Payment Requests for Vendor, Students and Employee Payments</p> <p>E. Monthly Financial Dashboards</p>	<p>A motion to approve the consent agenda was made by Vice-Chair Cram and seconded by Trustee Kaufmann</p> <p>Motion passed unanimously.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Authorization to enter into a Cooperative Pricing System with Interlocal Purchasing System Co-op</p>	<p>A motion to approve by resolution to enter into a cooperative pricing agreement with Interlocal Purchasing System Co-op was made by Trustee Horl and seconded by Trustee Rambaud.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan,</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Cram, Crupi, Deinhardt, Horl, Kaufmann, Rambaud and Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Authorization to present to Thomas F. Hayes and Roy LaManna an honorary associate degree at Commencement</p>	<p>A motion to present Thomas F. Hayes and Roy LaManna an honorary degree at commencement 2020 was made by Trustee Becht and seconded by Vice-Chair Cram.</p> <p>Motion passed unanimously.</p>	
<p>Lodging of Policies – Chair Abby-White</p> <p>A. Lodging of Policy 4.1002 Chargeback Eligibility</p> <p>B. Lodging of Policy 4.3000 Expenditures and Payments of College Funds</p> <p>C. Lodging of Policy 6.6000 Concurrent Enrollment (previous name – Credits in Escrow)</p>	<p>A motion to lodge the following policies: Policy 4.1002 Chargeback Eligibility, Policy 4.3000 Expenditures and Payments of College Funds, and Policy 6.6000 Concurrent Enrollment (previous name – Credits in Escrow)</p> <p>Motion passed unanimously.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Public Comment</p> <p>Mr. Jacobs read the public comment statement and gave the following instructions on providing public comment:</p> <p>If there is anyone who would like to make public comment and you are attending via the Zoom app, please click the Raise Hand in the Webinar controls. When you click the Raise Hand icon, a hand icon will appear next to your name that will notify the host your hand is raised. You will also see the hand icon turn green. You will be unmuted and asked to give your comment, one at a time. Those who are participating via the phone call only, may send an email with your public comment to Dr. Stout at dstout@brookdalecc.edu. Those who are emailing their public comment will have 5 minutes to email Dr. Stout with the subject heading of PUBLIC COMMENT. He will read the statement on your behalf. Please include your full name and the phone number you are calling on, so we can confirm your attendance.</p> <p>Mr. Jacobs confirmed that there was no one physically present who wanted to make public comment.</p> <p>Ms. Gruskos confirmed there were no hands raised for public comment. After 5 minutes, Dr. Stout confirmed there were no public comments received via email.</p>		
<p>Old/New Business</p> <p>Trustee Horl reported on a recent press release from the Governor's office, and summarized the key components which she believes will affect the College:</p> <ul style="list-style-type: none"> • Movement was made to place \$900 million in items of appropriation into reserve in order to ensure sufficient cash and budget authority to meet emergency and statutorily required obligations. • Items placed in reserve spending freeze include 50% of college operating aid (\$70,642,712), Community College operating costs (\$9,730,756) and TAG grants (\$21 million). <p>Trustee Crupi commented that the money placed in reserves is for this fiscal year.</p> <p>Dr. Stout will attend a conference call with the other Community College presidents tomorrow with Secretary Smith-Ellis and will update the Board after the conference call.</p>		
<p>Resolution to Hold a Closed Meeting</p> <p>College Counsel read the Resolution to hold a closed meeting (Attachment A)</p>	<p>A motion was made to approve by resolution to hold a closed session by Trustee Deinhardt and seconded by Trustee Crupi.</p> <p>Motion passed unanimously.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Motion to Re-Open the Meeting to the Public	<p>A motion was made to reopen the meeting to the public by Trustee Kaufmann and seconded by Trustee Rambaud.</p> <p>Motion passed unanimously.</p>	
Adjournment Meeting adjourned at 6:43 PM	<p>A motion to adjourn the meeting was made by Trustee Kaufmann and seconded by Vice-Chair Cram.</p> <p>Motion passed unanimously.</p>	

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 5 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 24, 2020 at approximately 6:10 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 _____

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

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

RESOLUTION
Approved March 24, 2020

☒ "(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 body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is: **potential litigation regarding construction issues at the Wall Campus and the salt storage structure on the Lincroft Campus.**

☒ "(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 a discussion of an employment contract (president.)**

☐ "(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

RESOLUTION
Approved March 24, 2020

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 24, 2020

2.1 Application for Grants Executive Summary

A. National Science Foundation (NSF)

Program Title: NSF Scholarships in Science, Technology, Engineering and Mathematics

Short Title: NSF S-STEM

Goal/Purpose: To provide funds for scholarships to encourage and enable low-income academically talented students with demonstrated financial need to enter the workforce or graduate study following completion of associate degrees in S-STEM eligible disciplines.

The program will provide approximately 31 students majoring in Mathematics, Engineering, Computer Science, Physics, or Chemistry with a \$5,000 scholarship per year for up to three years or through graduation. Funding will assist in their cost of attendance, along with academic, affective, and sociocultural support structures. The overarching goal of the program is to increase the retention, graduation, and transfer rates for low-income STEM majors that are math intensive.

Principle Investigator: Daniel Lopez and Co-Principle Investigator: Susan Monroe, Associate Professors, Mathematics

Total \$Requested: \$648,301 and does not require a match from the college.

Date Submitted: April 9, 2020

Recommendation:

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

*4.2 Purchases in Excess of \$36,400 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 \$36,400. 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 22, 2020.

