

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

Wednesday, April 23, 2014

**Brookdale Community College
Warner Student Life Center
Workshop- Navesink I & II
Public Business Meeting- Navesink I & II
765 Newman Springs Road
Lincroft, New Jersey**

Mission

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

Mission Based Institutional Effectiveness Indicators

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

Jubilee Plan 2013-2017

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

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

Priority #1: Maximize all administrative, educational, and infrastructure IT processes.

Jubilee Goal 2: Maximize resources.

- 2.1 Expand the professional and personal potential of all staff to ensure a culture of high performance, collaboration and innovation.
- 2.2 Implement strategic media and technology solutions with a measureable impact on student learning and faculty/staff productivity.
- 2.4 Enhance internal communication to provide open, two-way information flows, and enhance and facilitate teamwork, cooperation and collaboration.

Priority #2: Assess all college programs, including governance structures

Jubilee Goal 1: Inspire student success.

- 1.5 Increase the use of new and existing analytical data to increase support for student and lifelong learners.

Jubilee Goal 2: Maximize resources.

- 2.5 Develop a comprehensive fiscal plan to include new revenue streams.

Priority #3: Based on research and data, define multi-campus college and operations

Jubilee Goal 1: Inspire student success.

- 1.1 Maximize learning-centered environments and successful student outcomes by ensuring alignment of curriculum, programs, services and co-curricular activities.
- 1.6 Implement short and long-term enrollment development plans focusing on defined markets and emerging populations.

Jubilee Goal 4: Leverage Brookdale's excellence.

- 4.7 Develop centers of excellence that will attract students, funding, and research opportunities

Priority #4: Support employee development in college policies and regulations and compliance matters

Jubilee Goal 2: Maximize resources.

- 2.1 Expand the professional and personal potential of all staff to ensure a culture of high performance, collaboration and innovation.
- 2.2 Implement strategic media and technology solutions with a measureable impact on student learning and faculty/staff productivity.
- 2.3 Increase facility maintenance and planning to ensure a safe physical setting and a quality student learning environment.
- 2.4 Enhance internal communication to provide open, two-way information flows, and enhance and facilitate teamwork, cooperation and collaboration

BROOKDALE COMMUNITY COLLEGE
UPCOMING EVENTS
April 2014 -December 2014

BOLD indicates off campus

2014

April 16th	NJCCC Trustee Retreat – 3 to 8PM at Mercer County Community College’s Conference Center
April 21 st	Finance & Facilities committee meeting – 5PM President’s Conf. Room
April 23 rd	Board meeting in Lincroft
April 25 th	Annual Holocaust Remembrance Program – official state of NJ Program with dignitaries – 10AM –
May 8 th	Executive Committee conference call re Agenda – 5PM
May 8th	Gold Star celebration for students
May 9th	Scholarship Ball – Eagle Oaks Golf & Country Club Chhange Annual Colloquium – 9:30AM Arena Allied Health Pinning – Arena 15 4PM Culinary Arts Awards in Navesink Rooms @ SLC –5PM – General Motors Auto Service Educational Program awarding of Certificates – 6PM Auto Tech
May 15 th	Scholars Day (8:30AM to 1PM) & Employee Recognition (2PM) Foundation Board meeting – 4PM SLC Finance & Facilities Committee meeting – 5PM – President’s Conference Room Audit Committee meeting – 6:30PM – President’s Conference Room
May 16 th	Commencements – 10AM & 3PM ceremonies
May 19 th	Nursing Pinning Ceremony – 6PM in the Arena
May 22 nd	Board meeting – 5PM in Performing Arts Center at Lincroft
June 5 th	Executive Committee conference call re Agenda – 5PM
June 6 th	70 th Anniversary of D-Day – collaboration between Assemblywoman Hanlin and the Center for WWII Studies – ceremony begins at 10AM and after ceremony there will be a reception (Note: Several Freeholders attending)
June 9 th	Policy & Education Committee meeting – 5PM President’s Conference Room
June 11	ABE Commencement in Long Branch
June 12 th	Finance & Facilities Committee meeting – 5PM President’s Conference Room
June 16	NJCCC Trustee Seminar & Spirit Awards - 5PM Holiday Inn, East Windsor
June 19 th	Board meeting at Freehold Branch Campus – 5PM
August 7 th	Executive Committee conference call re Agenda – 5PM
August 14 th	Finance & Facilities Committee meeting – 5PM President’s Conference Room
August 21 th	Board meeting –location TBD
September 4 th	Executive Committee conference call re Agenda – 5PM
September 8 th	Policy & Education Committee meeting – 5PM President’s Conference Room
September 10 th	Finance & Facilities Committee meeting – 5PM President’s Conference Room
September 17 th	Board meeting in Lincroft

October 2 nd	Executive Committee conference call re Agenda – 5PM
October 9 th	Finance & Facilities Committee meeting – 5PM President’s Conference Room
October 16 th	Board meeting in Lincroft
October 22-25	ACCT Conference in Chicago
November 6 th	Executive Committee conference call re Agenda – 5PM
November 13 th	Finance & Facilities Committee meeting – 5PM President’s Conference Room
November 20 th	Board meeting in Lincroft – annual reorganization meeting
December 4 th	Executive Committee conference call re Agenda – 5PM
December 8 th	Policy & Education Committee meeting – 5PM President’s Conference Room
December 11 th	Finance & Facilities Committee meeting – 5PM President’s Conference Room
December 18 th	Board meeting – location TBD

Updated April 9, 2014

Prepared by: Barbara Brennan

BROOKDALE COMMUNITY COLLEGE

Board of Trustees 2014 Committee Appointments

Board Bylaw 1.4020, appointments to Standing Committee

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

Executive Committee

Mr. Brian T. Butch, Chair
Mr. David G. Flaherty, Vice Chair
Ms. Tracey Abby-White
Mr. Joseph DiBella
Mr. Joseph Passiment, Jr.

Audit Committee

Dr. Carl J. Guzzo, Jr., Chair
Mr. William G. Dalton
Mr. Joseph Passiment, Jr.
Mr. Brian T. Butch, ex officio

Finance and Facilities

Mr. Joseph DiBella, Chair
Mr. Zachary Eisenberg
Mrs. Lucille Jones
Mr. Charles Karcher
Mr. Gary Tolchin
Mr. Brian T. Butch, ex officio

Policy and Education

Ms. Tracey Abby-White, Co-Chair
Mrs. Lucille Jones, Co-Chair
Ms. Lora Campbell
Dr. Carl J. Guzzo, Jr.
Mr. Joseph Passiment, Jr.
Mr. Brian T. Butch, ex officio

The **Human Resources Committee**
will operate as a committee of the whole.

Governance Committee

Mr. Charles Karcher, Chair
Ms. Tracey Abby-White
Mr. Joseph Passiment

Board of School Estimate

Mr. Brian T. Butch Chair
(Vice Chair in Absence of Chair)
Chair, Finance and Facilities

Liaison to New Jersey Council of County Colleges

Dr. David G. Flaherty

New Jersey Council of County Colleges Trustee Ambassador

Mrs. Lucille Jones
Mr. David G. Flaherty

Liaison to Brookdale Community College Foundation

Mr. Gary Tolchin

REVISED DRAFT SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2014

5PM Workshop & 7PM Public Business Meetings	Executive	Audit	Finance & Facilities CONFERENCE CALL*	Policy & Education	Governance	Nominating
Thursday, January 23 Lincroft	January 8 4.30PM Orientation 6.30PM Exec Cmt		January 14 4.30PM Finance & Audit BOT Workshop 6.30PM F&F meeting			
Wednesday, February 19 Lincroft	Wed., February 5 5PM	Thurs., February 6 6.30PM	Thurs., February 6 5PM			
Thursday, March 20 Lincroft	Wed., March 5 5PM	Mon., March 31 5PM	Wed., March 12 5PM	Mon., March 10 5PM		
Wednesday, April 23 Lincroft	Tuesday, April 8 5PM		Monday, April 21 5PM	Mon. April 14 5PM	Mon. April 14 6PM	
Thursday, May 22 Lincroft	Thursday, May 8 5PM	Thurs., May 15 th 5PM	Thursday, May 15 5PM			
Thursday, June 19 Freehold Branch Campus	Thursday, June 5 5PM		Thursday, June 12 5PM	Mon., June 9 5PM		
Thursday, August 21 TBD	Thursday, August 7 5PM		Thursday, August 14 5PM			
Wednesday, September 17 Lincroft	Thurs., September 4 5PM		Wed., September 10 5PM	Mon., September 8 5PM		Appointment of committee
Thursday, October 16 Lincroft	Thursday, October 2 5PM		Thursday, October 9 5PM			Committee discussion
Thursday, November 20 Lincroft	Thurs., November 6 5PM		Thurs., November 13 5PM			Vote of full BOT at Annual Meeting
Thursday, December 18 TBD	Thurs., December 4 5PM		Thurs., December 11 5PM	Mon., December 8 5PM		

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

Conference Call Number is: 1-888 291-0312; the Passcode is 9112 895#

Dr. Murphy: 732 224-2204; mmurphy@brookdalecc.edu

Ms. Horgan: 732 224-2207; lhorgan@brookdalecc.edu

Ms. Brennan 732-224-2204; bbrennan@brookdalecc.edu

Revised April 9, 2014

Wednesday, April 23, 2014
Navesink I & II – Student Life Center
Brookdale Community College

5:00 p.m. BOARD OF TRUSTEE WORKSHOP

- A. Call to Order
- B. Reading of Statement and Roll Call
- C. Resolution to hold a Closed Meeting
- D. Motion to Re-open the Meeting to the Public
- E. Adoption of Agenda for Workshop and Public Meeting – **Agenda Tab**
- F. Information & Discussion Items -
 - 1. Semester Forecast – **Spring Forecast Tab**
 - 2. Report of Policy and Education Committee –
 - a. Promotions and Performance Recognition – **HR Tab**
 - b. Lodging: Revision to Bylaw 1.5130 Minutes of Meeting and Board Policy 1.5141
Procedural Rules for Hearings – **WS-1**
- G. Report of Executive Committee
 - a. Format for Minute Taking at Board Meetings
 - b. Honorary Degree Recipients – **WS-2**
- H. Report of Audit Committee
- I. Report of Finance & Facilities Committee – **Finance Tab**
- J. Ad Hoc Governance Committee Update

Review of Consent* Agenda and Business Meeting Agenda - Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.

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

Wednesday, April 23, 2014
Navesink I & II – Student Life Center
Brookdale Community College

6:35 p.m. BOARD OF TRUSTEE PUBLIC BUSINESS MEETING – AGENDA TAB

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Reading of Statement and Roll Call**
- D. Public Comment on Agenda Items**
- E. Approval of Minutes of the March 20, 2014 Workshop/Public Meeting – PBM 1**
- F. Brookdale Spotlight**

Spotlight	Mission-Based Indicators	Jubilee Plan Goals
ALPFA Club	Student Success and	Goal 1: Inspire Student
Paul Geissler	Progress	Success
Sarah McElroy	Quality and Excellence	Goal 2: Maximize Resources
Justin Melendez	Value Added to the	Goal 3: Strengthen and
	Community	expand Brookdale's alliances
		and partnerships
		Goal 4: Leverage Brookdale's
		Excellence

Faculty Promotions

Performance Recognition

G. APPROVAL ITEMS – Consent Agenda Tab – PBM -2

(1.51.)

Acceptance of Gifts

Quality and Excellence
Value Added to the
Community

Goal 2: Maximize Resources
Goal 4: Leverage Brookdale's
Excellence

(2.1)

Application for Grants

Quality and Excellence
Value Added to the
Community

Goal 2: Maximize Resources
Goal 4: Leverage Brookdale's
Excellence

BOARD OF TRUSTEES
General Functions

Administration

Human Resources

Finance & Facilities

Policy & Education

(2.3) Lodging of Bylaw 1.5130	Quality and Excellence Value Added to the Community	Goal 2: Maximize Resources Goal 4: Leverage Brookdale's Excellence
(2.4) Lodging of Board Policy 1.5141	Quality and Excellence Value Added to the Community	Goal 2: Maximize Resources Goal 4: Leverage Brookdale's Excellence
(3.1) HR Tab Approval of Human Resources	Quality and Excellence	Goal 2: Maximize Resources
(4.1) Finance Tab Monthly Financial Report	Quality and Excellence Access	Goal 2: Maximize Resources
(4.2) Purchases in Excess of \$34,100 and NJ "Pay-to- Play" bids, and Pursuant to the NJ "Pay-to-Play" Process, in Excess of \$17,500	Quality and Excellence	Goal 2: Maximize Resources
(4.2a) Change Order Request Report	Quality and Excellence	Goal 2: Maximize Resources

(4.2b)

**Open Invoice Payment
Requests for Vendor,
Student, and Employee
Payments**

Quality and Excellence

Goal 2: Maximize Resources

Additional Approval Items

If any items have been removed from the consent agenda they will be considered at this time

- I. Public Comment**
- J. Old/New Business**
- K. Adjournment of Public Business Meeting**

Finance & Facilities**BRIEF:** Spring Semester Financial Forecast**General Issue Overview:**

The FY14 Spring Semester Financial Forecast contains an analysis of enrollment, revenue, and expense projections for both the operating and capital funds. The analysis includes actual data through March 15, 2014, and forecasted data through June 30, 2014.

Key Issue:

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

Schedule 1—Enrollment summary

Schedule 2—Analysis of operating and capital funds

Schedule 3—Analysis of the operating fund

Schedule 4—Analysis of the capital fund

Comments:

The College is projecting an enrollment of 10,625 credit FTEs versus a budget of 10,679 credit FTEs. This projection represents a 2.3 percent decrease from the actual FY13 credit enrollment of 10,879 FTEs. The overall College operating budget is projected to decrease 6.8%, from \$90,813,142 to a projected \$84,643,947.

Based on a review of the College's actual and projected revenue streams through June 30, 2014, **Operating Fund revenue** for the year will decrease by \$6,169,195. A reduction of \$5,477,613 in the appropriation from reserve represents the most significant operating fund revenue decrease, as the amount the College needs to balance the operating budget through self-financing will decrease from \$8,569,837 to \$3,092,224.

Additional factors impacting this reduction include a decrease in tuition and fees in the amount of \$213,488, a decrease in non-credit income in the amount of \$178,356, a decrease in State of New Jersey aid of \$123,733 and a decrease in interest and other income of \$176,005.

Operating Fund expenditures for the year equally decreased by \$6,169,195.

1. The net decrease in the cost of Educational Services in the amount of \$1,762,527 as a result of a decrease of \$51,284 in the cost of part time faculty, a savings of \$1,803,493 due to attrition, retirements and deferral of non-critical positions, and offset by an overall increase of \$92,250 in the cost of other line items.

2. A net decrease of \$279,650 in the President's and Finance and Operation's combined expenditures.
3. A net decrease of \$150,603 in the cost of Business & Community Development operations.
4. A net decrease in the cost of Benefits in the amount of \$2,516,144 due to the following:
 - An total projected decrease of \$169,675 in unemployment, short term disability and workers compensation costs
 - A net decrease of \$671,263 in pension, \$211,927 in FICA, \$987,022 in health and dental benefits, all of which are based on an overall reduction in payroll expenditures
 - A decrease of \$87,000 in employee tuition reimbursements
 - An increase of \$280,000 in the recovery of certain fringe benefit costs
5. A net decrease of \$1,353,530 in the cost of General Institutional expenditures, with the major items listed below:
 - A decrease of \$868,819 in reserves for enrollment, deferred salaries, event management and vacation accrual
 - A decrease of \$73,250 in legal and audit fees
 - A net decrease of \$350,000 in collection agencies
 - A net increase of \$70,000 to the cost of insurance, to cover increases in the cost of intercollegiate sports accident insurance
 - A net decrease of \$25,000 in the cost of bank service charges
 - Savings in numerous other cost centers, including telephone, postage, miscellaneous expense and recruiting of \$106,061.

The Capital Fund includes Board approved projects that required a College contribution to fully fund, and as such require appropriation from reserve. These projects include the Wall Project, Infrastructure expenditures, Fascia Replacement, renovations at the Neptune Higher Education Center to support the Early College High School initiative, and minor capital expenditures. The capital fund also includes projects supported by the County and State in the form of Chapter 12 funding. The projection of overall excess expenditures over revenues in the Operating and Capital funds amount to \$3,776,740, which will be funded out of College reserves. See schedule 4 for a complete review of projected capital expenditures.

Summary:

This analysis included the review of historical enrollment, revenue, and expense parameters and applied analytical procedures to arrive at the projections.

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

**Semester Financial Forecast
Enrollment Summary
Fiscal Year 2013/14**

FTES BY TERM	2009/2010 Actual	2010/2011 Actual	2011/2012 Actual	2012/2013 Actual	2013/2014 Budget	2013/2014 Projected
Summer III Term	331	330	334	315	306	313
Fall Terms	5,565	5,673	5,267	5,118	4,988	4,963
Winterim & Spring Terms	5,078	5,004	4,657	4,547	4,493	4,457
Summer I & II	1,007	985	928	899	892	892
Total Credit FTES	11,981	11,992	11,186	10,879	10,679	10,625
		0.09%	-6.72%	-2.74%	-1.84%	-0.51%
Non-Fundable FTES	662	707	726	680	750	566
Total FTES	12,643	12,699	11,912	11,559	11,429	11,191

**Fall Semester Financial Forecast
Analysis of Operating & Capital Funds
Fiscal Year 2013/2014
At 3/15/14**

	Operating Fund	Capital Fund	Combined Funds
Revenues:			
Tuition	\$ 39,998,435	\$ -	\$ 39,998,435
State	10,293,332	1,622,295	11,915,627
County	21,456,909	1,622,296	23,079,205
General Service Fees	4,579,344	1,105,448	5,684,792
Non-Credit Income	2,821,644	19,000	2,840,644
Interest Income	123,740	-	123,740
Other Fees	1,443,064	3,589,493	5,032,557
Other Income	835,255	-	835,255
Total Revenue	<u>81,551,723</u>	<u>7,958,532</u>	<u>89,510,255</u>
Expenditures:			
Operating	84,643,947	-	84,643,947
Minor Capital	-	215,000	215,000
Renewals & Replacements	-	6,142,509	6,142,509
TIP Program	-	3,211,327	3,211,327
Capital Improvement Plan	-	100,000	100,000
Debt Service	-	2,066,436	2,066,436
Total Expenditures	<u>84,643,947</u>	<u>11,735,272</u>	<u>96,379,219</u>
Excess Expense/Revenue	<u>(3,092,224)</u>	<u>(3,776,740)</u>	<u>(6,868,964)</u>

Spring Semester Financial Forecast
Analysis of Operating Fund
Fiscal Year 2013/2014
At 3/15/14

	2012/2013 Actual	2013/2014 Revised Budget	Additional Excess / Needs	Requested Revised Budget
Revenues:				
Tuition	\$ 40,792,432	\$ 40,110,324	\$ (111,889)	\$ 39,998,435
State	10,417,121	10,417,065	(123,733)	10,293,332
County	21,456,909	21,456,909	-	21,456,909
General Service Fees	4,692,795	4,624,007	(44,663)	4,579,344
Non Credit Income	3,000,400	3,000,000	(178,356)	2,821,644
Interest Income	152,299	185,000	(61,260)	123,740
Other Fees	1,477,562	1,500,000	(56,936)	1,443,064
Other Income	886,414	950,000	(114,745)	835,255
Total Revenue	82,875,932	82,243,305	(691,582)	81,551,723

Expenditures:

Educational Services	43,723,225	44,406,564	(1,762,527)	42,644,037
Business & Comm Develop	2,894,108	2,844,859	(150,603)	2,694,256
Finance & Operations	6,636,354	6,365,035	(191,297)	6,173,738
President's Office	8,125,302	7,965,702	(88,353)	7,877,349
Dev, Comm & Gov Relations	540,315	573,220	21,159	594,379
Benefits	16,649,789	19,444,747	(2,516,144)	16,928,603
General Institutional	3,707,570	6,314,035	(1,353,130)	4,960,905
Utilities	2,558,092	2,898,980	(128,300)	2,770,680
Total Expenditures	84,834,756	90,813,142	(6,169,195)	84,643,947

Excess Revenue/(Expenditure:	(1,958,824)	(8,569,837)	5,477,613	(3,092,224)
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Appropriation from reserves

at 3/15/14	\$ (1,958,824)	\$ (8,569,837)	\$ 5,477,613	\$ (3,092,224)
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Appropriation from Reserves:

Operating	\$ 3,092,224
Capital	3,776,740
Total	\$ 6,868,964

Spring Semester Financial Forecast
Analysis of Capital Fund
Fiscal Year 2013/14
At 3/15/14

	Budget	Projected Expenditures
Expenditures:		
Minor Capital	\$ 500,000	\$ 215,000
WSLC/ Big Four Debt Service	1,120,227	1,824,863
Freehold Debt Service	-	241,573
TIP/Tech Program	3,240,454	3,211,327
Renewals & Replacements- FY12	8,500,000	3,244,591
Renewals & Replacements- FY13	1,500,000	-
Renewals & Replacements- FY14	4,250,000	-
GO Bond	12,000,000	-
GO Bond Match	4,000,000	720,000
Equipment Leasing Fund (ELF)	2,724,303	-
Hi Ed Technology (HETI)	1,160,562	-
Hi Ed Technology (HETI) College	1,160,562	-
Infrastructure	900,000	900,000
ADA & Miscellaneous	385,543	18,715
Capital - Fascia	-	499,483
Capital - Neptune	-	494,000
BCD Tech Fee	-	15,000
OneCard	106,200	250,720
Capital Improvement Plan	-	100,000
	<u>\$ 41,547,851</u>	<u>\$ 11,735,272</u>

	Budget	Projected Revenue
Revenues:		
Chapter 12	\$ 14,500,000	\$ 3,244,591
County Bond	2,000,000	-
State Higher Ed Bond	12,000,000	-
State HETI	1,160,562	-
State ELF	2,724,303	-
Debt Service Fees	1,120,227	1,105,448
TIP/Tech	2,240,454	3,211,327
BCD Tech Fee	-	19,000
One Card	-	59,416
Capital Improvement Plan	-	318,750
	<u>\$ 35,745,546</u>	<u>\$ 7,958,532</u>

Net Revenue/Expense: \$ (3,776,740)

Attachment WS-1**2.3 and 2.4****Bylaw Revisions and Board Policy for Lodging**

The Board of Trustees and the College Administration continues to review and revise, where appropriate, Board Policies and College Regulations. The goal of the review is to ensure effective policies that meet legal or regulatory requirements; complement Board Bylaws; support compliance; reduce risk, conserve resources and promote consistency in processes and outcomes.

BYLAW 1.5130 Minutes of Meetings

At the **Policy and Education Committee** meeting of the Board of Trustees, held 14 April 2014, the committee reviewed College Bylaw 1.5130 Minutes of Meetings, and concurred with edits proposed by College Counsel. The committee recommends lodging of the revision to Bylaw 1.5130 as reflected below.

1.5130 Minutes of Meetings

Minutes of regular and special meetings of the Board and of the Executive Committee are public records. Written minutes shall be distributed to the Board and such other persons as the Board may designate and shall be posted at the College. The Minutes shall be available to any person and shall be kept on file at the College as a permanent record of official actions of the Board.

The ~~minutes shall document record~~ the names of the members present, the subjects considered, the actions taken, and the vote of each member. A Trustee voting on an issue may state his/her reasons and have them ~~documented recorded~~ in the minutes if he so requests at the time of voting.

~~Minutes of executive sessions from which the public is excluded pursuant to the Open Public Meeting Act, N.J.S.A. 10:4-14 shall likewise be documented and shall be disclosed to the public in accordance with the Open Public Meetings Act when the subject of discussion in executive session no longer requires confidentiality. discussing negotiations, labor relations and personnel matters, shall be likewise recorded but shall not be a public record, unless the Board, after consultation with legal counsel, votes to disclose the minutes to the Public.~~



BOARD OF TRUSTEES

General Functions

Administration

Human Resources

Finance & Facilities

Policy & Education

Minutes shall be ~~documented~~ ~~recorded~~ of all committee meetings which shall contain the names of the members present, the subjects discussed, and the recommendations to be made, if any.

BOARD POLICY 1.5141 Procedural Rules for Hearings

At the **Policy and Education Committee** meeting of the Board of Trustees, held 14 April 2014, the committee reviewed Board Policy 1.5141 Procedural Rules for Hearings, and concurred with edits proposed by College Counsel. The committee recommends lodging of the revision to Board Policy 1.5141 as reflected in the attached.

The Policy and Education committee recommends lodging of Board Bylaw 1.5130 and the President recommends that the Board of Trustees approve revisions and lodging of Board Policy 1.5141 Procedural Rules for Hearings.

BROOKDALE COMMUNITY COLLEGE

BOARD POLICY

1.5141

I. Title of Policy

Procedural Rules for Hearings

II. Objective of Policy

To establish rules for hearings before the Board of Trustees.

III. Authority

Higher Education Restructuring Act of 1994, Section 6(f); Board Bylaws 1.5060 Meetings in General, and 1.5140 Appearances and Hearings before the Board

IV. Policy Statement

The Higher Education Restructuring Act of 1994 : NJSA 18A:3B-6 (f) grants to each public institution of higher education final authority to determine controversies and disputes concerning tenure, personnel matters, and other issues arising under title 18A of the New Jersey Statutes.

To implement this authority, rules for conduct of such hearings have been established and ~~must~~ conform to the “Administrative Procedures Act,” P.L. 1968, c. 410 (c.52:14B-1 et seq.); applicable sections of the collective bargaining unit agreements, and/or employee handbook for non-represented employees, and Board Policy 6.3000 Student Conduct.

~~The public has the right to speak at a public meeting of the Board; speakers will be treated consistently as to time to comment and manner of comment. How much time is allowed for each speaker, the timing of the comment within the meeting’s framework, and determination of whether comments are permitted at a particular meeting, are all within the discretion of the Chair of the Board.~~

~~Any individual or group may petition the Board for a Hearing before the Board, the applicant for such a hearing shall file with the Administrative Assistant to the Board a written request, together with the question or topic for discussion or presentation, at least 48 hours prior to the scheduled Meeting and/or Hearing.~~

V. Responsibility for Implementation

Board of Trustees

Approved: Board of Trustees
6/29/95

Revised: Board of Trustees

Lodged: February 2014

PROPOSED FOR LODGE OF REVISION - 23 APRIL 14

The reconsideration of a vote shall be moved only by a Trustee who voted with the majority and only at the same meeting at which the vote was taken. If the motion to reconsider prevails, the matter under consideration shall be decided at that or the next regular meeting, and the matter as thus finally decided shall not be revived within a period of six months unless by consent of a two-thirds majority of the Board.

1.5110 Agenda

A draft agenda shall be prepared by the President, after consultation with the Board Chair and Executive Committee, and distributed to Board Members within five days prior to a meeting to allow the provision of notices required hereunder. A final agenda will be adopted by the Board at or soon after the start of public Board meetings; the Board may make any changes it wishes before voting to adopt it. Items that are not on the agenda may be considered by consent of the majority of the Trustees present at the meeting.

The Board will meet in Workshop, Executive and Regular Sessions as appropriate. Workshops will operate with a Consent Agenda whereby routine and/or actions or decisions of less significance in Finance, Human Resources, and Grants will be authorized to proceed for action at the Regular Meeting. An item may be moved from the Consent Agenda upon consensus of the Board and acted upon separately.

1.5120 Parliamentary Rules

Robert's Rules of Order, Revised, shall be followed in conducting the meetings of the Board except as otherwise provided by the Board. College Counsel shall act as Parliamentarian at Board meetings.

1.5130 Minutes of Meetings

Minutes of regular and special meetings of the Board and of the Executive Committee are public records. Written minutes shall be distributed to the Board and such other persons as the Board may designate and shall be posted at the College. The Minutes shall be available to any person and shall be kept on file at the College as a permanent record of official actions of the Board.

The **minutes shall document** the names of the members present, the subjects considered, the actions taken, and the vote of each member. A Trustee voting on an issue may state his/her reasons and have them **documented** in the minutes if he so requests at the time of voting.

Minutes of executive sessions from which the public is excluded pursuant to the Open Public Meeting Act, N.J.S.A. 10:4-14 et seq. shall likewise be documented and shall be disclosed to the public in accordance with the Open Public Meetings Act when the subject of discussion in executive session no longer requires confidentiality. .

Minutes shall be **documented** of all committee meetings which shall contain the names of the members present, the subjects discussed, and the recommendations to be made, if any.

1.5140 Appearances and Hearings before the Board

Board of Trustees Brief**Topic: Honorary Degree****General Issue Overview:**

In accordance with College regulation 2.0012R, Official Recognition of Members of Community and Guests of the College, the Honorary Degree Committee met and nominations for honorary degree recipients were solicited and evaluated, after which the Committee voted on proposed candidates. The committee selected Cynthia (Cindy) Zipf, Executive Director of Clean Ocean Action and Captain Marshawn Love, of the Asbury Park Police Department and presented their names to President Maureen Murphy. The nominees would receive the award at the May 16, 2014 commencement ceremonies.

Recommendation:

The President recommends to the Board of Trustees that she be authorized to present to candidate(s) Cindy Zipf and Marshawn Love an honorary associate degree at Commencement, 2014.

Bios:**Cindy Zipf**

In 1984, when the waters off the NY/NJ coasts were known as the “Ocean Dumping Capitol of the World”, the COAlition was formed and consisted of 20 founding organizations. As a founder and a staff of one, Cindy ran the coalition from her apartment above the hardware store in Sea Bright, NJ. Today, the coalition boasts over 130 organizations, a professional staff of nine full-time employees, and an office located at Sandy Hook.

Zipf uses her passion for science and advocacy to create campaigns and programs to drive public policy and reduce pollution. She is at the helm of COA, the lean, green, ocean pollution fighting machine that is the only full-time ocean advocacy organization dedicated exclusively to the NY and NJ region. She reviews and evaluates regional, state, and federal policies for impacts to marine water quality and, through science and research works toward solutions for issues of concern. Cindy is a graduate of the University of Rhode Island with a B.A. in Geography and Marine Affairs with a special emphasis in marine science.

Marshawn Love

Marshawn Love was born and raised in Asbury Park. He graduated from Asbury Park High School in 1991 as the Salutatorian. He attended Virginia Wesleyan College on a basketball scholarship and majored in Business Administration. In 1996, he returned to Asbury Park and was hired as a Police Officer. He has spent much of his adult life trying to be a role model, a coach, sometimes a second parent, and always a concerned advocate for Asbury’s youth.



Marshawn worked his way up the ranks serving as Detective, Detective Sergeant, Lieutenant and was promoted to Captain in 2011. He exemplifies the role of a community police officer by connecting and engaging with people throughout the city. He has overseen the department's community relations efforts in the schools and the beachfront and has assumed charge of patrol responsibilities. He has taken a lead role in the department's new "Coffee with a Cop" program whereby officers meet with residents on a personal level in an effort to gain more community trust.

**Tim Zeiss, Executive Director, Foundation and Alumni Affairs and Eric Goll, Chemistry Professor
Honorary Degree Committee Co-Chairs**

Wednesday, April 23, 2014
Navesink I & II – Student Life Center
Brookdale Community College

5:00 p.m. BOARD OF TRUSTEE WORKSHOP

- A. Call to Order
- B. Reading of Statement and Roll Call
- C. Resolution to hold a Closed Meeting
- D. Motion to Re-open the Meeting to the Public
- E. Adoption of Agenda for Workshop and Public Meeting – **Agenda Tab**
- F. Information & Discussion Items -
 - 1. Semester Forecast – **Spring Forecast Tab**
 - 2. Report of Policy and Education Committee –
 - a. Promotions and Performance Recognition – **HR Tab**
 - b. Lodging: Revision to Bylaw 1.5130 Minutes of Meeting and Board Policy 1.5141
Procedural Rules for Hearings – **WS-1**
- G. Report of Executive Committee
 - a. Format for Minute Taking at Board Meetings
 - b. Honorary Degree Recipients – **WS-2**
- H. Report of Audit Committee
- I. Report of Finance & Facilities Committee – **Finance Tab**
- J. Ad Hoc Governance Committee Update

Review of Consent* Agenda and Business Meeting Agenda - Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.

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

Wednesday, April 23, 2014
Navesink I & II – Student Life Center
Brookdale Community College

6:35 p.m. BOARD OF TRUSTEE PUBLIC BUSINESS MEETING – AGENDA TAB

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Reading of Statement and Roll Call**
- D. Public Comment on Agenda Items**
- E. Approval of Minutes of the March 20, 2014 Workshop/Public Meeting – PBM 1**
- F. Brookdale Spotlight**

Spotlight	Mission-Based Indicators	Jubilee Plan Goals
ALPFA Club	Student Success and	Goal 1: Inspire Student
Paul Geissler	Progress	Success
Sarah McElroy	Quality and Excellence	Goal 2: Maximize Resources
Justin Melendez	Value Added to the	Goal 3: Strengthen and
	Community	expand Brookdale's alliances
		and partnerships
		Goal 4: Leverage Brookdale's
		Excellence

Faculty Promotions

Performance Recognition

G. APPROVAL ITEMS – Consent Agenda Tab – PBM -2

(1.51.)