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$36,400, or purchases with a combined total in excess of \$36,400; 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 \$36,400
April 28, 2020

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
IT Capital				
1	VirtuIT Systems	Dell M640 Blade Servers / Exempt 18A:64A.25.9 (NJ State Contract). This contract is for the supply, delivery, installation and maintenance of 3 servers to support the College's Datacenter and infrastructure needs. This contract is funded by the IT Capital Budget	Exempt	\$ 39,367.29
Operating				
2	Innovative Interfaces, Inc.	Annual Millennium Maintenance (FY21) / 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 upgrades, fixes, and new releases. This contract is funded by the Library Budget. FY20 \$41,077.51.	Exempt	\$ 43,300.00 *
3	Ebsco Subscription Services	Subscription Services (FY21) 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. This includes 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. FY20 YTD \$30,957.	Exempt	\$ 34,000.00 *
4	Yankee Book Peddler	Library Books (FY21) / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This contract is for the purchase of books and eBooks and is funded by the Library Budget. FY20 YTD \$32,800.	Exempt	\$ 40,000.00 *

5	N.J. Institute of Technology/ NJEDGE.Net	Electronic Library Resource Licenses (FY21) / 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 Brookdale 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. FY20 \$60,528.99.	Exempt	\$	64,000.00	*
6	West Publishing Corporation /Thomson Reuters	Subscription Services (FY21) / Exempt 18:64A-25.5.a.(6) (Library materials). This contract is for subscription services for material used by the Paralegal Program and the Library. This service includes printed updates to the NJ Practice Collection as they are released, as well as online access to a large variety of law materials beyond those related to New Jersey. This contract is funded by the Library Budget. FY20 YTD \$13,260.	Exempt	\$	18,850.00	*
7	Amazon Business	Books and Miscellaneous Merchandise (FY21) / 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. FY20 YTD \$29,725.	Exempt	\$	40,000.00	*
8	Holmes Corporation	Textbooks (FY21) / Exempt 18:64A-25.5.a.(6) (Textbooks). This contract is for the supply and delivery of textbooks for the Project Management Certificate and Facility Management Professional (FMP) courses and is funded by CPS Revenue Generating Programs. FY20 YTD \$18,178.	Exempt	\$	22,000.00	
9	Cengage Learning, Inc. (ed2go)	Continuing Education Online Training, Spring Semester, RFP No. 06-19 / This is the 2nd year of a 2 year contract for continuing education online training services for the Spring Semester and is funded by CPS Revenue Generating Programs. FY20 YTD \$11,914.	RFP	\$	35,000.00	
10	Follett	Textbooks (FY21) / Exempt 18:64A-25.5.a.(6) (Textbooks). This contract is for the supply and delivery of various textbooks and is funded by CPS Revenue Generating Programs, grants and operating budgets. FY20 YTD \$16,725.	Exempt	\$	24,000.00	

11	**See attached list of pre-approved vendors	Printing Services, RFQ No. 01-2021 (FY21) / Notice was sent to 28 vendors, received 11 replies. This is a one year contract with an option for a 2nd year renewal for pre-qualified vendors to provide printing services. These contracts are funded by the Institutional Marketing Budget, CPS Budget, and various departmental budgets. FY20 YTD \$27,258.	RFQ	\$	50,000.00	*
12	ProEd Solutions LLC	Student Financial Aid Verification Services, RFP No. 07-17 (FY21) / This is a one year extension for student financial aid verification services and is funded by the Financial Aid Budget. FY20 YTD \$11,565.	RFP	\$	25,000.00	*
13	SD Gameday, LLC	Athletic Training, Sports Medicine, and Team Physician Services, RFP No. 08-19 (FY21) / This is the 2nd year of a 2 year contract for athletic training, sports medicine, and team physician services. This contract is funded by the Athletic Budget. FY20 YTD \$52,805.	RFP	\$	73,000.00	
14	Natural Languages, LLC Total Caption Karasch & Associates	Communication Access Realtime Translation (CART) Services, RFQ No. 03-2020 (FY21) / This is the 2nd year of a 2 year contract 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. FY20 YTD \$0.	RFQ	\$	40,000.00	
15	Magic Touch Construction Co., Inc.	Masonry Services, Bid No. 19-18 (FY21) / This is the 2nd year of a 2 year contract for masonry services and is funded by the Facilities Budget. FY20 YTD \$0.	Bid	\$	25,000.00	*
16	Tri Dim Filter Corp.	Air Filters, Bid No. 19-20 (FY21) / This is the 2nd year of a 2 year contract for air filters and is funded by the Facilities Budget. FY20 YTD \$18,349.	Bid	\$	22,000.00	*
17	Pilot Electric Co., Inc.	Pump Parts, Motors, Belts and Repairs, Bid No. 19-24 (FY21) / This is the 2nd year of a 2 year contract for the supply, delivery, and repair services of pump parts, motors, and belts. This contract is funded by the Facilities Budget. FY20 YTD \$17,622.	Bid	\$	30,000.00	*