Acceptance of Gifts

Quality and Excellence
Value Added to the
Community

Goal 2: Maximize Resources
Goal 4: Leverage Brookdale's
Excellence

(2.1)

Application for Grants

Quality and Excellence
Value Added to the
Community

Goal 2: Maximize Resources
Goal 4: Leverage Brookdale's
Excellence

BOARD OF TRUSTEES
General Functions

Administration

Human Resources

Finance & Facilities

Policy & Education

(2.3) Lodging of Bylaw 1.5130	Quality and Excellence Value Added to the Community	Goal 2: Maximize Resources Goal 4: Leverage Brookdale's Excellence
(2.4) Lodging of Board Policy 1.5141	Quality and Excellence Value Added to the Community	Goal 2: Maximize Resources Goal 4: Leverage Brookdale's Excellence
(3.1) HR Tab Approval of Human Resources	Quality and Excellence	Goal 2: Maximize Resources
(4.1) Finance Tab Monthly Financial Report	Quality and Excellence Access	Goal 2: Maximize Resources
(4.2) Purchases in Excess of \$34,100 and NJ "Pay-to- Play" bids, and Pursuant to the NJ "Pay-to-Play" Process, in Excess of \$17,500	Quality and Excellence	Goal 2: Maximize Resources
(4.2a) Change Order Request Report	Quality and Excellence	Goal 2: Maximize Resources

(4.2b)

**Open Invoice Payment
Requests for Vendor,
Student, and Employee
Payments**

Quality and Excellence

Goal 2: Maximize Resources

Additional Approval Items

If any items have been removed from the consent agenda they will be considered at this time

- I. Public Comment**
- J. Old/New Business**
- K. Adjournment of Public Business Meeting**

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Workshop Meeting

Thursday, March 20, 2014

Brookdale Community College
Warner Student Life Center
Navesink I (SLC 216)
Lincroft, New Jersey

- A. Chair Butch called the meeting to order at 5:07 p.m.
- B. Ms. Brennan then read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., adequate notice of this meeting of the Board of Trustees was provided in the following manner:
1. On March 12, 2014, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 2. On March 12, 2014, advance written notice of this meeting was faxed to: *The Asbury Park Press* and *The Star Ledger*.
 3. On March 12, 2014, advance written notice of this meeting was filed with the Clerk of the County of Monmouth."

Roll Call:

Present:	Mr. Brian Butch Chair	Mrs. Lucille Jones (arrived 5:10PM)
	Ms. Tracey Abby-White, Trustee	Mr. Charles Karcher, Trustee
	Mr. William G. Dalton, Trustee	Mr. Joseph Passiment, Jr., Trustee
	Mr. Joseph DiBella, Trustee (arrived 6:05PM)	Mr. Gary Tolchin, Trustee
	Mr. William G. Dalton, Trustee	
Absent:	Ms. Lora Campbell, Trustee	Mr. Zachary Eisenberg, Trustee
		Dr. Carl Guzzo, Trustee

At that time, Chair Butch requested that the Resolution for a closed meeting be read:

RESOLUTION

WHEREAS, the Board of Trustees of Brookdale Community College proposes to discuss the following subject: Human Resources; and

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

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that a meeting of said Board shall be held, at which the public shall be excluded, on Thursday, March 20, 2014 at approximately 5:00 p.m. for the purpose of discussing Human Resources; and

BE IT FURTHER RESOLVED that the discussions on Human Resources can be disclosed to the public when the matters have been concluded.

Motion to close the session was made by Trustee Flaherty and seconded by Trustee Abby - White. All other Trustees approved of motion. Chair Butch requested that the Board move to the Trustees Conference Room for Executive Session. All Trustees concurred. Adjourned to Executive Session

Motion made to resume meeting at 5:55PM by Trustee Passiment and seconded by Trustee Jones.

Roll Call:

Present:	Mr. Brian Butch Chair	Mrs. Lucille Jones
	Ms. Tracey Abby-White, Trustee	Mr. Charles Karcher, Trustee
	Mr. William G. Dalton, Trustee	Mr. Joseph Passiment, Jr., Trustee
	Mr. Joseph DiBella, Trustee	Mr. Gary Tolchin, Trustee
	Mr. David G. Flaherty, Trustee	

Two changes: Student Mr. Baratta has requested to speak and his materials regarding Veterans and Policy 1.5141 Procedure for Hearings has been removed from the Agenda and forwarded to Policy & Education Committee for their review.

Motion to adopt agenda for Open and Public meetings made by Trustee Flaherty and seconded by Trustee Passiment. All Trustees concurred.

Chair Butch advised that the Executive Committee via conference had met on March 5, 2014 and agreed on the Agenda.

TOPIC & DISCUSSION	ACTION & Follow Up Actions
Public Comment: Mr. Jeremy Baratta (student) spoke to the Board regarding the information he had provided on providing lower tuition to active duty military and their dependents (in-county tuition rate). The Board responded that there was some legislature pending and that this matter required investigation by committee.	Matter referred to both Finance & Facilities Committee and Policy & Education Committee for review and to be brought back to the Board upon completion by the Committees of their review.
Capital Projects/Funding: Ms. Lawrence (VP of Finance & Facilities) provided a report on the great number of pending projects: (1) Wall HEC: GEO Bond monies have been received and an architect is working on the design so that this project may be moved further; Lease agreements have been received; we may begin to draw from the \$12M; demo was delayed due to weather; lead abatement to be completed in April; (2) Roof replacement Study was done and the project to replace roofs will be rolled out; (3) Work on the 8 Science Labs in MAS Will commence and Chapter 12 funds are being applied for this project; (4) Freehold BC: replacing and renovation of lot 1, window replacement and sprinkler system will be commencing; (5) Back campus walkways between PAC and Student Life Center are to be repaired;	

<p>(6) Energy efficient external lighting is being installed on walkways in Lincroft;</p> <p>(7) Improve Student spaces. Students need more spaces to have more informal meetings or work on projects.</p> <p>Ms. Lawrence reported that out of the total of \$38M needed for the projects and Brookdale only contributed \$2M</p>	
<p>Policy & Education Committee update on Sabbaticals: Trustee Jones reported on Sabbaticals & Transitional Sabbaticals:</p> <p><u>Traditional (4):</u> Dan Leyes intends to write and self-publish an e-book on Public Speaking and Communication. Phyllis Shafer will attend the Mid-Career Fellowship Program for Teaching and Learning at Princeton University. Lori Uffer will travel to Southern Highlands, NC, to spend time with the community of ceramic, glass, metal, jewelry, wood and fiber artists who reside there. Nancy Noe intends to complete a Master's degree in Professional and Technical Communication</p> <p><u>Transitional (2):</u> Stuart Thomas proposes to research and design a photography course that is based on the most recent and widely used smart-phone cameras and related technology. Gabe Longo intends to provide the College with a direct record of the Brookdale faculty experience from its earliest days, to create a lasting link with our formative culture.</p>	<p>Chair Butch requested that those receiving sabbaticals come to the Board when completed to report on their project and experiences.</p>
<p>President's Jubilee Commission (PJC):</p> <p>Dr. Webster Trammell reported that the President's Jubilee Commission is comprised of 13 employees and they have had over 20 minutes and the draft report has been culled from 1200 pages to 28 pages. The draft report was given to Dr. Murphy and the final report should be completed in April. The appendices will be given to Dr. Murphy shortly which will contain observations regarding efficiencies and duplication of services.</p> <p>Dr. Murphy reported that this was an extraordinary project with flawless methodically was spot on as well as a good thing for the College. We are the first institution to take this to the level this has been done.</p>	<p>Chair Butch requested that the Commission come to a future Board meeting to be recognized for their hard work.</p>
<p>Executive Committee Report</p> <p>There was a discussion regarding audio recording of meetings and making available on the College's webpage. The discussion continued regarding the maintenance of the recording, how long it must be available, etc. College Counsel to research this matter. Trustees also raised the question whether the By-laws required taping of the Executive Session and when the minutes of Executive Session needs to be released to the public. Also Trustee Flaherty asked that the By-laws mirror the language of the statute.</p> <p>There was discussion regarding the difference between transcripts and minutes and that our past minutes are very lengthy but not a true transcript. For the month of March the new format would be a test and it would be decided at the April meeting whether to proceed with the new format.</p>	<p>To be discussed at the April Board meeting if new format is acceptable</p>
<p>Interest Based Bargaining: Chair Butch advised that there was a brief on Interest Based Bargaining in the Board packet and that the College is in negotiations with Professional Staff Association and the Administrators Association. He asked if anyone was present from the Team, to stand.</p>	

Chair Butch acknowledged Ms. Arnold.	
<p>Policy & Education Committee update on Grants: Trustee Abby-White reported as follows: <u>College Readiness Now Grant:</u> The NJCCC has announced a partnership between the Office of the NJ Secretary of Higher Education and New Jersey's 19 community colleges on the improvement of college readiness of graduating high school students through the College Access Challenge Grant program. Brookdale was appropriated \$46,643 to which it will add an additional \$23,322 (50% of the State's award) for a total of \$69,965 to be used in this initiative. Brookdale will be partnering with two Monmouth County high schools in this undertaking: Long Branch and Academy Charter. <u>Plus 50 Grant:</u> This is a competitive grant issued through the (AACC) designed to assist students 50 years old and above to complete a college degree or certificate; The grant establishes workshops in a "boot camp" format to help returning students overcome impediments such as a lack of technological literacy and test taking anxiety; <u>Roadmap Grant:</u> This is a grant offered through the (AAC&U) that helps colleges foster student success and completion; Brookdale has designed a step by step guide that helps students understand what to do from admission through graduation; <u>Veterans' Center:</u> This effort creates a one-stop Center to assist in processing and certifying eligibility for Veterans and active duty military; It will also assist students with the VA to address appeals and potential processing issues and delays. The Center will provide counseling, programming and referral services utilizing resources from the Counseling division and volunteers from the Monmouth County veteran community. Trustee Jones discussed the new Associate in Science in Public Health. Brookdale Community College, County College of Morris, Mercer County Community College, and Middlesex County College have formed a consortium to develop an Associate degree in Public Health that is transferable to baccalaureate programs offered by Montclair State University, Rutgers University – Bloustein School of Planning and Public Policy, and William Paterson University.</p>	
<p>Finance & Facilities Committee update: Ms. Lawrence reported that there was a Facilities Brief in the packet; renewal of College Counsel and Labor Counsel contracts which is the annual renewal approved by the Board previously. Dr. Murphy advised that all professional contracts are on a cycle for review.</p>	
<p>Ad Hoc Governance Committee update: Trustee Karcher reported that the <i>Ad Hoc</i> Governance Committee had met and have two initiatives: 1. Board self-evaluation: In April the form will be provided with a May evaluation and the self-evaluation completed and disseminated in June. 2. Evaluation of the President: Discuss in May, evaluation to be done in June and shared with Dr. Murphy in July.</p>	<p><u>Ad Hoc</u> Governance Committee to provide the documentation for the 2 evaluations</p>
<p>Policy Update:</p>	<p>1.2051 has been revised to</p>

<p>Trustee Jones reported that Policy 1.2051 Declaration <i>of Financial Exigency</i> has been referred to the Board's Governance committee for further discussion.</p> <p>Dr. Murphy discussed the comment process the College will utilize during the Policy review. A number of policies will be posted on the Policy & Regulation Portal page (the policies are listed on the Policy & Education Agenda in the Board packet) to solicit comment from the College community.</p> <p>Trustee Abby-White spoke about attending the Wilbur Ray Dinner and how 19 organizations and people were acknowledged for their hard work; the Scholarship Reception where 220 students, parents and donors were present and what a wonderful reception it was and was run very efficiently. The Foundation has given out over \$3.5M in scholarships over the years.</p> <p>She advised that she will be attending the Barringer Dinner March 28th.</p>	<p>reflect the public comments received at the February meeting and we expect additional edits before we share it with everybody.</p> <p>They will be brought to the P&E committee in draft form after a 30-day college-wide review.</p>
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Motion to Adjourn was made by Trustee Passiment and seconded by Trustee Abby-White. All concurred.

Respectfully submitted



Maureen Murphy, Ph.D., Secretary

/b

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Meeting

Thursday, March 20, 2014

Brookdale Community College
Warner Student Life Center
Navesink I (SLC 216)
Lincroft, New Jersey

- A. Chair Butch called the meeting to order and the Pledge of Allegiance was said.
- B. Ms. Brennan then read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., adequate notice of this meeting of the Board of Trustees was provided in the following manner:
1. On March 12, 2014, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 2. On March 12, 2014, advance written notice of this meeting was faxed to: *The Asbury Park Press* and *The Star Ledger*.
 3. On March 12, 2014, advance written notice of this meeting was filed with the Clerk of the County of Monmouth."

Roll Call:

Present:	Mr. Brian Butch Chair	Mrs. Lucille Jones
	Ms. Tracey Abby-White, Trustee	Mr. Charles Karcher, Trustee
	Mr. William G. Dalton, Trustee	Mr. Joseph Passiment, Jr., Trustee
	Mr. Joseph DiBella, Trustee	Mr. Gary Tolchin, Trustee
	Mr. David G. Flaherty, Trustee	
Absent:	Ms. Lora Campbell, Trustee	Mr. Zachary Eisenberg, Trustee
		Dr. Carl Guzzo, Trustee

TOPIC & DISCUSSION	VOTES TAKEN	ACTION & Follow Up Actions
Statement regarding March 4, 2014 meeting – no comments from public		
Minutes: Minutes of the February 19, 2014 Workshop and Public meeting were approved.	Motion made by Trustee Dalton and seconded by Trustee DiBella and carried by the following vote: AYES: Trustees Butch, Dalton, DiBella, Flaherty, Jones, Karcher and Tolchin NAYS: None ABSTENTIONS: Trustees Abby-White and	

	Passiment	
Public Comment on agenda: No comments.		
<p>BCC Spotlight: Dr. Murphy advised that both Men's and Women's basketball took Nationals last week and we are very proud of them. We are especially proud that the Women's basketball team won NJCAAP Division 3 Sportsman Award.</p> <p>Trustee Tolchin announced that PTK had received 5 star honors. He commented on how hard the PTK students had worked on the C-4 carnival and was very proud of their work. The Board hopes some of the students will attend a future meeting. Dr. Murphy also announced that 2 of our PTK students are on the All USA Academic Team.</p> <p>Chair Butch introduced Ms. Marie Lucier, Dean of OBCD. Ms. Lucier spoke about the Small Business Development Center which was formed as part of a pilot program by Congress in 1978. The Center is grant funded and provides counselling and was the first Center in NJ. They became very active during Superstorm Sandy and worked along with MODC on assisting survivors of the storm. They have just moved into a larger space in the Library. Ms. Lucier introduced the staff of the Center and the Board thanked them for their good work.</p>		
<p>Approval of Consent Agenda: A motion was made by Trustee Passiment and seconded by Trustee Abby-White to approve the Consent Agenda.</p>	<p>Motion made by Trustee Dalton and seconded by Trustee DiBella and carried by the following vote: AYES: Trustees Butch, Abby-White, Dalton, DiBella, Flaherty, Jones, Karcher, Passiment and Tolchin NAYS: None ABSTENTIONS: None</p>	
<p>Sabbaticals: Faculty Phyllis Shafer, Lori Uffer and Nancy Noe thanked the Board for granting their Sabbaticals and advised what their field of study was going to be.</p>		
<p>2.3 Approval of 1.3035 Presidential Screening Process. Dr. Murphy answered questions regarding the difference between this Policy and the corresponding Regulation and confirmed the Board's authority in hiring a consulting firm and going thru the screening process.</p>	<p>Motion made by Trustee Passiment and seconded by Trustee Jones and carried by the following vote: AYES: Trustees Butch, Abby-White, Dalton, DiBella, Flaherty, Jones, Karcher,</p>	

	Passiment and Tolchin NAYS: None ABSTENTIONS: None	
5.3 Curriculum: The Policy & Education Committee put forth approval of a new Associate in Science in Public Health.	Motion made by Trustee Abby-White and seconded by Trustee Dalton and carried by the following vote: AYES: Trustees Butch, Abby-White, Dalton, DiBella, Flaherty, Jones, Karcher, Passiment and Tolchin NAYS: None ABSTENTIONS: None	
<p>Public Comment: <u>Phyllis Shafer</u> spoke to inform the Board about the Annual Teen Arts festival and praised Marie Maber who works so diligently and works her spring break to complete this program. There is not only artwork but ceramics, photographs, etc. showcased in the CVA gallery. Last year over 2000 students came on campus to view this Festival and it is an excellent opportunity for high school students to become familiar with the campus.</p> <p><u>Karyn Arnold</u> (President of Administrator's Assn) highlighted the work done by her Assn. members: Mary Jo Burkhard was elected & appointed Adjutant of American Legion Post 266 in Neptune. Michael A. Medley represented BCC College at Centenary College's 3rd Annual Sports Management Conference serving on a panel which discussed Event/Facility Operations. Laura Qaissaunee received her Master's degree in Professional Studies in Political and Governmental Relations from George Washington University. Marguerite Stocker has been appointed to two steering committees: The Monmouth Museum Benefits steering committee and the College Bookstore's national organization National Association of College Stores (NACS) Leadership Steering Committee.</p> <p>Norah Kerr-McCurry has had her proposal accepted for presentation at the NJEDGE.Net 15th Annual Faculty Showcase.</p> <p>Nancy S. O'Shea is pleased to announce that the Brookdale Testing Center administered the first 2014 Version of the GED (General Education Development) test in the State of NJ. The 2002 version of the GED had expired on December 31, 2013, and due to delays in approving a new test</p>		

<p>by the State, testing was not immediately available in 2014. Many testing centers worked tirelessly to open up testing to candidates and Brookdale was honored to be the first to administer the new test on March 5, 2014, after a two month delay in which students were unable to test to earn their high school diploma. Ms. Arnold thanked Tim Zeiss and Lore Milione of the Foundation Office and Stephanie Fitzsimmons and Eileen Kenavan of the Financial Aid Office and all the volunteers who worked on the successful Scholarship Reception.</p> <p>Ms. Arnold reported that the AA is working with the College Management Team in IBB. There were 3 meetings with very lengthy and interesting conversations. We are working in a much more collegial manner than we have in the past. I look for this to be a new way for all sides to work together and come to consensus for the benefit of the college, the students we serve, and the employees who provide this educational experience.</p>		
There was no old or new business to come before the Board.		
<p>St. John Vianney High School:</p> <p>Chair Butch advised that Dr. Murphy would introduce the representatives from St. John Vianney High School as Brookdale was going to enter into an agreement.</p>		

Motion to discuss was made by Trustee Passiment and seconded by Trustee Abby-White.