18	Burlew Mechanical LLC	Plumbing T&M, Bid No. 19-25 (FY21) / This is the 2nd year of a 2 year contract for plumbing T&M services and is funded by the Facilities Budget. FY20 YTD \$13,869.	Bid	\$	65,000.00	*
19	Oliver Fire Protection & Security	Fire Suppression Services, Bid No. 19-23 (FY21) / This is the 2nd year of a 2 year contract for fire suppression services and is funded by the Facilities Budget. FY20 YTD \$70,829.	Bid	\$	78,150.00	*
20	Fire Security Technologies, Inc.	Fire Alarm Inspection, Testing and Repairs, Bid No. 20-07 (FY21) / This is the 2nd year of a 2 year contract for fire alarm inspection, testing and repairs and is funded by the Facilities Budget. FY20 YTD \$68,536.	Bid	\$	81,025.00	*
21	PARS Environmental, Inc.	Health, Safety and Environmental Regulatory Compliance Services, RFP No. 09-19 (FY21) / This is the 2nd year of a 2 year contract for health, safety, and environmental regulatory compliance services and is funded by the Facilities Budget. FY20 YTD \$31,339.	RFP	\$	40,000.00	*
22	Cooper Freidman Electric Supply Co.	Electrical Supplies (FY21) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the supply and delivery of electrical supplies through the Monmouth County Purchasing Co-op Contract and is funded by the Facilities Budget. FY20 YTD \$12,260.	Exempt	\$	25,000.00	*
23	J. Swanton Fuel Oil Co., Inc.	Unleaded and Diesel Fuel (FY21) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the supply and delivery of unleaded and diesel fuel through the Monmouth County Purchasing Co-op Contract. This contract is funded by the Facilities Budget. FY20 YTD \$13,757.	Exempt	\$	30,000.00	*
24	Trane Building Services	Chiller Maintenance Services (FY21) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is the 4th year of the contract with an option for a 5th year renewal for chiller maintenance services and is funded by the Facilities Budget. FY20 \$29,950.	Exempt	\$	29,950.00	

25	Delta Dental	<p>Dental Insurance (FY21) / Exempt 18A:64A-25.5.a.(11) (Insurance). This is the 1st year of the contract with an option for a 2nd year renewal 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 \$73,000 for the additional coverage. This is estimated for reference, as monthly payments vary on employee headcount. This FY21 contract reflects a 0% increase from FY20. FY20 YTD \$340,933.80.</p>	Exempt	\$ 420,000.00 *
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* Estimated expense based on historical data

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

****Pre-approved Printing Vendors**

RFQ No. 01-2021 – 1st Year with an Option for a 2nd Year

Board Item No. 11

- Evergreen Printing
- Indiana Printing & Publishing Co.
- Concept Print
- Fords Press dba Eastern Impressions
- The Wall Street Group, Inc.
- Urner Barry
- Roelynn Litho
- Jersey Printing Associates, Inc.
- Tretina Printing, Inc.
- Hawk Graphics Inc.
- Mastergraphx

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-2020**

Adler's Pharmacy

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*)

CentraState Pulmonary Medicine

Deborah Medical Center (*Respiratory Care Only*)

Food Emporium

Hackensack 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

Hope Academy

Immediate Care Walk-In Management, LLC

IPPC Pharmacy

JFK Medical Center

Marlboro Podiatry Center

Massage Envy

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
Shrewsbury Pediatric Dentistry
Urology Associates
VNA Health Group
Walgreens Co.

RESOLUTION

WHEREAS, a Claim has been asserted by College employee Hilda Dudick against the College which was brought to the attention of the College's Insurance Carrier;

WHEREAS, the Brookdale Community College Board of Trustees authorized the College to participate in a pre-suit mediation in an attempt to amicably resolve said matter;

WHEREAS, a tentative agreement was reached following the pre-suit mediation session;

WHEREAS, the Board considers this settlement to be the most cost effective method of addressing this matter;

WHEREAS, the settlement amount having been approved by the College's Insurance Carrier; and

WHEREAS, the Board agrees to settle the above claim on the terms set forth in the Settlement Agreement and Release negotiated by the Insurance Company's Legal Counsel;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the terms of the Settlement Agreement and Release are hereby approved and the College President or Board Chair is hereby authorized to execute the Settlement Agreement and Release as negotiated by the College's Legal Counsel.

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month of February 29, 2020 totaled \$2,789,723.85. This summarizes all payment transactions of the College and includes payments made on previously approved purchase orders as well as travel expenses and varied monthly expenses in accordance with collective bargaining contracts.

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held April 22, 2020.

April 28, 2020: Interim Vice President, Teresa Manfreda

4.1 *Financial Report*

The following is the Financial Report for the month ending February 29, 2020.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting April 22, 2020.

April 28, 2020: Interim Vice President Finance & Operations, Teresa Manfreda

Brookdale Community College
Analysis and Forecast of the Operating, Auxiliary, & Capital Funds
Positions at February 29, 2020

	FY20 Budget	2/29/2020	Increase/ (Decrease)	FY20 Projected
Operating				
Revenues:				
Tuition	\$ 36,833,034	35,396,997	(553,496)	\$ 36,279,538
State	10,325,921	6,903,476	(1,368,408)	8,957,513
County	20,027,019	13,351,346	-	20,027,019
Fees	11,497,431	11,436,084	(10,602)	11,486,829
Continuing & Professional Studies	3,400,000	2,538,451	(780,000)	2,620,000
Other Income	774,000	543,814	3,058,138	3,832,138
Total Revenue	\$ 82,857,405	70,170,168	345,632	\$ 83,203,037
Expenditures:				
Learning Division	32,378,784	18,324,623	(117,739)	32,261,045
Benefits	15,862,285	8,629,058	(50,005)	15,812,280
Finance & Operations	8,900,361	5,550,975	-	8,900,361
Student Success Division	5,694,877	3,459,795	(42,000)	5,652,877
General Expenses	4,640,183	2,458,675	400,000	5,040,183
Continuing & Professional Studies	3,155,511	2,033,243	(205,511)	2,950,000
Utilities	2,273,503	1,308,040	(28,503)	2,245,000
Human Resources & Safety	2,282,050	1,384,004	(51,633)	2,230,417
Advancement Division	1,193,269	792,097	(45,769)	1,147,500
Planning & Inst. Effectiveness	385,275	252,161	2,000	387,275
President & BOT	665,416	426,450	3,415	668,831
Total Expenditures	\$ 77,431,514	44,619,121	(135,745)	\$ 77,295,769
Other Cash Requirements				
Debt Principal	1,766,815	1,340,000	(384,999)	1,381,816
Interest Expense	1,396,917	1,392,316	(3,555)	1,393,362
TIP/TECH	2,262,158	2,012,068	160,000	2,422,158
	\$ 5,425,890	4,744,384	(228,554)	\$ 5,197,336
Excess Revenue/Expenditures Projected				\$ 709,931
Auxiliary				
Receipts	1,624,750	1,166,896	(452,500)	1,075,000
Disbursements	1,892,363	1,038,585	(170,112)	1,625,000
Profit/(Loss) Auxiliary	\$ (267,613)	128,311	(282,388)	\$ (550,000)
Excess Revenue/Expenditures Projected				\$ (550,000)
Capital				
Revenues:				
State Chapter 12	1,950,000	2,157,731	207,731	2,157,731
County	1,950,000	2,157,731	207,731	2,157,731
Risk Management	-	26,682		67,344
Total Revenue	\$ 3,900,000	4,342,144	415,462	\$ 4,382,806
Expenditures:				
State Chapter 12	\$ 1,950,000	2,157,731	207,731	\$ 2,157,731
County Chapter 12	1,950,000	2,157,731	-	2,157,731
ELF	-	403,710	483,572	483,572
Risk Management	-	78,844	78,844	78,844
Total Expenditures	\$ 3,900,000	4,798,016	770,147	\$ 4,877,878
Excess Revenue/Expenditures Projected				\$ (495,072)
Total Excess Revenue/Expenditures All Funds Projected				\$ (335,141)

Brookdale Community College
Cash Balance Analysis
As of February 29, 2020

	FY17	FY18	FY19	FY20
July	\$ 3,924,507.00	\$ 8,467,104.38	\$ 7,558,721.38	\$ 10,694,336.61
August	5,257,967.16	10,794,724.59	13,791,437.47	16,751,087.53
September	14,230,855.98	8,116,282.16	17,135,494.98	13,041,992.34
October	10,034,966.35	12,704,404.96	14,911,885.92	18,338,044.75
November	5,881,692.09	12,851,711.00	13,655,458.27	16,867,655.45
December	5,813,306.39	9,253,180.00	10,237,929.92	14,167,967.32
January	10,936,117.45	13,533,588.30	17,083,793.40	22,742,013.89
February	12,352,432.38	12,149,359.50	21,768,631.56	25,206,414.03 *
March	7,804,144.44	10,721,561.17	20,122,253.27	
April	7,677,357.19	12,993,416.87	17,790,854.81	
May	7,240,211.55	12,510,624.36	16,672,952.29	
June	5,718,427.39	10,477,369.61	14,116,437.62	

Note: Cash balances include operating, capital, auxiliary and ASBCC combined.
Cash increased \$3,437,782.47 from prior year.

* Current month cash detail

General Fund Account	\$ 4,333,874.92	<i>Interest earned as of 2/29: \$12,712.90</i>
Operating Fund Account	20,823,364.14	
Payroll Account	25,352.47	
Credit Card Account	23,822.50	
	<u>\$ 25,206,414.03</u>	

April 8, 2020

BROOKDALE COMMUNITY COLLEGE PROJECTS

Executive Order 122 issued on April 8, 2020 and prior Executive Orders issued by the State of New Jersey will have to be evaluated by the Brookdale Community College legal counsel to see if work on various projects is permitted to continue.

A. CONSTRUCTION PROJECTS - CHAPTER 12 FUNDS – MANAGED BY T&M

1) CVA & LAH CHILLER REPLACEMENTS

Preferred Mechanical, Inc. was awarded a contract in the amount of \$1,225,000 to replace the chillers and piping at CVA and LAH.

All work is complete, and we are processing final payment.

2) 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.

Project is complete. Final payment is being processed.

3) MAN, LIB, CAR SANITARY SEWER EJECTOR PUMPS

The project for the replacement of the sanitary sewer ejector pumps at MAN, LIB and CAR was awarded at the BOT on September 24, 2019 Longo Mechanical in the amount of \$133,365.00 with anticipated construction during the holiday break.

All work is complete and inspected. Awaiting submission of manuals to closeout project.

4) ATHLETIC FIELDS/LINCROFT CAMPUS

A project to reconstruct the baseball and softball field as well as rehabilitate the soccer field was awarded to Precise Construction in the amount of \$2,335,609.75 The project will provide for the installation of subsurface drainage and irrigation system, replacing dugouts and bleachers and leveling of the fields.

Bleachers are substantially complete. Fence fabric is being installed. Topsoil mixing is underway in preparation for installation.

5) FIRE ALARM PANEL NETWORKING

The project consists of the installation of a single mode fiber to network all fire panels, plus modifications at each panel to support the networking via fiber. The fiber will be installed via state contract in the amount of \$99,735.25 through NetQ. Fire Securities Technologies, Inc was awarded the electrical panel work in the amount of \$120,000.00.