Motion made by Trustee Passiment and seconded by Trustee Abby-White and carried by the following vote:

AYES: Trustees Butch, Abby-White, Dalton, DiBella, Flaherty, Jones, Karcher, Passiment and Tolchin

NAYS: None

ABSTENTIONS:

None

Meeting adjourned at 7:15PM

Respectfully submitted



Maureen Murphy, Ph.D., Secretary

Notes regarding execution of Agreement with St. John Vianney High School:

Dr. Murphy spoke about the new extended Dual Admissions Agreement with St. John Vianney High School for an Early College Academy. She thanked Executive Vice President Dianna Phillips, Dean of Academic Affairs Nancy Kegelman and Academic Division Dean Franklyn Rother for all of their hard work in working this Agreement out.

Mr. Joseph Deroba, President and Mrs. Steven DiMezza, Principal of St. John Vianney High School spoke about how this was a wonderful opportunity for their students, their parents, St. John Vianney and Brookdale Community College.

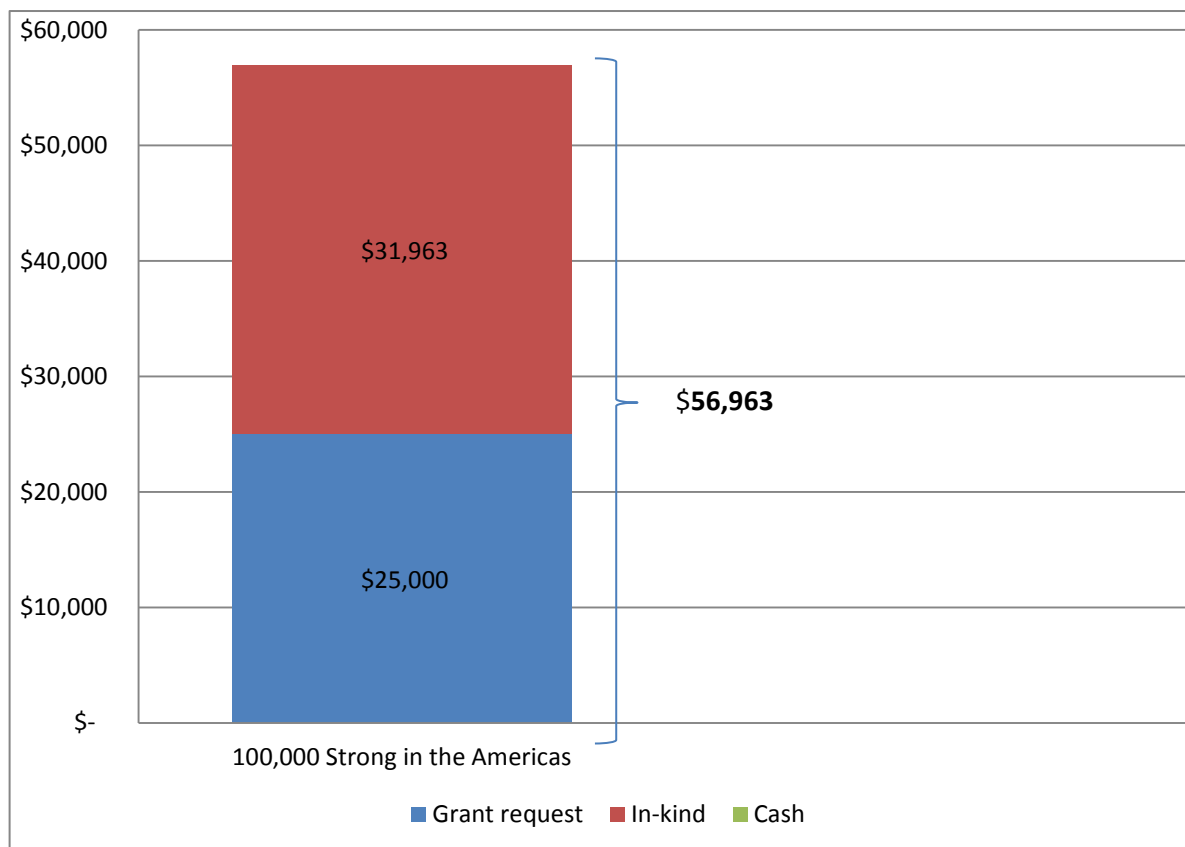
The Memorandum of Understanding was executed.

2.1 Application for Grants

Executive Summary

Grant Request and College Contribution Analysis

	Grant request	In-kind	Cash	Total
100,000 Strong in the Americas	\$ 25,000	\$ 31,963	\$	56,963
			\$	56,963





BOARD OF TRUSTEES AGENDA

1 General Functions

2 Administration

3 Human Resources

4 Business & Finance

100,000 Strong in the Americas

Brookdale has submitted a proposal to the Partners of Americas (Partners), the US Department of State (DOS) and NAFSA: Association of International Educators on April 1, 2014, under its 100,000 Strong in the Americas Initiative: Promoting Study Abroad Partnerships for Innovation and Collaboration. The goal of this program is to develop a framework for a sustainable study abroad partnership between Brookdale Community College and Pontifícia Universidade Católica de Goiás (PUC Goiás) in order to achieve the aims of the 100,000 Strong in the Americas program.

Key components of this framework include 1) sending Brookdale students and receiving Brazilian students in a program that incorporates service learning 2) decreasing barriers to student mobility and 3) expanding access to study abroad in Latin America. The International Education Center will administer the grant under the supervision of Dr. Janice Thomas, Director.

The total grant amount requested is **\$25,000** and includes an in-kind college match of **\$31,963** for a total of **\$56,963**.

Recommendation:

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

BROOKDALE COMMUNITY COLLEGE**BOARD POLICY****1.5141****I. Title of Policy**

Procedural Rules for Hearings

II. Objective of Policy

To establish rules for hearings before the Board of Trustees.

III. Authority

Higher Education Restructuring Act of 1994, Section 6(f); Board Bylaws 1.5060 Meetings in General, and 1.5140 Appearances and Hearings before the Board

IV. Policy Statement

The Higher Education Restructuring Act of 1994 ; NJSA 18A:3B-6 (f) grants to each public institution of higher education final authority to determine controversies and disputes concerning tenure, personnel matters, and other issues arising under title 18A of the New Jersey Statutes.

To implement this authority, rules for conduct of such hearings have been established and conform to the "Administrative Procedures Act," P.L. 1968, c. 410 (c.52:14B-1 et seq.); applicable sections of the collective bargaining unit agreements, and/or employee handbook for non-represented employees, and Board Policy 6.3000 Student Conduct.

V. Responsibility for Implementation

Board of Trustees

Approved: Board of Trustees
6/29/95

Revised: Board of Trustees

Lodged: February 2014

PROPOSED FOR LODGE OF REVISION - 23 APRIL 14

The President recommends that the Board of Trustees approve revisions and lodging of Board Policy 1.5141 Procedural Rules for Hearings.

BROOKDALE COMMUNITY COLLEGE

BOARD POLICY

1.5141

I. Title of Policy

Procedural Rules for Hearings

II. Objective of Policy

To establish rules for hearings before the Board of Trustees.

III. Authority

Higher Education Restructuring Act of 1994, Section 6(f); Board Bylaws 1.5060 Meetings in General, and 1.5140 Appearances and Hearings before the Board

IV. Policy Statement

The Higher Education Restructuring Act of 1994 : NJSA 18A:3B-6 (f) grants to each public institution of higher education final authority to determine controversies and disputes concerning tenure, personnel matters, and other issues arising under title 18A of the New Jersey Statutes.

To implement this authority, rules for conduct of such hearings have been established and ~~must~~ conform to the “Administrative Procedures Act,” P.L. 1968, c. 410 (c.52:14B-1 et seq.); applicable sections of the collective bargaining unit agreements, and/or employee handbook for non-represented employees, and Board Policy 6.3000 Student Conduct.

~~The public has the right to speak at a public meeting of the Board; speakers will be treated consistently as to time to comment and manner of comment. How much time is allowed for each speaker, the timing of the comment within the meeting’s framework, and determination of whether comments are permitted at a particular meeting, are all within the discretion of the Chair of the Board.~~

~~Any individual or group may petition the Board for a Hearing before the Board, the applicant for such a hearing shall file with the Administrative Assistant to the Board a written request, together with the question or topic for discussion or presentation, at least 48 hours prior to the scheduled Meeting and/or Hearing.~~

V. Responsibility for Implementation

Board of Trustees

Approved: Board of Trustees
6/29/95

Revised: Board of Trustees

Lodged: February 2014

PROPOSED FOR LODGE OF REVISION - 23 APRIL 14

4.1 *Monthly Financial Report*

Operating and payroll disbursements for the month ending February 28, 2014, were \$13,517,434.08.

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

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held April 21, 2014.

Brookdale Community College
Monthly Analysis of Change

	02/28/14	01/31/14	CHANGE	% CHANGE
OPERATING EXPENDITURES *				
Educational Services Division	\$39,684,084	\$ 38,369,118	\$ 1,314,966	3.4%
Benefits & General Institutional	22,038,789	12,170,818	9,867,971	81.1%
Sub Total	61,722,873	50,539,936	11,182,937	22.1%
All other divisions	19,600,089	19,268,387	331,702	1.7%
Total Operating Expenses	81,322,962	69,808,323	11,514,639	16.5%
OPERATING REVENUE				
Tuition	37,000,465	36,810,244	190,221	0.5%
General Service Fees	4,207,516	4,175,292	32,224	0.8%
Sub Total	41,207,981	40,985,536	222,445	0.5%
State Appropriations	6,907,544	6,044,101	863,443	14.3%
County Appropriations	14,304,606	12,516,530	1,788,076	14.3%
All other revenue	10,024,760	9,234,531	790,229	8.6%
Total Operating Revenue	72,444,891	68,780,698	3,664,193	5.3%
CASH & INVESTMENTS				
Cash	6,100,954	13,743,128	(7,642,175)	(55.6)%
Investments	10,000,000	12,000,000	(2,000,000)	(16.7)%
Total Cash & Investments	16,100,954	25,743,128	(9,642,175)	(37.5)%
CAPITAL EXPENDITURES *				
Renewals & Replacements	5,511,371	5,510,138	1,233	0.0%
Minor Capital	4,337,132	4,243,167	93,965	2.2%
Total Capital Expenses	9,848,503	9,753,305	95,198	1.0%
CAPITAL REVENUE				
State	1,148,327	1,135,670	12,657	1.1%
County	1,148,327	1,135,670	12,657	1.1%
Other	5,076,493	4,753,276	323,217	6.8%
Total Capital Revenue	7,373,147	7,024,616	348,531	5.0%
GRANTS				
Federal Grants	1,981,678	1,839,306	142,372	7.7%
State Grants	461,728	445,724	16,004	3.6%
Other Grants	238,400	226,726	11,674	5.1%
Total Grants	\$ 2,681,806	\$ 2,511,756	\$ 170,050	6.8%

Note:

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

Brookdale Community College
Operating Fund
Budget Summary Report
FY14

AS OF FEBRUARY 28, 2014

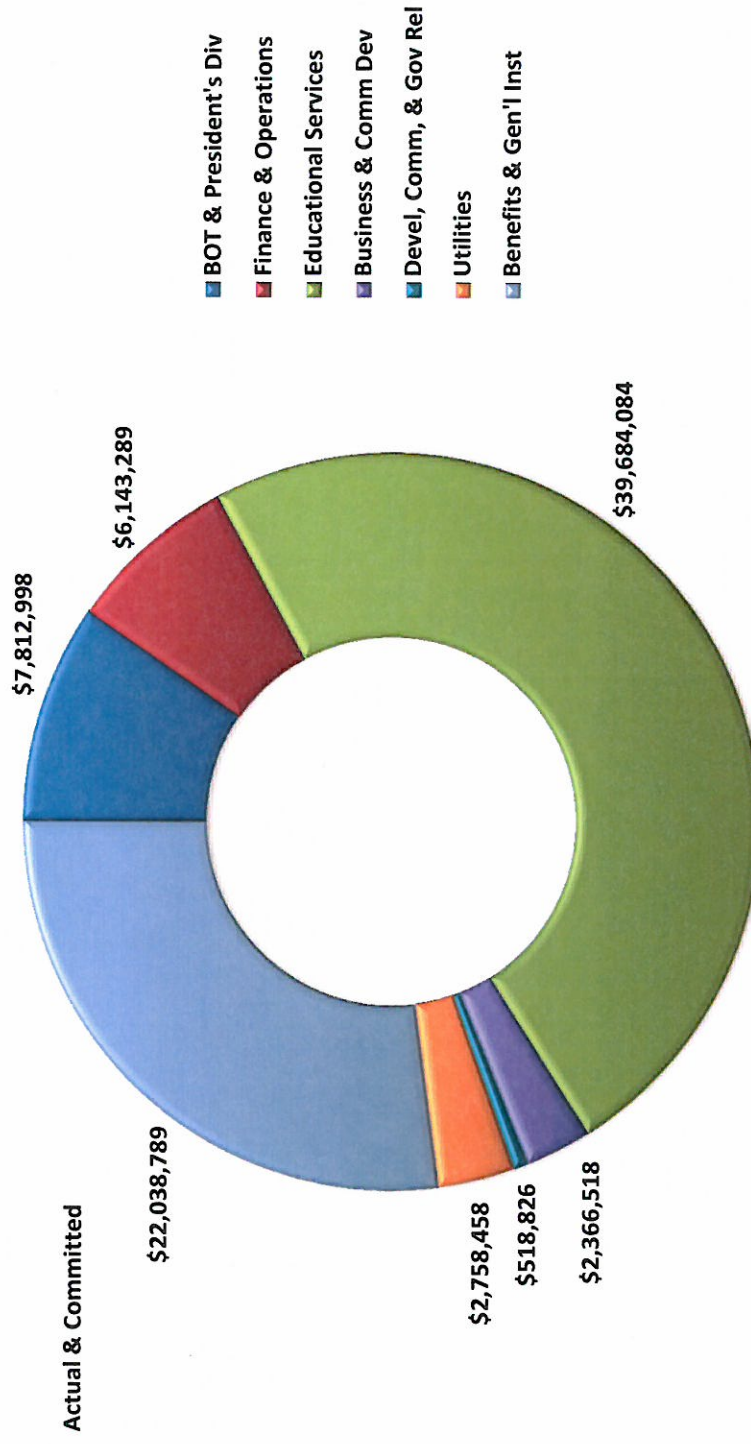
	BUDGET	ADJUST*	TOTAL AVAILABLE	YTD ACTUAL	COMMIT **	BALANCE
BOT & President's Div	\$ 7,965,702	\$ -	\$ 7,965,702	\$ 5,113,088	\$ 2,699,910	\$ 152,704
Finance & Operations	6,365,035	-	6,365,035	4,434,422	1,708,867	221,746
Educational Services	44,406,564	-	44,406,564	26,181,700	13,502,384	4,722,480
Business & Comm Dev	2,844,859	-	2,844,859	1,797,466	569,052	478,341
Devel, Comm, & Gov Rel	573,220	-	573,220	378,662	140,164	54,394
Utilities	2,898,980	-	2,898,980	1,775,863	982,595	140,522
Bnfts & Gen'l Inst	25,758,782	-	25,758,782	12,655,824	9,382,965	3,719,993
Total	\$ 90,813,142	\$ -	\$ 90,813,142	\$ 52,337,025	\$ 28,985,937	\$ 9,490,180

Notes:

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

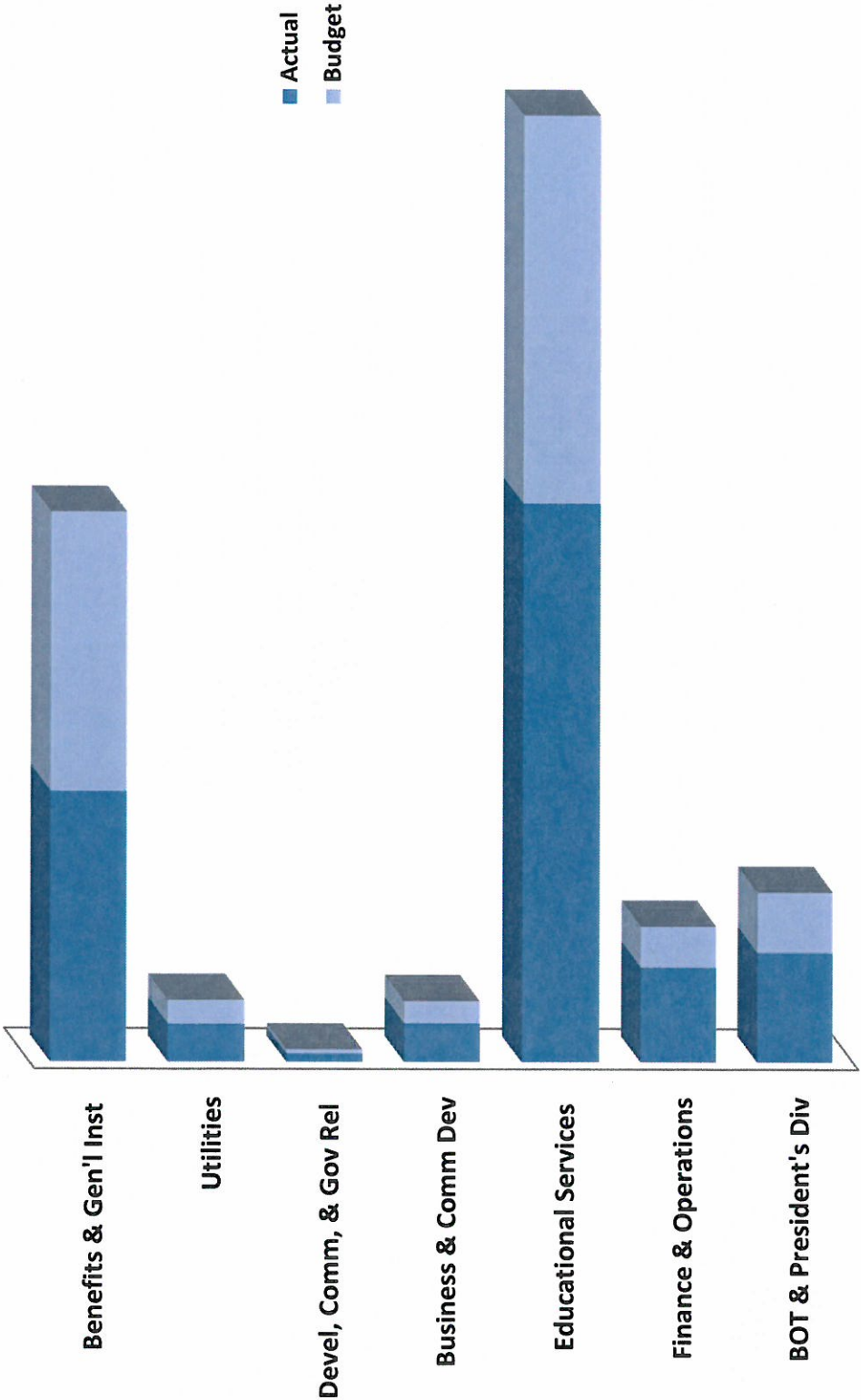
** Committed represents total funds encumbered for a good or service.

**Brookdale Community College
Operating Fund
As of February 28, 2014
FY14**



The overall FY14 operating budget is \$90,813,142; as of February 28, 2014, 89.6% or \$81,322,962 was spent and/or obligated.

**Brookdale Community College
Expenditures vs. Budget
As of February 28, 2014
FY14**

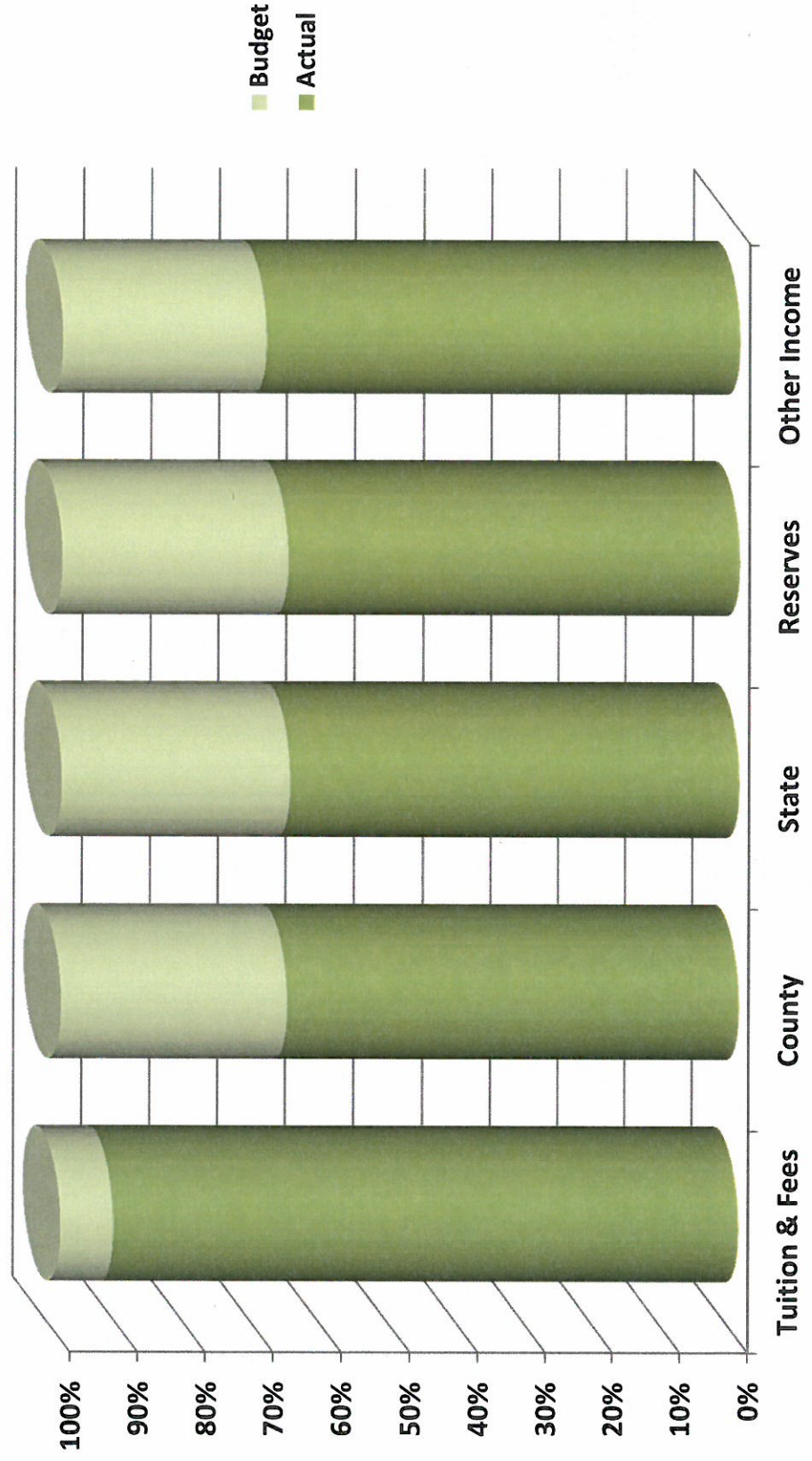


Brookdale Community College
Operating Fund
Income Summary Report
FY14

AS OF FEBRUARY 28, 2014

	BUDGET	ADJUST	TOTAL AVAILABLE	YTD ACTUAL	BALANCE
State of New Jersey	\$ 10,417,065	\$ -	\$ 10,417,065	\$ 6,907,544	\$ 3,509,521
County of Monmouth	21,456,909	-	21,456,909	14,304,606	7,152,303
Student Tuition	40,110,324	-	40,110,324	37,000,465	3,109,859
General Service Fee	4,624,007	-	4,624,007	4,207,516	416,491
Other Student Fees	1,500,000	-	1,500,000	1,418,559	81,441
Business & Comm Dev	3,000,000	-	3,000,000	2,394,196	605,804
Approp from Reserve	8,569,837	-	8,569,837	5,713,225	2,856,612
Miscellaneous	1,135,000	-	1,135,000	498,780	636,220
Total	\$ 90,813,142	\$ -	\$ 90,813,142	\$ 72,444,891	\$ 18,368,251

Brookdale Community College
Operating Income
As of February 28, 2014
FY14



Brookdale Community College
Summary of Cash & Investments
FY14

AS OF FEBRUARY 28, 2014

Cash:

Operating	\$ 6,073,117.79
Payroll	27,835.74
	<u> </u>
	\$ 6,100,953.53

Certificates of Deposit:

10,000,000.00	<u> </u>
	<u>\$ 16,100,953.53</u>

Investment Details:

The College currently has two \$1M and four \$2M for a total of six CDs, all for 12 month terms purchased between March 2013 and February 2014.

Two CDs are with First Choice Bank; two are with NJ Community Bank; one is with Colonial American Bank, and one is with Central Jersey Bank.

Rates vary from a low of .55 to a high of .75 percent.

Interest at maturity totals \$61,750.

Total amount redeemed through February 28, 2014, is \$10,000,000 with earned interest of \$73,171.46.

Brookdale Community College
Capital Fund
Budget Summary Report
FY14

AS OF FEBRUARY 28, 2014

	BUDGET	ALLOCATED	ACTUAL & COMMIT	BALANCE
FY12 Chapter 12 Projects	\$ 8,500,000	\$ -	\$ -	5,466,420
8120520 - Gorman Hall	-	3,016,180	2,734,408	281,772
8120530 - Energy Efficiency	-	17,400	17,400	-
FY13 Chapter 12 Projects *	1,500,000	-	-	1,500,000
FY14 Chapter 12 Projects *	4,250,000	-	-	4,250,000
FY14 Capital Projects				
8102410 - ADA Compliance	330,790	-	25,546	305,244
8122420 - Chhange	4,888	-	4,888	-
8132430 - PAC Rigging	13,490	-	13,490	-
8132435 - Long Branch Roof Replacement	37,430	(18,715)	18,715	-
8131005 - Higher Ed Bond Administration	12,000,000	-	-	12,000,000
8132450 - College GO Bond Match	4,000,000	-	1,449,465	2,550,535
8131010 - Equipment Leasing Fund (ELF)	2,724,303	-	-	2,724,303
8131015 - Hi Ed Technology Infrastructure (HETI)	1,160,562	-	-	1,160,562
8132455 - College HETI Match	1,160,562	-	-	1,160,562
8142425 - Fascia Project	-	499,483	499,483	-
FY14 Infrastructure Projects	900,000	-	-	-
8142415 - General	-	409,091	215,379	193,712
8142423 - CAR Carpeting	-	98,846	98,846	-
8132416 - Central Utility Plant Roof	-	252,359	252,359	-
8132417 - Camp Evans Study	-	44,351	43,982	369
8132418 - HW Bypass Removal	-	70,953	25,953	45,000
8132421 - Lincroft Roof	-	24,400	23,975	425
8132405 - One Card project	106,200	-	87,482	18,718
Renewals & Replacements	36,688,225	4,414,348	5,511,371	31,657,622
SLC/B4 Debt Service	1,120,227	-	1,056,517	63,710
Brookdale @ Freehold Debt Service	-	141,206	141,206	-
Minor Capital	500,000	-	124,259	375,741
ASBCC	-	116,620	112,620	4,000
TIP	1,000,000	-	714,415	285,585
Student & BCD Tech Fee	2,240,454	(29,127)	2,188,115	23,212
Minor Capital	4,860,681	228,699	4,337,132	752,248
Total	\$ 41,548,906	\$ 4,643,047	\$ 9,848,503	\$ 32,409,870

* Pending County Issuance

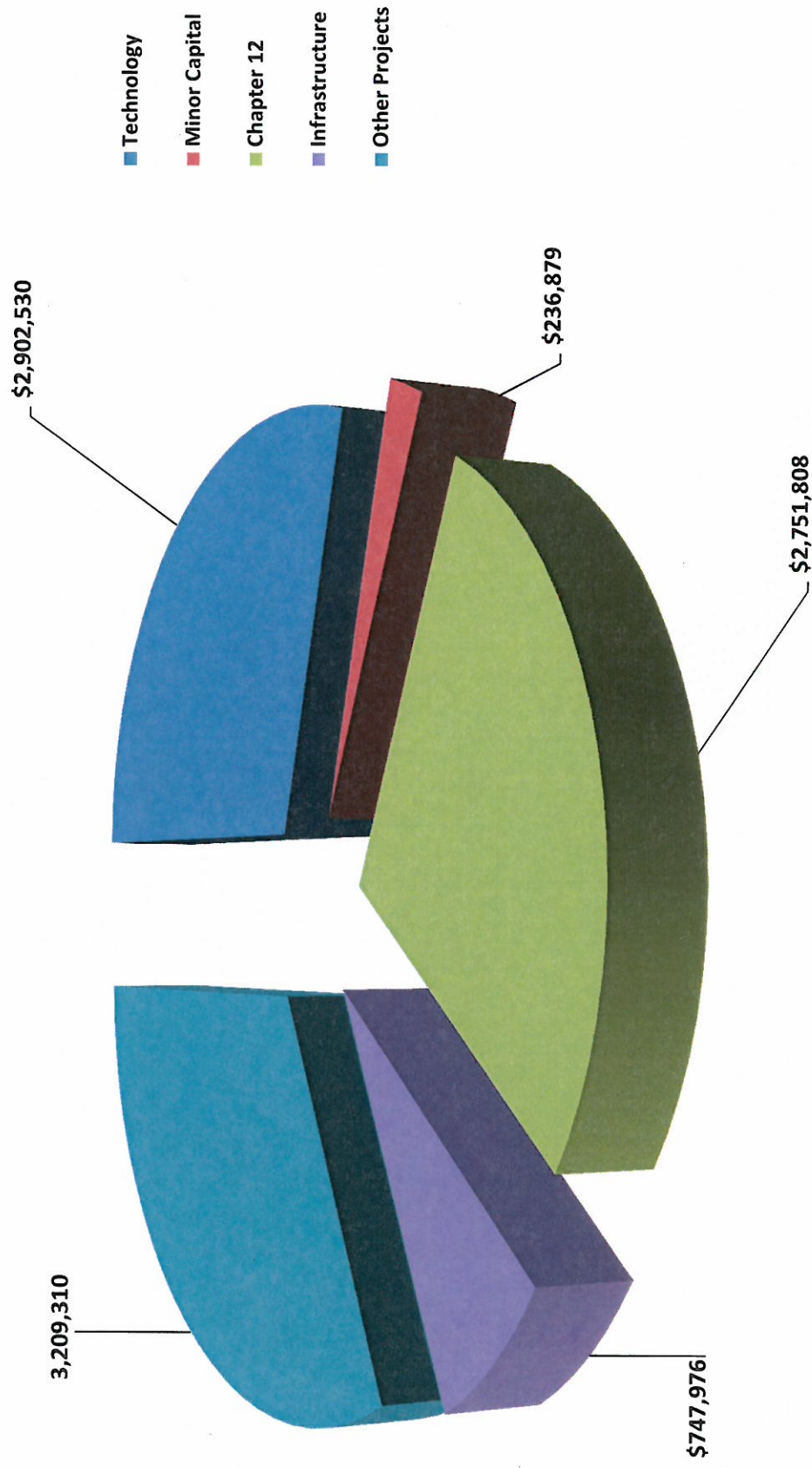
Brookdale Community College

Capital Fund

As of February 28, 2014

FY14

Actual and Committed



The overall FY14 capital budget is \$41,548,906; as of February 28, 2014, 23.7% or \$9,848,864, was spent and/or obligated.

Brookdale Community College
Capital Fund
Income Summary Report
FY14

AS OF FEBRUARY 28, 2014

	BUDGET	ADJUST	PROJECTED REVENUE	YTD ACTUAL	BALANCE
State of New Jersey	\$ 18,009,865	\$3,741,224	\$ 21,751,089	\$ 1,148,327	\$ 20,602,761
County of Monmouth	4,125,000	\$3,741,223	7,866,223	1,148,327	6,717,895
Other	9,570,681	2,360,913	11,931,594	5,076,493	6,855,101
Total	\$ 31,705,546	\$9,843,360	\$ 41,548,906	\$ 7,373,147	\$ 34,175,759

Brookdale Community College
Grants
Budget Summary Report
FY14

AS OF FEBRUARY 28, 2014

	BUDGET	ADJUST	FUNDS AVAILABLE	ACTUAL & COMMIT	BALANCE
Federal Grants					
Brookdale	\$ 3,338,007	\$ -	\$ 3,338,007	\$ 1,858,213	\$ 1,479,794
Subgrants	293,400	-	293,400	123,465	169,935
SUBTOTAL	3,631,407	-	3,631,407	1,981,678	1,649,729
State Grants	682,990	-	682,990	461,728	221,262
Other Grants	583,133	-	583,133	238,400	344,733
TOTAL	\$ 4,897,530	\$ -	\$ 4,897,530	\$ 2,681,806	\$ 2,215,724

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

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

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held April 21, 2014.