Testing of the system has been completed. Project closeout is underway.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

6) LIFE SAFETY AND ADDITIONAL LIGHTING

VA Electrical Contractor LLC was awarded a contract in the amount of \$377,000.00 for the replacement of emergency lighting and battery back-ups and to provide additional lighting efficiencies.

Work on the project is progressing though the contractor shall coordinate with College to assure appropriate protocols are followed for entry to the buildings.

7) SALT STORAGE BUILDING

The college is required to provide a permanent salt storage facility in order to comply with NJDEP regulations and the BOT approved procuring the fabric structure through Sourcewell Cooperative at a cost of \$144,015.85 from Clear Span for a 35 by 30 fully enclosed salt storage building. The concrete pad for the structure was publicly bid and subsequently awarded to United Terrain Group at a cost of \$75,070.00.

The fabric structure was installed in February. The installer has not yet appropriately responded to the Colleges concern regarding the block base construction.

B. CONSTRUCTION PROJECTS – CHAPTER 12 – MANAGED BY COLLEGE

1) PARTIAL ROOFING REPLACEMENT AND REPAIR

FVHD prepared plans and specifications for PAC, CAR, CVA and LAH building roof replacement and repair, as well as the mechanical wells located on the roof of the MAC building. Integrity Roofing was awarded the contract at the June 25 BOT meeting in the amount of \$796,340.00.

There are punch list items remaining and FVHD is reviewing with the contractor.

2) ATEC RETAINING WALL

El Associates was contracted to investigate and design remedial repairs to the ATEC retaining wall which has experienced erosion after heavy rains. The storm lines were televised on June 3rd and 4th revealing substantial root infiltration. El completed the design and the project was bid on June 14, 2019. No bids were received on the bid opening date of July 9, 2019. The tree that has impacted the wall was removed by Monmouth County.

During the pre-bid meeting potential contractors expressed concern with the condition of the wall and there was indication that the project would not address the global issues. Revisions to the scope of the project are being considered.

3) SIDEWALKS & CURB REPLACEMENT/LINCROFT & FREEHOLD CAMPUSES

At various locations throughout the Lincroft and Freehold Campuses, sections of curb and sidewalk have deteriorated to the point where replacements are warranted. Mott McDonald designed a program for the replacement of approximately 3,900 LF of concrete curb and 2,600 SY of concrete sidewalk at the Lincroft Campus. An alternate bid for work at the Freehold Campus is also included. The project was awarded at the July 16 F&F/BOT meeting to AJR Masonry, LLC in the amount of \$398,134.00.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

The contractor has a small punch list outstanding prior to close out of the project.

4) ROOF REPAIRS – PHASE 3

FVHD is currently scoping roof repairs to pitched roofs, including gutters and flashing repairs as necessary and a proposal for predation of bid documents is being submitted for consideration.

Awaiting submission of final plans prior to establishing a bid date.

5) ADA AND MISCELLANEOUS DOOR REPLACEMENT

SSP was awarded a professional services contract in the amount of \$27,800.00 for design of Phase II of the ADA Doors and other exterior doors.

Bid opening was held on March 10, 2020. There was only one bidder and the bid was unresponsive. The project has been advertised for a new bid opening on April 15, 2020.

6) SOUND PANEL INSTALLATION -WALL CAMPUS

Spiezle designed a panel system to surround the chiller. The project was bid on October 15 and the apparent low bidder was Shorelands, Inc, was awarded a contract in the amount of \$92,000.00. on October 29, 2019.

The project has not yet commenced.

7) REPLACEMENT OF HVAC SYSTEM BAC BUILDING

Design Resources Group, Inc has been awarded a professional service contract in the amount of \$23,900.00 for the design of the replacement of the HVAC System at the BAC Building. Project design was awarded at the December 17, 2019 BOT meeting.

Project was awarded at the BOT on February 25, 2020 to Epic Mechanical in the amount of \$583,000.00. Building permits have been submitted to the Township for review.

8) ROOF REPLACEMENT AND REPAIRS FREEHOLD CAMPUS

FVHD has been awarded a professional service contract in the amount of \$35,750.00 for the design of the roof replacement and repair at the Freehold Campus. Project design was awarded at the January 28, 2020 BOT meeting.

Plans have been prepared by the Architect and are under review prior to establishing a bid date.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

9) TUNNEL DOOR REPLACEMENT

The College will go out to bid for the replacement of fire and security doors within the tunnel system. Specifications are being prepared by Brookdale Community College staff.

Scope of work has been finalized and the bid date is set for April 24,2020.

2) DESIGN/STUDIES/REPORTS

1. FREEHOLD CAMPUS FOUNDATION SEEPAGE PROBLEM

The Freehold campus downspout and drainage pipe system was videoed, cleaned and repairs made to the system as necessary. Additional drainage piping was also installed to reduce the seeps within the front parking lot. The feasibility of a perimeter drain system was considered but the costs for installation was prohibitive. T&M recently inspected the building and reviewed the drainage patterns around the site and issued a letter report on possible additional drainage improvements which could further reduce the seepage problem.

2. NEW ACADEMIC BUILDING-WALL CAMPUS

The college is compiling information regarding the operation and performance the boilers which have had flame failure on multiple occasions.



Raymond W. Savacool, P.E.
Engineer of Record

4.3 *Approval to Accept Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding*

Enclosed is a resolution for Brookdale Community College to complete all the necessary steps required to apply for, accept, and receive the approved amount of CARES Act funding made available through the Higher Education Relief Fund (HEERF).

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held April 22, 2020.

April 28, 2020: Interim Vice President, Finance & Operations, Teresa Manfreda

RESOLUTION

WHEREAS, the CARES Act establishes the Higher Education Emergency Relief Fund (HEERF) making funds available to colleges and universities to provide direct assistance to students, as well as the institution, in response to a variety of disruptions caused by the COVID-19 crisis; and

WHEREAS, Brookdale Community College has been awarded \$6,334,411 in such total aid to be split evenly between direct student assistance and institutional support, subject to several guidelines for each component; and

WHEREAS, the College will develop criteria for, and the disbursement of, such student funds; and

WHEREAS, the College will document the expenses of the institution; and

WHEREAS, both components will be subject to periodic reporting to the U.S. Department of Education; and

WHEREAS, the Board of Trustees has reviewed and approved that the College take the necessary steps required to apply for, accept and receive the \$6,334,411 of CARES Act Funding;

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of Brookdale Community College that the CARES Act relief funds be approved.

Brookdale Community College College Policy

4.1002 Chargeback Eligibility

I. Title of Policy

Chargeback* Eligibility

**"Chargeback" means the charge from a receiving Community College to a County which sends students to attend the receiving Community College at in-county tuition rates.

"Community College" means a community or county-assisted college established pursuant to N.J.S.A. 18A:64A-1 et seq.

II. Objective of Policy

To set reimbursement guidelines for eligible non-Monmouth County and in-County students.

III. Authority

New Jersey Statutes 18A:3B et seq., 18A:64A-12 and N.J.S.A. 18A:64A-23

IV. Policy Statement

New Jersey Community Colleges are in part supported by County taxes which automatically subsidize education for their County residents. Under provisions of the "Chargeback Assistance Law", N.J.S.A. 18A:64A-23 (2013), a person who is a legal resident of a County in New Jersey and attends a Community College in another New Jersey County may be eligible to receive a Chargeback Approval and receive the benefits of in-county tuition rates for the College they attend.

~~A person attending Brookdale Community College because his/her local community or county-assisted college does not offer a particular program of study will be permitted to register for and attend, on a chargeback basis, course work necessary to satisfy the requirements of such a program of study. This requirement will apply whether or not any portion of that course work is offered at the student's local community or county-assisted college.~~

Submitted for Approval Lodging: April -March 2824, 2020

Page 1 of 3

~~For the purpose of chargeback, Comprehensive Support Centers for Learning Disabled Students, New Jersey Centers for Collegiate Deaf Education, and College Resource Centers for Visually Impaired Students, shall be considered eligible programs of study.~~

~~Students required to enroll in a comprehensive remedial program must take that full sequence of remediation in the home county with the exception of students enrolled in Comprehensive Support Centers for Learning Disabled Students, New Jersey Centers for Learning Disabled Students, New Jersey Centers for Collegiate Deaf Education, or College Resource Centers for Visually Impaired Students. Students enrolled in the programs of these Centers may complete required comprehensive remedial programs at the Centers. The definition of comprehensive remedial program for these students shall be the standard which was in effect for the current fiscal year.~~

~~Students not required to enroll in a comprehensive remedial program as defined above may take such remediation as part of the program of study at Brookdale Community College on a chargeback basis.~~

A student shall be eligible to attend Brookdale Community College on a **chargeback** Chargeback basis if the student's local county or county-assisted college cannot admit the student into a particular course or program of study desired by the student due to it not being offered as part of the college's regular course curriculum or catalog or as a result of a lack of available space in the course or program of study, which continues or will continue over one year from the initial date of attempted admission. These same factors will be considered for Monmouth County residents who wish to attend a county or county-assisted college outside of Monmouth County. Monmouth County residents will be required to provide evidence of residency in the county for at least 12 months and additional documentation related to their program of study/course enrollment.

Additional consideration for Chargeback eligibility will be given to those students who live more than 30 miles from their local county or county-assisted college, and live closer in proximity to a Brookdale Community College county or county-assisted college located outside of their county of residence. Eligibility based on mileage will be determined by the local in-county or county-assisted college in which the student resides.

~~Brookdale Community College, upon Upon accepting the out-of-county students, Brookdale Community College shall charge the differential chargeback rates as recommended by the Council of County Colleges and determined by the State Treasurer in consultation with the Council of County Colleges.~~

Brookdale Community College shall provide to the sending counties:

- A. Certification of each chargeback student's current semester's enrollment, by course and by program, on its chargeback billing;
- B. Certification of the previous year's audited resident enrollments and audited level of county support;
- C. The current year course catalog.

~~As the receiving college, Brookdale Community College, may expend the amount per credit hour collected for minor capital purposes as part of its chargeback billing.~~

V. Responsibility for Implementation

President

Approved: 1/25/96

Revised: 10/24/96

Revised 7.9.19

~~Submitted for Approval Lodging: April -March 2824, 2020~~

Page 3 of 3

Brookdale Community College College Policy

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IV. Policy Statement

New Jersey Community Colleges are in part supported by County taxes which automatically subsidize education for their County residents. Under provisions of the "Chargeback Assistance Law", N.J.S.A. 18A:64A-23 (2013), a person who is a legal resident of a County in New Jersey and attends a Community College in another New Jersey County may be eligible to receive a Chargeback Approval and receive the benefits of in-county tuition rates for the College they attend.

A student shall be eligible to attend Brookdale Community College on a Chargeback basis if the student's local county or county-assisted college cannot admit the student into a particular course or program of study desired by the student due to it not being offered as part of the college's regular course curriculum or catalog or as a result of a lack of available space in the course or program of study, which continues or will continue over one year from the initial date of attempted admission. These same factors will be considered for Monmouth County residents who wish to attend a county or county-assisted college outside of Monmouth County. Monmouth County residents

will be required to provide evidence of residency in the county for at least 12 months and additional documentation related to their program of study/course enrollment.