RESOLUTION

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

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

WHEREAS, the Director of Materiel and Printing Services has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

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

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

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

WHEREAS, all bases of recommendations have been reviewed and approved by College Counsel;

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

Agenda for Purchases in Excess of \$34,100

April 23, 2014

* Estimated expense based on historical data

Board Item No.	Fund	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase	
Operating						
1		Office Depot, Inc.	Office Supplies, Bid No. 13-48 / This is the 2nd year of a 2 year contract for the supply and delivery of office supplies.	Bid	80,000.00	*
2		The Tree House, Inc. W.B. Mason Co., Inc.	Toner Cartridges, Bid No. 13-49 / This is the 2nd year of a 2 year contract for the supply and delivery of toner cartridges.	Bid	\$ 70,000.00	*
3		North American Communications Resource Inc.	Telecommunications System Maintenance Services, Bid No. 13-60 / This is the 2nd year of a 2 year contract for telecommunications system maintenance services.	Bid	\$ 125,309.00	
4		Kenneth Jaffe, Inc.	College Recruitment Advertising Services, RFP No. 16-13 / This is the 2nd year of a 2 year contract for college recruitment advertising services in newspapers and professional publications.	RFP	\$ 50,000.00	*
5		Greenleaf Landscape Systems & Services, Inc.	Landscaping Services, Bid No. 14-02 / This is the 2nd year of the contract with an option for a 3rd year for landscaping services.	Bid	\$ 107,460.00	
6		Fire Security Technologies, Inc.	Fire Alarm Inspection, Testing and Repairs, Bid No. 13-69 / This is the 2nd year of a 2 year contract for fire alarm inspection, testing, and repairs.	Bid	\$ 73,105.00	*
7		Grafas Painting Contractors, Inc., dba GPC, Inc.	Painting Services, Bid No. 13-54 / This is the 2nd year of a 2 year contract for painting services.	Bid	\$ 150,000.00	*
8		Articulate Entertainment	Campus Consciousness Tour - Exempt 18A:64A-25.5.a.(16) (Entertainment, including without limitation band and other concerts) / This contract is for an all day educational event that includes students, faculty, community, local and state agencies culminating with a concert in the Collins Arena. The cost of this event will be offset by ticket sales.	Exempt	\$ 50,000.00	

9	Jewel Electric Supply Co.	Light Bulbs, Bid No. 13-59 / This is the 2nd year of a 2 year contract for the supply and delivery of light bulbs.	Bid	\$	33,000.00	*
10	Air Consulting Services, LLC	Health, Safety and Environmental Regulatory Compliance Services, RFP No. 17-13 / This is the 2nd year of a 2 year contract for health, safety and environmental regulatory compliance services.	Bid	\$	60,000.00	*
11	Advanced Air Service Group	Air Filters, Bid No. 13-42 / This is the 2nd year of a 2 year contract for the supply and delivery of air filters.	Bid	\$	25,000.00	*
12	Pilot Electric Company, Inc.	Pump Parts, Bid No. 13-43 / This is the 2nd year of a 2 year contract for the supply and delivery of pump parts.	Bid	\$	42,000.00	*
13	Federal Elevator, Inc.	Elevator Maintenance Services, Bid No. 13-45 / This is the 2nd year of a 2 year contract for elevator maintenance services for the Lincroft Campus, Freehold Campus, Northern Monmouth Higher Education Center and Long Branch Higher Education Center.	Bid	\$	55,000.00	*
14	Republic Services of New Jersey, LLC	Trash Disposal & Recycling, Bid No. 13-56 / This is the 2nd year of a 2 year contract for trash disposal and recycling.	Bid	\$	123,599.10	*
15	Hillcrest Paving and Excavating, Inc.	Snow Removal Services, Bid No. 13-58 / This is the 2nd year of a 2 year contract for snow removal services.	Bid	\$	350,000.00	*
16	Oliver Sprinkler Co., Inc.	Fire Suppression Systems Service, Bid No. 13-52 / This is the 2nd year of a 2 year contract for fire suppression systems service.	Bid	\$	35,000.00	*
17	Allied Fire & Safety Equipment Co., Inc.	Fire Extinguisher Maintenance Services, Bid No. 13-62 / This is the 2nd year of a 2 year contract for fire extinguisher maintenance services.	Bid	\$	12,507.00	
18	Automated Building Controls, Inc.	Building Automation and Control System Service, Bid No. 12-14 / This is the 3rd year of a 3 year contract for building automation and control system services.	Bid	\$	250,000.00	*

19	The College Board	Accuplacer Tests / Exempt 18A:64A-25.5.b (contract entered into with the United States of America, the State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision thereof). This contract is for the supply of Basic Skills (Accuplacer) Placement tests which are required for all new degree students to measure their level of reading, writing, and mathematics. This test is designed to assure that students are ready to perform college-level work. This award represents a .10¢/unit cost increase.	Exempt	\$	46,250.00	
20	EisnerAmper LLP	Audit Services / Exempt 18A:64A-25.5.(15) (Professional consulting services). This is a 1 year contract for FY14 audit services and the 3.1% increase is the first over a 4 year period.	Exempt	\$	71,750.00	
21	Tele-Measurements, Inc. Star Data Products	Sharp Projector Replacement Lamps, Bid No. 14-14 / Notice was sent to 19 vendors, received 3 replies. This contract is for the supply and delivery of sharp projector replacement lamps. Low bid was rejected due to non-compliance with detailed bid specifications.	Bid	\$	23,682.00	
22	Somerset Plumbing Supply Company	Plumbing Supplies, Bid No. 14-17 / Notice was sent to 5 vendors, received 2 replies. This is a 1 year contract with an option for a 2nd year for the supply and delivery of plumbing supplies.	Bid	\$	57,000.00	*
23	Hilsen Pest Control, LLC	Pest Control Services, Bid No. 14-19 / Notice was sent to 12 vendors, received 3 replies. This is a 1 year contract with an option for a 2nd year for pest control services.	Bid	\$	17,500.00	*
24	Cooperative Communications, Inc.	Local and Long Distance Telephone Service to include PRI Circuits, Bid No. 14-20 / Notice was sent to 12 vendors, received 3 replies. This is a 1 year contract with an option for a 2nd year for local and long distance telephone services to include PRI circuits.	Bid	\$	53,732.15	

25	Davant Corporation T/A SBSC	Bulk Mailing Services, Bid No. 14-22 / Notice was sent to 7 vendors, received 1 reply. This is a 1 year contract with an option for a 2nd year for bulk mailing services.	Bid	\$	19,685.00	*
26		Roof Repairs, Bid No. 14-15 / Notice was sent to 12 vendors, received 3 replies. Bid was rejected due to changes in detailed bid specifications.				
27		Electrical Supplies, Bid No. 14-16 / Notice was sent to 3 vendors. Bid was rejected due to no responses.				
28		Travel Services for Tour & Talk Overnight Trips, Bid No. 14-21 / Notice was sent to 6 vendors, received 1 reply. Bid was rejected due to receiving one response.				
29		Electrical Time and Material, Bid No. 14-18 / Notice was sent to 7 vendors, received 3 replies. Bid was rejected due to changes in detailed bid specifications.				

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

4.2a *Change Order Request Report*

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

This report is submitted to the Board of Trustees to provide background information to enable the approval of the change requests.

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held April 21, 2014.

**Brookdale Community College
Change Order Reconciliation
April 23, 2014**

Vendor Name	Description	Contract Award	Change Orders	Current	Proposed C/Os	Contract	Proposed %
			Approved	Contract Value		Total	Increase
1 Ascend Construction Management, Inc.	Additional labor and material cost to re-route 6" Schedule 40 PVC storm drain pipe outside foundation walls of steel grading landing for Central Utility Plant Roof Replacement project.	\$ 244,000.00	\$ -	\$ 244,000.00	\$ 2,828.58	\$ 246,828.58	1%
		<u>\$ 244,000.00</u>	<u>\$ -</u>	<u>\$ 244,000.00</u>	<u>\$ 2,828.58</u>	<u>\$ 246,828.58</u>	

Ascend Construction Management Inc. is seeking a change order in the amount of \$2,828.58 for work with the excavation and move of a six inch PVC drainage pipe, which handles storm water from the CUP perimeter roof and possibly south side sections of the Arena roof. The amount represents just slightly over one percent of the total awarded contract amount of \$244,000 for the replacement of the CUP roof. The pipe needs to be moved to allow for the proper footings necessary for a landing outside of the western door to the administrative area. This will enable Plant Operators access to the flat roof to observe cooling tower performance during warm weather. The architect, Hatch, Mott, MacDonald, has recommended the change order so that both the integrity of the drainage system and the footing can be preserved. The architect has also stated that the amount requested is reasonable for the scope of work added to the project.

3.1 Human Resources Recommendations

Hires, Change of Status, Separations, Faculty Promotions, Faculty Tenure Promotion, Faculty Reappointments, and Performance Recognition - This month there are a total of 249 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

Faculty

Police

Adjuncts

Coaches

Recommendations

2

1

1

1

B. Change of Status

Faculty

Administrative

Coaches

Recommendations

3

3

1

C. Separations

Faculty

Administrative

Support Staff

Recommendations

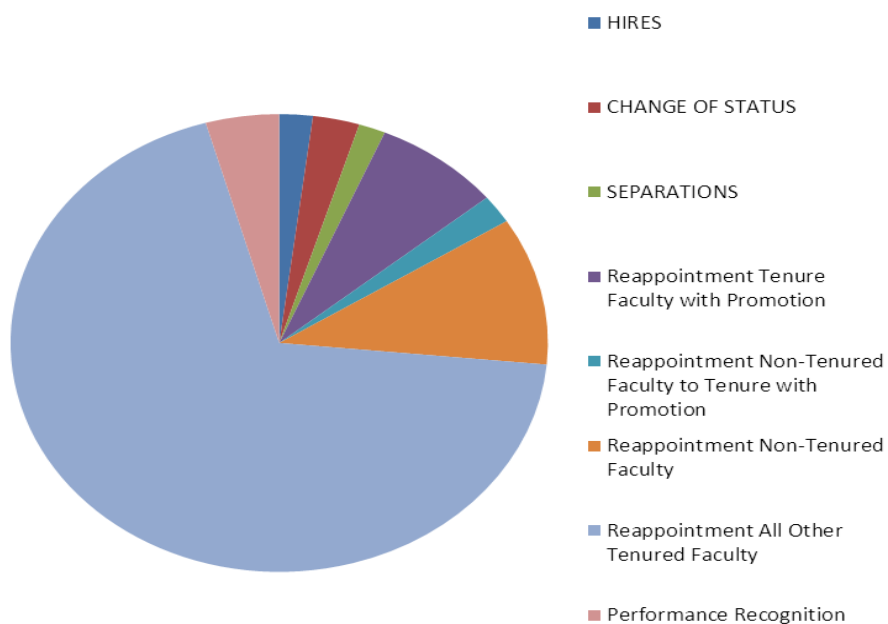
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2

1

**D. Reappointment of Tenured Faculty
with Promotion****19 Recommendations****E. Reappointment of Non-Tenured
Faculty to Tenure with Promotion****5 Recommendations****F. Reappointment of Non-Tenured Faculty****26 Recommendations****G. Reappointment of All Other Tenured Faculty****172 Recommendations****H. Performance Recognition****11 Recommendations**

APRIL 2014 HR ACTIONS



A. HIRES

FACULTY

1. Name: Karina Aliaga
Department: Mathematics
Position: Instructor
Salary: \$52,575
Effective: 9/1/14

2. Name: Deborah Weeks
Department: Mathematics
Position: Instructor
Salary: \$52,575
Effective: 9/1/14

FACULTY DEGREE SUMMARY

Masters

2

POLICE

1. Name: Dana Page
Department: Police Department
Position: Probationary Police Officer
Salary: \$34,627
Effective: 5/1/14

ADJUNCTS

1. Name: Michelle Perrone
Semester: Spring 2014
Department: Languages – American Sign Language
Rate: \$697/Credit Hour

COACHES

1. Name: Luis Santo
Department: Athletics
Position: Assistant Coach, Men's Lacrosse
Compensation: \$3,150
Dates: 1/15/14 – 5/15/14

B. CHANGE OF STATUS**FACULTY**

1. Name: Valerie Bonilla
Department: Library
Position: Assistant Professor
Action: NJFLA/FLI leave, paid and unpaid
Effective: 3/23/14 - 6/15/14
2. Name: Gabriel Longo
Department: Counseling
Position: Professor
Action: Retirement after transitional sabbatical
New Salary: \$69,487
Effective: 9/1/14 – 6/30/15

3. Name: Stuart Thomas
 Department: Photography
 Position: Professor
 Action: Retirement after transitional sabbatical
 New Salary: \$52,198
 Effective: 9/1/14 – 6/30/15

ADMINISTRATIVE

1. Name: Arnold Gelfman
 Department: Planning, Assessment & Research
 Position: Executive Director
 Action: Paid medical leave
 Effective: 3/25/14 – undetermined
2. Name: Jennifer Jordan
 Department: Registration
 Position: Manager, Student Records Systems
 Action: Special Purpose Leave
 Effective: 5/1/14 – undetermined but not later than 2/5/15
3. Name: Linda Roma
 Department: Adult Education
 Position: Director, Adult Basic Education
 Action: Position will be split between current A3 and new A4 for the months of May & June. As of July 1st, full-time A4 position as Director ABE begins.

 New Salary: \$3,849 prorated from an annual base of \$58,855 for 17 days at A4 rate
 \$5,113 prorated from an annual base of \$51,117 for 26 days at A3 rate
 7/1/14 A4 salary subject to current contract negotiations

COACHES

1. Name: William Fraley
 Department: Athletics
 Position: Soccer Coach
 Action: Leave of Absence with pay
 Effective: Until further notice or through 6/30/14

C. SEPARATIONS**FACULTY**

1. Name: Shawnda Floyd
Department: English
Position: Assistant Professor
Action: Resignation
Effective: 4/30/14

ADMINISTRATIVE

1. Name: Barbara Brennan
Department: President's Office
Position: Confidential Assistant to the President
Action: Retirement
Effective: 6/30/14
2. Name: Michele Risley
Department: Outreach, Business & Community Development
Position: Career Services Representative, temporary, grant-funded assignment
Senior Assistant, Registration, regular PSA position
Action: Resignation
Effective: 4/25/14

SUPPORT STAFF

1. Name: Darlene Carter
Department: Adult Education
Position: Office Assistant
Action: Retirement
Effective: 10/1/14

D. REAPPOINTMENT OF TENURED FACULTY WITH PROMOTION – Effective 9/1/14. Supporting documentation is provided as an attachment.

1. Name: Michael Broek
 Department: English
 Position: Associate Professor

2. Name: John Bukovec
 Department: Theatre
 Position: Professor

3. Name: Steven Chudnick
 Department: Library
 Position: Associate Professor

4. Name: Thomas Cioppa
 Department: Political Science
 Position: Professor

5. Name: Deborah DeBlasio
 Department: Languages
 Position: Associate Professor

6. Name: Shay Delcurla
 Department: Library
 Position: Professor

7. Name: Eugene DeRobertis
 Department: Psychology
 Position: Professor

8. Name: Christine Elliott-Vasquez
 Department: English
 Position: Associate Professor

9. Name: Isaac Kanu
 Department: Anthropology
 Position: Associate Professor

10. Name: Daniel Lopez
Department: Mathematics
Position: Associate Professor
11. Name: Yesenia Madas
Department: Counseling
Position: Associate Professor
12. Name: Howard Miller
Department: Speech
Position: Associate Professor
13. Name: Jonathan Moschberger
Department: Political Science
Position: Associate Professor
14. Name: Laura Neitzel
Department: History
Position: Associate Professor
15. Name: Brian Oland
Department: Counseling
Position: Associate Professor
16. Name: Anthony Pellicane
Department: Criminal Justice
Position: Professor
17. Name: Carol Schedel
Department: Respiratory Therapy
Position: Professor
18. Name: Thomas Setaro
Department: Computer Science
Position: Professor
19. Name: Caroline Wong
Department: Biology
Position: Associate Professor

E. REAPPOINTMENT OF NON-TENURED FACULTY TO TENURE WITH PROMOTION – Promoted to the rank of Assistant Professor, effective 9/1/14, unless otherwise indicated. Supporting documentation is provided as an attachment.