Additional consideration for Chargeback eligibility will be given to those students who live more than 30 miles from their local county or county-assisted college, and live closer in proximity to a county or county-assisted college located outside of their county of residence. Eligibility based on mileage will be determined by the in-county or county-assisted college in which the student resides. Upon accepting out-of-county students, Brookdale Community College shall charge the differential chargeback rates as determined by the State Treasurer in consultation with the Council of County Colleges.

Brookdale Community College shall provide to the sending counties:

- A. Certification of each chargeback student's current semester's enrollment, by course and by program, on its chargeback billing;
- B. Certification of the previous year's audited resident enrollments and audited level of county support;
- C. The current year course catalog.

V. Responsibility for Implementation

President

Approved: 1/25/96
Revised: 10/24/96

Brookdale Community College College Policy

4.3000 Expenditures ~~& and~~ Payment of College Funds

I. Title of Policy

Expenditures and Payment of College Funds

II. Objective of Policy

To establish responsibility and guidelines for the expenditure of [Brookdale Community College](#) ("College") funds.

III. Authority

~~New Jersey Statutes 18A:64a-12.~~ [N.J.S.A. 18A:64A-12](#)

IV. Policy Statement

~~The Responsibility~~ [responsibility](#) for authorizing payment of all obligations and signing of checks shall rest with the President ~~of the College~~.

The ~~administration~~ [Administration](#) shall observe the following:

A. Payment for goods and services received by the College shall be processed on a timely basis, according to standard business practices.

B. College ~~regulations~~ [Regulations](#) shall prescribe signers and approved amounts. Checks [and supporting documentation to electronic payments \(eChecks\)](#) above threshold amounts require two signatures, one of which is manual. Threshold amounts will be reviewed annually by the [Audit Finance](#) Committee of the Board of Trustees.

V. Responsibility for Implementation

President

Approved: 8/1/68

Revised: 10/24/96

[Submitted for Approval Lodging: April March 2824, 2020](#)

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Brookdale Community College College Policy

4.3000 Expenditures and Payment of College Funds

I. Title of Policy

Expenditures and Payment of College Funds

II. Objective of Policy

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III. Authority

N.J.S.A. 18A:64A-12 **IV. Policy Statement**

The responsibility for authorizing payment of all obligations and signing of checks shall rest with the President.

The Administration shall observe the following:

A. Payment for goods and services received by the College shall be processed on a timely basis, according to standard business practices.

B. College Regulations shall prescribe signers and approved amounts. Checks and supporting documentation to electronic payments (eChecks) above threshold amounts require two signatures, one of which is manual. Threshold amounts will be reviewed annually by the Audit Committee of the Board of Trustees.

V. Responsibility for Implementation

President

Approved: 8/1/68
Revised: 10/24/96

Brookdale Community College College Policy

6.6000 ~~Credits in Escrow~~Concurrent Enrollment

I. Title of Policy

~~Credits in Escrow~~Concurrent Enrollment

II. Objective of Policy

To authorize the President to develop ~~a~~ College regulations governing the conditions under which high school students may enroll in credit courses.

“Concurrent enrollment”, also known as “dual enrollment”, is a program where students are enrolled in two schools simultaneously. Under this Policy, high school students earn College credit toward a postsecondary diploma, certificate or degree at Brookdale Community College. Concurrent enrollment courses also count as credit toward a high school diploma.

III. Authority

~~General Powers of Boards~~N.J.S.A. 18A:64A-12

IV. Policy Statement

The ~~Brookdale Community~~ College Board of Trustees authorizes the President to encourage qualified high school students to enroll for credit courses at the College concurrent with their high school enrollment. Existing regulations and procedures applicable to special and part-time students shall apply to such persons, notwithstanding the age limitation in the Board Policy on Admissions, 6.1000.

V. Responsibility for Implementation

President

Approved: 3/17/71

Revised: 12/22/83

7/12/01

~~Submitted for Approval~~Lodging: AprilMarch 2824, 2020

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Brookdale Community College College Policy

6.6000 Concurrent Enrollment

I. Title of Policy

Concurrent Enrollment

II. Objective of Policy

To authorize the President to develop College regulations governing the conditions under which high school students may enroll in credit courses.

“Concurrent enrollment”, also known as “dual enrollment”, is a program where students are enrolled in two schools simultaneously. Under this Policy, high school students earn College credit toward a postsecondary diploma, certificate or degree at Brookdale Community College. Concurrent enrollment courses also count as credit toward a high school diploma.

III. Authority

N.J.S.A. 18A:64A-12

IV. Policy Statement

The College Board of Trustees authorizes the President to encourage qualified high school students to enroll for credit courses at the College concurrent with their high school enrollment. Existing regulations and procedures applicable to special and part-time students shall apply to such persons, notwithstanding the age limitation in the Board Policy on Admissions, 6.1000.

V. Responsibility for Implementation

President

Approved: 3/17/71

Revised: 12/22/83

7/12/01

BROOKDALE COMMUNITY COLLEGE
2020 UPCOMING EVENTS

(Events in bold are held outside of Lincroft Campus)

DATE	EVENT	TIME	LOCATION
April 20	Student Success & Educational Excellence Committee Meeting	5:30PM	Zoom virtual meeting
April 22	Executive Committee Meeting	5:15PM	Zoom virtual meeting
April 22	Finance & Facilities Committee Meeting	5:30PM	Zoom virtual meeting
April 28	BOT Public Business Meeting	5:30PM	Zoom webinar
May 5	Audit Committee Meeting	6:00PM	Zoom virtual meeting
May 19	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
May 19	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
May 21	Foundation Board Meeting	4:00PM - 6:00PM	SLC, Trustee Conference Room
May 27	BOT Public Business Meeting	5:30PM	Brookdale at Neptune HS, 2nd Floor Media Center
June 15	NJCCC Council Meeting	5:00 PM	Middlesex County College, West Hall
June 15	Executive Committee Meeting	5:15 PM	SLC, Trustees Conference Room
June 15	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
June 18	Foundation Board Meeting	4:00PM – 6:00PM	SLC, Trustee Conference Room
June 23	BOT Public Business Meeting	5:30PM	Brookdale at Freehold, Rooms 103 & 104
July 21	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
July 21	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
July 28	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink Rooms
August 18	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
August 18	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
September 2	Convocation	9:00AM	Robert J. Collins Arena
September 14	Student Success & Educational Excellence Committee Meeting	5:30PM	SLC, Trustees Conference Room
September 15	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
September 15	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
September 16	Governance Committee Meeting	6:00PM	BAC, President's Conference Room
September 22	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink Rooms
September 24	Education Golf Outing	All Day	Eagle Oaks Country Club
September 30-October 3	ACCT Leadership Congress		Hyatt Regency, Chicago
October 19	Audit Committee Meeting	6:00PM	BAC, President's Conference Room
October 20	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
October 20	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
October 27	BOT Public Business Meeting	5:30PM	Brookdale at Wall, Rooms 110 & 112
November 9	Student Success & Educational Excellence Committee Meeting	5:30PM	SLC, Trustees Conference Room
November 10	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
November 10	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room

DATE	EVENT	TIME	LOCATION
November 11	Governance Committee Meeting	6:00PM	BAC, President's Conference Room
November 15	Fall Open House	12 PM – 2:30 PM	Robert J. Collins Arena
November 17	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink Rooms
December 1	Audit Committee Meeting	6:00PM	BAC, President's Conference Room
December 7-9	MSCHE Annual Conference		Philadelphia, PA
December 9	Executive Committee Meeting	5:15PM	SLC, Trustees Conference Room
December 9	Finance & Facilities Committee Meeting	5:30PM	SLC, Trustees Conference Room
December 15	BOT Public Business Meeting	5:30PM	Brookdale at Hazlet, Rms 102 & 103

Brookdale Community College 2020 Upcoming Events

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2020 Committee Appointments

Board Bylaw 1.4010, appointments to Standing Committee

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

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

* The Human Resources Committee – A committee of the whole

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2020

v6– 04/06/20

2020 Public Business Meetings (PBM)	Executive ----- SLC, TCR	Governance ----- BAC, PCR	Student Success & Educational Excellence	Finance & Facilities SLC, TCR	Audit ----- BAC, PCR	Public Private Partnership ----- SLC, TCR
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.	Committee dissolved on 3/6/20
Tuesday, January 28 Lincroft, SLC, Navesink I & II	January 21 5:15 PM	January 22 6 PM		January 21 5:30 PM		January 13 8:30 AM
Tuesday, February 25 Brookdale at Long Branch, Rm 200	February 18 5:15 PM		Feb. 17 5:30 PM BAC, PCR	Feb. 18 5:30 PM	February 19 6 PM	
Tuesday, March 24 Lincroft, SLC, Navesink I & II/Zoom	March 16 5:15 PM	March 18 6 PM		March 16 5:30 PM		March 16 8:30 AM
Tuesday, April 28 Zoom Webinar	April 22 5:15 PM		April 20 5:30 PM BAC, PCR	April 22 5:30 PM		
Wednesday, May 27 Neptune High School, 2nd Floor Media Center or Freehold	May 19 5:15 PM			May 19 5:30 PM	May 5 6 PM	May 18 8:30 AM
Tuesday, June 23 Brookdale at Freehold, 103 & 104	June 15 5:15 PM			June 15 5:30 PM		
Tuesday, July 28 Lincroft, SLC, Navesink I & II	July 21 5:15 PM			July 21 5:30 PM		July 20 8:30 AM
NO PBM Meeting in August	August 18 5:15 PM			August 18 5:30 PM		
Tuesday, September 22 Lincroft, SLC, Navesink I & II	September 15 5:15 PM	Sept. 16 6 PM	Sept 14 5:30 PM SLC, TC	Sept. 15 5:30 PM		September 14 8:30 AM
Tuesday, October 27 Brookdale at Wall, 110 & 112	October 20 5:15 PM			October 20 5:30 PM	Oct. 19 6 PM	
Tuesday, November 17 Lincroft, SLC, Navesink I & II	November 10 5:15 PM	Nov. 11 6 PM	Nov. 9 5:30 PM, SLC, TC	Nov. 10 5:30 PM		November 9 8:30 AM
Tuesday, December 15 Brookdale at Hazlet, 102 & 103	December 9 5:15 PM			Dec. 9 5:30 PM	December 1 6 PM	

Human Resources is a Committee of the whole

SLC, TCR – Warner Student Life Center, Trustees Conference Room; BAC, PCR – BAC, President's Conference Room

v3 – changed PPP to 8:30 AM; v4- Changed Exec/F & F to March 16; v5 – PPP dissolved; v6 – Changed F & P and Exec April and June