1. Name: Christine Greco-Covington
Department: Psychology
2. Name: Hanli Huang
Department: Mathematics
3. Name: Nicole Jackson
Department: Psychology
4. Name: Sally Mulvey
Department: Mathematics
5. Name: Gabriela Sprague
Department: Mathematics

F. REAPPOINTMENT OF NON-TENURED FACULTY – Effective 9/1/14, unless otherwise indicated.

Fifth Year Contracts

1. Name: Diane Booker
Department: Nursing
2. Name: Joseph Essilfie
Department: Mathematics
3. Name: Cheryl Fencik
Department: Biology
4. Name: Abdul Rahman Kamara
Department: Mathematics
5. Name: Gitanjali Kundu
Department: Biology
6. Name: Charles Mencil
Department: English

7. Name: Paula Padavano
Department: Mathematics

8. Name: Ashley Tasy
Department: Mathematics

Fourth Year Contracts

1. Name: Helen Heinmets
Department: Nursing

2. Name: Catherine Martin
Department: Mathematics

3. Name: Yvette Monachino
Department: Mathematics

4. Name: Spyro Roubos
Department: Mathematics

5. Name: Margo Wolfson
Department: Biology

Third Year Contracts

1. Name: Sara Barnett
Department: Psychology

2. Name: David Bassano
Department: History

3. Name: Rachel Carey
Department: Communication Media

4. Name: Blake Doherty
Department: Library

5. Name: Basem Hassan
Department: Graphic Design

6. Name: Stephen Hiamang
Department: Mathematics

7. Name: Kelsey Maki
 Department: English
8. Name: Robert McClure
 Department: Automotive Technology
9. Name: Jaclyn Wilt
 Department: Reading
10. Name: Tiffany Wojcicki
 Department: Reading
11. Name: Ashley Zampogna-Krug
 Department: History

Second Year Contracts

1. Name: Michele Halat
 Department: Nursing
2. Name: Kathleen Taggart
 Department: Radiologic Technology

G. REAPPOINTMENT OF ALL OTHER TENURED FACULTY – 172

Abramski, Karen M	Associate Professor-Counseling
Accurso, Joseph A	Professor-Music
Ahluwalia, Anoop	Assistant Professor-Mathematics
Alvarez, Roseanne	Associate Professor - English
Anderson, Chad E	Assistant Professor-Communications
Antczak, Janice G	Professor-English
Armstrong, Torina D	Assistant Professor-Counseling
Baron, Barbara S	Professor-Speech
Barrella, Barbara K	Assistant Professor-Reading
Batchler, Brooke	Assistant Professor-Reading
Behler, Kerry	Associate Professor-Mathematics
Bello-Truland, Rosemarie	Assistant Professor-Sociology
Berg, Claire A	Professor-Business Management
Berke, Thomas D	Professor-Chemistry
Blackburn, Catherine M	Professor-Speech
Blaser, Antonio	Professor-Art
Blaser, Patricia E	Professor-Interior Design
Bolan-Kenney, Bettejane	Professor-English
Bonagura, Marc D	Associate Professor - English
Bonilla, Valerie	Assistant Professor-Library
Boyington, Barbara A	Professor-Business Management
Boyke, William	Assistant Professor-Chemistry
Boylan, Mary Beth	Associate Professor-Counseling
Boyle, Joseph	Associate Professor-Sociology
Burk, Barbara	Associate Professor-Nursing
Burke, Richard T	Professor-English
Calogero, Caroline	Assistant Professor-Sociology
Carney, Carole	Associate Professor-Mathematics
Chirichello, Celeste L	Associate Professor-Interior Design
Clark, Amy B.	Assistant Professor-Library
Cody, James	Professor-English
Coil, Douglas	Professor-Anthropology
Costleigh, Brent	Assistant Professor, Psychology

Crowder, James A
D'Agostino, Karen N
Darden, Nathalie J
Dery, Richard H
DeSarno, Mary Ann
Dillon, Patricia
Dressner-Ehrlich, Alice M
Duffie', Kenneth R
Elmes, Michael
Eng, Bernice
Eskola, Joanne V
Evans, Dara
Fein, Natalie R
Fernandez, Maria R
Finkelstein, Howard K
Fiore, Robert
Flinn, Donna P
Fowler, Michael
Fox, Carey Ann
Francese, Carl J
Frank, Marlena D
Gao, Daijuan
Girard, Geri
Glynn, Diana
Goll, Eric S
Gonos, Barbara J
Goode, Cathleen A
Gramer, Brandon J.
Gualtieri, Elizabeth A
Hailey, Lisa E
Harrigan, Gail
Harris, Lillian
Hartzell, Lawrence
Heimann, William Keith

Professor-Biology
Professor-English
Assistant Professor-Mathematics
Assistant Professor-English
Professor-English
Professor-Biology – last year's promo list
Professor-Counseling
Professor-Accounting
Assistant Professor-Mathematics
Professor-Computer Science
Professor-Office Administration
Assistant Professor-English
Assistant Professor-Counseling
Professor-Counseling
Professor-Counseling
Assistant Professor-Mathematics
Associate Professor - English
Professor-Marketing
Professor-Biology
Professor-History
Assistant Professor-Counseling
Assistant Professor-Counseling
Assistant Professor-English
Assistant Professor-Psychology
Associate Professor-Chemistry
Professor-Criminal Justice
Professor-Counseling
Assistant Professor-English
Professor-Nursing
Associate Professor-Engineering & Technology
Professor-Nursing
Associate Professor-Legal Studies
Professor-History
Assistant Professor-Music

Heuser, Charles J
Hines, Patricia E
Hoffman, Linda W
Horgan, Eleanor
Hunter, Carol L
Idavoy, Alex
Jones, Barbara
Jones, Floresta D.
Kaminski, Jennifer A
Kapsak, Thomas J
Kennedy, Kathleen
King, Joseph
Konn, Terry M
Krefetz-Levine, Marcia S
Krenz, Maryanne I
Latte, Ave
Lawaich, James P
Leahy, Sarah M
Lenaghan, Nancy
LeVine, Jess A
Leyes, Daniel
Liano, Gregory
Lineberry, Colleen M
Lipke, Judith
Liu, Xiaoxiang
Long, Dina
Longo, Gabriel
Luick, Marilee M
Maber, Marie N
Macomber, Darlene K
Marshall, Arthur E
Marshall, Rita H
Martens, Robert A
Mason, Thomas J

Associate Professor-Accounting
Associate Professor-Computer Science
Professor-Nursing
Associate Professor-Counseling
Professor-Speech
Associate Professor-Languages
Associate Professor-Anthropology
Professor-English
Assistant Professor-English
Assistant Professor-Criminal Justice
Associate Professor-English
Professor-English
Professor-Radiologic Technology
Professor-English
Associate Professor-Nursing
Associate Professor-Education
Professor-Computer Science
Assistant Professor-Economics
Professor-Nursing
Professor-History
Professor-Speech
Professor-Mathematics
Associate Professor - English
Professor-Reading
Professor-Physics
Assistant Professor-English
Professor-Counseling
Professor-Nursing
Associate Professor-Art
Professor-Philosophy
Professor
Associate Professor-Reading
Assistant Professor-Biology
Professor-Business Management

McCullough, Laura M
McDermott, Martin
McGovern, Robert T
McKeon, Brian
Mensing, John S
Merola, Geanna
Meyer, Debbie A
Miceli, Laura A
Mitra, Diditi
Monroe, Susan
Monroy, Gerry F
Mura, Deborah A
Murowski, Andrea
Napolitano, Joanne
Natter, Margaret
Nigro, Dominick D
Noe, Glenn
Noe, Nancy J
Olaoye, Elaine H
O'Neill, Edward W
Panitz, Andrew A
Parker, Suzanne
Parron, Eugenia M
Pingitore, Carol A
Pirzad, Shahin
Poinsett, James
Pope, Donna M
Proctor, Olga Malpica
Propert, Stephen T
Qaissaunee, Michael
Reklaitis, George
Robinson, Joseph I
Ross, Bonnie J
Rozario, Rebecca

Associate Professor – English
Associate Professor-Speech
Assistant Professor-English
Professor-Mathematics
Associate Professor-Computer Science
Professor-Photography
Professor-Economics
Assistant Professor-Counseling
Assistant Professor-Sociology
Assistant Professor-Mathematics
Professor-Languages
Assistant Professor-Communications
Associate Professor-Accounting
Assistant Professor-Respiratory Therapy
Assistant Professor-English
Professor-Counseling
Professor-Mathematics
Professor-English
Professor-Psychology
Professor-Architecture
Assistant Professor-Mathematics
Associate Professor-English
Professor-Psychology
Professor-Marketing
Professor-Chemistry
Assistant Professor-Mathematics
Assistant Professor-English
Associate Professor-Mathematics
Professor-Counseling
Professor-Engineering & Technology
Assistant Professor-History
Professor-Education
Assistant Professor-Nursing
Assistant Professor-Mathematics

Ryan, John D	Assistant Professor-English
Ryder, Marilyn P	Assistant Professor-Marketing
Santa Croce, Joan C	Assistant Professor-Nursing
Saragusa, Angela E	Associate Professor - English
Scheffler, Kurt R	Professor-English
Scimeca, Jane E	Professor-History
Servidio, Linda E	Professor-Nursing
Shafer, Phyllis	Professor-Business Management
Shanehsaz, Mohammad R	Professor-Engineering & Technology
Smith, Maryann E	Associate Professor-Biology
Smith, Robin	Associate Professor-Nursing
Smuga, Claire	Assistant Professor-Art
Snyder, Anthony W	Professor-History
Sopenoff, Ronald C	Professor-Criminal Justice
Sorrell, Richard S	Professor-History
Sorrell, Sally N	Professor-Learning Disabilities
Stein, Edward	Professor-Art
Sullivan, Michael K.	Assistant Professor-Legal Studies
Teodorescu, Ana M	Assistant Professor-Mathematics
Thomas, Robert G	Assistant Professor-Philosophy
Thomas, Stuart J	Professor-Photography
Toomey, Michael F	Professor-Fitness
Tozzi, Barbara	Professor-Mathematics
Tucker, Paul E	Professor-Automotive Technology
Uffer, Lori F	Professor-Art
Varone, Joseph T	Associate Professor - English
Vloyanetes, Jeanne M	Professor-Library
Wang, Linda C	Professor-Mathematics
Weeks, Townsend E	Associate Professor-Environmental Science
Welsh, Douglas R	Professor-Automotive Technology
Wesley, Nambrath Rajkumari	Assistant Professor-Psychology
Wey, Arminda	Professor-Mathematics
Wilson, Fidel	Assistant Professor-Counseling
Wiseman, David B	Associate Professor-Psychology

Zavaglia, Joseph

Zigo, Paul E

Zuppe, Michelle

Professor-Legal Studies

Associate Professor-History

Associate Professor-Culinary

H. PERFORMANCE RECOGNITION – Effective 7/1/14. Supporting documentation is provided as attachments.

1. Name: Dorothy Artale
Department: Biology
2. Name: Cynthia Bradbury
Department: English & Reading
3. Name: Frank DeVita
Department: Accounting
4. Name: Marianne Drake
Department: Educational Technology Services
5. Name: Ellen Hemhauser
Department: Counseling
6. Name: AnnMarie Johnson
Department: Registration
7. Name: Elizabeth Lehmann
Department: Culinary Arts
8. Name: Ellen Leung
Department: Accounting
9. Name: Dolores Palazzo
Department: English
10. Name: Thomas Riley
Department: Chemistry
11. Name: Geralyn Saada
Department: Communiversity/HEC's

4.2b *Open Invoice Payment Requests for
Vendor, Student, and Employee
Payments*

The open invoice payment requests for vendor, student, and employee payments report contains summary information and a resolution regarding all requested payment transactions of the College. Additionally, it contains payments made on previously approved purchase orders. This report provides background information for the payment requests and payment transactions for those items.

Additional documentation for the proposed invoice payment requests is available in the Accounts Payable Department.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held April 21, 2014.

Brookdale Community College
Outstanding and Paid Invoice Register
April 23, 2014

	Student	Vendor	Employee	Totals
ASBCC	\$ -	\$ 43,559.96	\$ 4,617.96	\$ 48,177.92
Athletics	-	48,069.68	21,120.57	69,190.25
Bookstore	-	99,948.52	67.67	100,016.19
College	1,200.00	1,954,123.51	21,729.87	1,977,053.38
OBCD	1,502.55	36,804.46	662.64	38,969.65
	<u>\$ 2,702.55</u>	<u>\$ 2,182,506.13</u>	<u>\$ 48,198.71</u>	<u>\$ 2,233,407.39</u>

TABLE I	
ANALYSIS OF PROMOTIONS	
2013-2014	
TOTAL FACULTY	222
LESS FULL PROFESSOR (terminal rank)	84
LESS INELIGIBLE GROUP (have not served required time in rank to apply to next level)	73
ELIGIBLE GROUP NOT PROMOTED SINCE 2009 (including tenure candidates)	65
NUMBER OF ELIGIBLE GROUP APPLYING EXCLUDING AUTOMATIC (tenure) PROMOTIONS	33
NUMBER OF AUTOMATIC PROMOTIONS IN CONJUNCTION WITH TENURE	5
FACULTY RECOMMENDED FOR PROMOTION TO PROFESSOR	7
FACULTY RECOMMENDED FOR PROMOTION TO ASSOCIATE PROFESSOR	12
AUTOMATIC PROMOTIONS TO ASSISTANT PROFESSOR (via tenure)	<u>5</u>
TOTAL PROMOTIONS	24
39% OF ELIGIBLE GROUP BEING PROMOTED (including tenure candidates)	
11% OF TOTAL FACULTY PROMOTED	
APRIL, 2014	

TABLE II		
PROMOTIONS RECOMMENDED FOR 2014-2015		
<u>ARTS/COMMUNICATION</u>	<u>Recommended by President</u>	
	Debbie DeBlasio	to Associate Professor
	Howard Miller	to Associate Professor
	John Bukovec	to Professor
<u>BUSINESS/TECHNOLOGY</u>	<u>Recommended by President</u>	
	Tom Setaro	to Professor
<u>ENGLISH/READING</u>	<u>Recommended by President</u>	
	Michael Broek	to Associate Professor
	Christine Elliott-Vasquez	to Associate Professor
<u>LIBRARY</u>	<u>Recommended by President</u>	
	Steve Chudnick	to Associate Professor
	Shay Delcurla	to Professor
<u>MATHEMATICS</u>	<u>Recommended by President</u>	
	Hanli Huang	to Assistant Professor*
	Daniel Lopez	to Associate Professor
	Sally Ann Mulvey	to Assistant Professor*
	Gabriela Sprague	to Assistant Professor*
<u>SCIENCE/HEALTH SCIENCE</u>	<u>Recommended by President</u>	
	Carol Schedel	to Professor
	Caroline Wong	to Associate Professor
<u>SOCIAL SCIENCES/EDUCATION</u>	<u>Recommended by President</u>	
	Tom Cioppa	to Professor
	Eugene DeRobertis	to Professor
	Christine Greco-Covington	to Assistant Professor*
	Nicole Jackson	to Assistant Professor*
	Isaac Kanu	to Associate Professor
	Jonathan Moschberger	to Associate Professor
	Laura Neitzel	to Associate Professor
	Anthony Pellicane	to Professor
<u>STUDENT DEVELOPMENT</u>	<u>Recommended by President</u>	
	Yesenia Madas	to Associate Professor
	Brian Oland	to Associate Professor
*Promotion granted in conjunction with tenure		
April, 2014		

TABLE III					
<u>SUMMARY OF FACULTY BY RANK</u>					
<u>(Prior to this year's recommendations)</u>					
<u>2013-2014</u>					
		<u>Assistant</u>	<u>Associate</u>		
	<u>Instructor</u>	<u>Professor</u>	<u>Professor</u>	<u>Professor</u>	<u>Total</u>
Rank Distribution Before Current Promotions					
	27	66	45	84	222
Percent	12%	30%	20%	38%	100%
Current					
Promotions	-6	-12	-7	Terminal	25
Rank Distribution After Current Promotions					
	21	60	50	91	222
Percent	9%	27%	23%	41%	100%
April, 2014					

TABLE IV					
<u>DISTRIBUTION OF FACULTY RANK BY UNIT</u>					
<u>BEFORE CURRENT PROMOTIONS</u>					
<u>2013-2014</u>					
		Assistant	Associate		
	<u>Instructor</u>	<u>Professor</u>	<u>Professor</u>	<u>Professor</u>	<u>Total</u>
Arts/Communication	1	4	5	13	23
	4%	17%	22%	57%	100%
Business/Technology	0	3	7	15	25
	0%	12%	28%	60%	100%
Counseling	0	8	2	8	18
	0%	44.5%	11%	44.5%	100%
English/Reading	4	14	10	13	41
	10%	34%	24%	32%	100%
Library	1	3	1	1	6
	17%	50%	17%	17%	101%
Mathematics	10	11	3	6	30
	33%	37%	10%	20%	100%
Science/Health Science	6	10	7	14	37
	16%	27%	19%	38%	100%
Social Sciences/Education	5	13	9	15	42
	12%	31%	21%	36%	100%
TOTAL	27	66	44	85	222
	12%	30%	20%	38%	100%
April, 2014					

TABLE V					
DISTRIBUTION OF FACULTY RANK BY UNIT					
AFTER CURRENT PROMOTIONS					
2013-2014					
		Assistant	Associate		
	Instructor	Professor	Professor	Professor	Total
Arts/Communication	1	2	6	14	23
	4%	9%	26%	61%	100%
Business/Technology	0	3	6	16	25
	0%	12%	24%	64%	100%
Counseling	0	6	4	8	18
	0%	33%	22%	45%	100%
English/Reading	4	12	12	13	41
	10%	29%	29%	32%	100%
Library	1	2	1	2	6
	17%	33%	17%	33%	101%
Mathematics	7	13	4	6	30
	24%	43%	13%	20%	100%
Science/Health Science	6	9	7	15	37
	16%	24%	19%	41%	100%
Social Sciences/Education	3	12	9	18	42
	7%	29%	21%	43%	100%
TOTAL	22	59	49	92	222
	10%	27%	22%	41%	100%
April, 2014					

TABLE VI

[illegible][illegible]

TABLE I	
ANALYSIS OF PROMOTIONS	
2013-2014	
TOTAL FACULTY	222
LESS FULL PROFESSOR (terminal rank)	84
LESS INELIGIBLE GROUP (have not served required time in rank to apply to next level)	73
ELIGIBLE GROUP NOT PROMOTED SINCE 2009 (including tenure candidates)	65
NUMBER OF ELIGIBLE GROUP APPLYING EXCLUDING AUTOMATIC (tenure) PROMOTIONS	33
NUMBER OF AUTOMATIC PROMOTIONS IN CONJUNCTION WITH TENURE	5
FACULTY RECOMMENDED FOR PROMOTION TO PROFESSOR	7
FACULTY RECOMMENDED FOR PROMOTION TO ASSOCIATE PROFESSOR	12
AUTOMATIC PROMOTIONS TO ASSISTANT PROFESSOR (via tenure)	5
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11% OF TOTAL FACULTY PROMOTED	
APRIL, 2014	

TABLE II		
PROMOTIONS RECOMMENDED FOR 2014-2015		
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	Howard Miller	to Associate Professor
	John Bukovec	to Professor
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	Tom Setaro	to Professor
<u>ENGLISH/READING</u>	<u>Recommended by President</u>	
	Michael Broek	to Associate Professor
	Christine Elliott-Vasquez	to Associate Professor
<u>LIBRARY</u>	<u>Recommended by President</u>	
	Steve Chudnick	to Associate Professor
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<u>MATHEMATICS</u>	<u>Recommended by President</u>	
	Hanli Huang	to Assistant Professor*
	Daniel Lopez	to Associate Professor
	Sally Ann Mulvey	to Assistant Professor*
	Gabriela Sprague	to Assistant Professor*
<u>SCIENCE/HEALTH SCIENCE</u>	<u>Recommended by President</u>	
	Carol Schedel	to Professor
	Caroline Wong	to Associate Professor
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	Nicole Jackson	to Assistant Professor*
	Isaac Kanu	to Associate Professor
	Jonathan Moschberger	to Associate Professor
	Laura Neitzel	to Associate Professor
	Anthony Pellicane	to Professor
<u>STUDENT DEVELOPMENT</u>	<u>Recommended by President</u>	
	Yesenia Madas	to Associate Professor
	Brian Oland	to Associate Professor
*Promotion granted in conjunction with tenure		
April, 2014		

TABLE III					
<u>SUMMARY OF FACULTY BY RANK</u>					
<u>(Prior to this year's recommendations)</u>					
<u>2013-2014</u>					
		<u>Assistant</u>	<u>Associate</u>		
	<u>Instructor</u>	<u>Professor</u>	<u>Professor</u>	<u>Professor</u>	<u>Total</u>
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Percent	9%	27%	23%	41%	100%
April, 2014					

TABLE IV					
<u>DISTRIBUTION OF FACULTY RANK BY UNIT</u>					
<u>BEFORE CURRENT PROMOTIONS</u>					
<u>2013-2014</u>					
		Assistant	Associate		
	<u>Instructor</u>	<u>Professor</u>	<u>Professor</u>	<u>Professor</u>	<u>Total</u>
Arts/Communication	1	4	5	13	23
	4%	17%	22%	57%	100%
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	0%	12%	28%	60%	100%
Counseling	0	8	2	8	18
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	10%	34%	24%	32%	100%
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April, 2014					

TABLE V					
DISTRIBUTION OF FACULTY RANK BY UNIT					
AFTER CURRENT PROMOTIONS					
2013-2014					
		Assistant	Associate		
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Business/Technology	0	3	6	16	25
	0%	12%	24%	64%	100%
Counseling	0	6	4	8	18
	0%	33%	22%	45%	100%
English/Reading	4	12	12	13	41
	10%	29%	29%	32%	100%
Library	1	2	1	2	6
	17%	33%	17%	33%	101%
Mathematics	7	13	4	6	30
	24%	43%	13%	20%	100%
Science/Health Science	6	9	7	15	37
	16%	24%	19%	41%	100%
Social Sciences/Education	3	12	9	18	42
	7%	29%	21%	43%	100%
TOTAL	22	59	49	92	222
	10%	27%	22%	41%	100%
April, 2014					

TABLE VI

[illegible]

TABLE I
ANALYSIS OF PERFORMANCE RECOGNITION
July 1, 2014 Awards

Total Staff	249
Less Ineligible Group	
Employees with less than four years service	40
Employees without “exceeds” on three of the last 4 years	44
Employees with less than one year in new position	0
Staff who have received Performance Recognition in the last four years	23
Number of Eligible Staff	138
Number of Eligible Staff Applying	22
Staff Recommended for Performance Recognition – N5	6
Staff Recommended for Performance Recognition – N4	1
Staff Recommended for Performance Recognition – N3	4
Staff Recommended for Performance Recognition – N1/N2	0
% of Applications of Eligible Group (22/138)	15.9%
% of Applications of Total Staff (22/249)	8.8%

April 2014

MICHAEL BROEK

Dr. Michael Broek is recommended for promotion from Assistant Professor to Associate Professor. He began teaching in the English Department in 2001. He has earned a Bachelor's degree in English from Georgia State University, a Master of Fine Arts degree in Creative Writing from the Goddard College (VT), and a Ph.D in Literature from the University of Essex (UK).

TEACHING EFFECTIVENESS

Dr. Broek is rated highly on the Student Opinion Reports from his students, and he has received excellent evaluations from his peers and his supervisors. He has designed an English 121 (The Writing Process) course in which students read and analyze the novel *Moby-Dick*, and an English 245 (Early American Literature) course that focuses on issues of American Exceptionalism. He has also developed an online English 221 (Creative Writing) course, and he has moved all of his classes onto the Canvas learning system. He also teaches English 095 (Basic Skills), English 122 (Writing and Research), as well as a variety of literature courses. He regularly re-imagines and revises his course content and methods.

COLLEGE SERVICE

Dr. Broek has co-advised the Creative Writing Club for many years. In this capacity, he has taken groups of students to the annual conference of the Association of Writers and Writing Programs. He also served as a co-advisor of the *Collage* student magazine for two years. He has served on a departmental hiring committee, and has developed programming with the campus EOF program.

PROFESSIONAL DEVELOPMENT

Dr. Broek's scholarship has been published in *The Journal of American Studies*, *American Literature Compass*, and the *European Journal of American Studies*. He edits the online poetry journal *Mead*, as well as the online journal *Tran(s)udies*. He has delivered academic papers at the conferences of the Northeast Modern Language Association, the Association of Writers and Writing Programs, the Popular Culture/American Culture Association, and the American Comparative Literature Association. He was awarded the 2013 Kinereth Gensler Award from Alice James Books for his manuscript of poems *Refuge/es*, and he has published two additional books of poems – *The Amputation Artist* and *The Logic of Yoo*. *The Logic of Yoo* was adapted to a staged reading and has been performed at the University of Maine, Boston University, The University of Massachusetts (Boston), and the Split This Rock Poetry Festival. He is the recipient of a fellowship to the MacDowell Colony, a New Jersey Arts Council Fellowship in Poetry, and a scholarship to the Bread Loaf Writers Conference.

COMMUNITY SERVICE

Dr. Broek has given numerous readings of his work for various Monmouth County schools and organizations.

JOHN BUKOVEC

Mr. John Bukovec is recommended for promotion from Associate Professor to Full Professor. He was hired to teach Theater in 2001. Mr. Bukovec earned a bachelor's degree in Theater from Ramapo College, and his Master Fine Arts concentration Acting degree from the Theater School at DePaul University.

TEACHING EFFECTIVENESS

Mr. Bukovec is rated highly on the Student Opinion Reports from his students, and he has received excellent evaluations from his peers and his supervisors. Mr. Bukovec has been the lone faculty member of the theater Department for 13 years. His contributions in the area of curriculum development include the development of an A.A. program for Acting and Musical Theater. He has redesigned all the curriculums of the classes that the Theater Department offers. He has and continues to develop and contribute to all the departmental demands. Mr. Bukovec has developed and runs a summer arts camp for 6th thru 9th graders offered thru the Office of Business and Community Development. He produces all of the shows the Theater Department offers and directs two of them every year. He just finished a successful run of Monty Pythons "SPAMALOT" and is currently starting work on the 13th season of the Brookdale Summer Shakespeare Ensemble. Come see "The Winter's Tale" July 2014 on the lawn, it's free bring a friend

COLLEGE SERVICE

For the last four years Mr. Bukovec continues to serve the college by making sure every student that enters his class, major or not gets the educational experience they were expecting, and leave-taking with them the understanding that the Faculty are here to assist them on their journey. Over the past three years, Mr. Bukovec has served on the Professional Development Committee, where he has tried to make the process of getting support more efficient and effective. Mr. Bukovec has served on the executive board of the Faculty Association for the last two years. He has been the Department Chair of the Performing Arts Department for the last two years.

COMMUNITY SERVICE

Mr. Bukovec has been the co supervisor to the Theater Club for the last 13 years. He has hosted and judged the English Speaking Union Shakespeare competition for the last eight years here at Brookdale. This event brings twenty plus high school students to Brookdale and allows them to see who we are and what we do. He is a volunteer coach for Soccer, Basketball and Baseball in Oakland N.J. where he also teaches mini courses in acting for the K thru 5 Oakland school system. He is also very active in cub scouts and the Fathers club. Oakland N.J.

STEVE CHUDNICK

Steve Chudnick is recommended for promotion from Assistant Professor to Associate Professor. He was hired as a Reference and Instruction Librarian in 2005. Mr. Chudnick earned a bachelor's degree in History from the University of Rochester in 1992, a master's degree in Public History from North Carolina State University in 1996, and a master's degree in Library and Information Science from Rutgers University in 2005.

TEACHING EFFECTIVENESS

Mr. Chudnick is rated highly on the Student Opinion Reports of his Information Literacy sessions from his students, and he has received excellent evaluations from his peers and his supervisors. His contributions in the area of curriculum development include, in collaboration with the Biology Department, an Information Literacy lab in the Bankier Library wherein all Biology 101 students learn about Scientific Literature and how to access, evaluate, utilize, and produce Scientific Papers. As library liaison to various departments in the Sciences, Computer Science, and Mathematics, he supports students in these areas whether by individual reference help, teaching information literacy sessions, or providing research tools popularly called LibGuides.

COLLEGE SERVICE

Since 2011, Mr. Chudnick has served as Department Chair for the Library Department. He oversees the scheduling and staffing of the reference desk by both full-time and adjunct faculty members. During his tenure as Department Chair, Mr. Chudnick has hired one full-time Librarian and five adjunct instructors, and he has chaired the hiring committees for the full-time faculty position as well as numerous full-time temporary positions. Mr. Chudnick served on the Academic Standards Committee from 2006-2013, chairing it for the final two years of his tenure. He currently serves on the IPEC committee. Mr. Chudnick has also at times served as Library representative to the College Wide Promotion Committee and the Professional Standards Committee. He also served on the Information Technology Visioning Task Force and currently serves on the Portal Committee and is a member of the Faculty Advisory Coalition.

PROFESSIONAL DEVELOPMENT

Mr. Chudnick is a member of the Association of College and Research Librarians (ACRL), the New Jersey Library Association (NJLA), the Virtual Academic Library Environment of New Jersey (VALE) association, the National Education Association (NEA) and the Brookdale Faculty Association. He has presented at the ACRL biennial conference in Seattle and has attended many annual conferences for NJLA and VALE.

COMMUNITY SERVICE

Mr. Chudnick is active in statewide Library organizations, serving on the New Jersey Library Network Review Board as a co-Chair, and on the New Jersey Statewide Database Selection Committee. He also has served as a Judge at the last two New Jersey History Days. Mr. Chudnick also serves as a Trustee of the Zimmerman Family Fund, which oversees an endowment to support medical research in the areas of cardiovascular research, cancer research and medical education.

THOMAS CIOPPA

Dr. Thomas Cioppa is recommended for promotion from Associate Professor to Full Professor. He was hired to teach Political Science at Brookdale Community College in the fall of 1999. Dr. Cioppa earned a bachelor's degree in Speech Communication from the University of Rhode Island and a Ph.D. in Political Science from Colorado State University. He is a Fulbright Fellow and a winner of the *Antarctica Service Medal of the United States of America* (presented by the United States Congress for service in the U.S. Antarctic Program).

TEACHING EFFECTIVENESS

Dr. Cioppa is rated highly on Brookdale Student Opinion Reports (SORs) and he has received excellent evaluations from his peers and his supervisors. His contributions in the area of curriculum include the development of POLI 109 (*Current Global Topics*), POLI 225 (*International Relations*), POLI 227 (*Comparative Politics*), POLI 228 (*Environmental Politics*); as well as conducting course learning outcomes and program learning outcomes assessment projects. Dr. Cioppa has also developed a fully on-line version of POLI 105 (*American National Government*) and is presently developing a fully on-line version of POLI 225.

COLLEGE SERVICE

Dr. Cioppa served as co-Chair of the Political Science and Philosophy Department from 2007 to 2013 where he managed full-time and adjunct faculty as well as carried out daily responsibilities including curriculum development, program offerings, budgeting, and course assessment. He is also the co-founder, principal facilitator, and chief promoter of the Brookdale Department Chairs Council. The Chairs Council was founded in the spring of 2010 as a way to assist Department Chairs in the daily execution of their respective duties. Dr. Cioppa is presently serving as the vice president of the Brookdale Faculty Association and has served on the negotiations team for the last two faculty contracts. He serves on numerous committees including the International Education Scholarship Committee (Elaine Barron Scholarships), the Bankier Library Student Research Paper Award Committee, and the College Action Team on Sustainability (CATS).

PROFESSIONAL DEVELOPMENT

Dr. Cioppa is a member of the American Political Science Association, the International Studies Association, the New Jersey Education Association, and the Phi Kappa Phi National Honor Society. In 2012, Dr. Cioppa co-authored the textbook *Give Me Liberty or Give Me Laughs: Studying Politics Through Cartoons*, an imprint of the Kendall Hunt Publishing Company.

COMMUNITY SERVICE

Dr. Cioppa assisted in the creation of the articulation agreement in Political Science for transfer to Rutgers University at Brookdale's Western Monmouth campus. He is an active faculty member in non-credit programs offered through Brookdale's Office of Business and Community Development and has also served as a guest lecturer for the New Jersey Council for the Humanities.

DEBORAH DEBLASIO

Debbie DeBlasio is recommended for promotion from Assistant Professor to Associate Professor. She was hired to teach English as a Second Language (ESL) and Italian in 2004. Ms. DeBlasio earned a bachelor's degree in Languages from Florida Atlantic University, a master's degree in Italian from Rutgers, and is completing a master's degree in Teaching English as a Second Language (TESOL) at The College of New Jersey.

TEACHING EFFECTIVENESS

Ms. DeBlasio is rated highly on Student Opinion Reports, and has received excellent recommendations from her peers and excellent evaluations from her supervisors. She teaches four different levels of ESL in a typical semester, and has taught 9 other classes during her career at Brookdale. In the area of curriculum development, Ms. DeBlasio has co-created two new ESL classes (ESL 015 and ESL 025) for ESL students who need more instruction on writing. With these supplementary courses, she hopes more students exiting the ESL program will place into ENGL 121 instead of ENGL 095. In addition, she has created curriculum for LANG 075 and LANG 101 – two ESL conversation courses, completely revamped the ESL 225 curriculum, revised evaluation methods in all levels of ESL, revised all levels of Italian by creating homework packets for each level, revised ITAL 203 in order to participate in the Global Citizenship Project, and secured general education status for American Sign Language 101 and 102.

COLLEGE SERVICE

Ms. DeBlasio has been serving as Department Chair for the Languages and ESL since 2010. Her department consists of two other full-time faculty members and about 30 adjunct faculty members that teach 11 different languages and 35 different courses. She runs adjunct workshops yearly and has mentored over 10 adjuncts in the past four years. Ms. DeBlasio developed a full-time ESL program at Brookdale. This opened Brookdale's doors to an entirely new cohort of students: international students of various ESL levels that were previously turned away. Ms. DeBlasio made a partnership with Monmouth University possible. As per this arrangement, incoming Monmouth students who need additional ESL will attend Brookdale summer classes on Monmouth's campus. Ms. DeBlasio has chaired two hiring committees for her department. She has served on and co-chaired College Life and was part of the committee that worked on banning smoking on campus. She has served on the Outstanding Student Award Committee twice, chairing it once. Ms. DeBlasio always works closely with the International Education Center. She serves on the International Education Advisory Committee, has served on the Brazil Steering Committee, applied for and supervised a Fulbright Scholar from Brazil, and taken part in an agreement with a branch of the Portuguese government to promote the Portuguese language. She added PORT 101 and 102 to the department's offerings and students will receive a certificate from the Portuguese government to show completion of the courses. She won the Outstanding Colleague Award in 2012-2013.

PROFESSIONAL DEVELOPMENT

Ms. DeBlasio is a member of NJTESOL and attends ESL conferences and workshops to stay abreast of topics in her field.

SHAY DELCURLA

Shay Delcurla is recommended for promotion from Associate Professor to Professor, he was hired as an Instructor/Librarian in 2000. Mr. Delcurla earned his bachelor's degree from Monmouth University and his associate's degree from Brookdale Community College. Graduate degrees include a master's degree in Library and Information Science from Long Island University's Palmer School and a master's degree in theatre from New York University's Department of Music and Performing Arts Professions. A lifelong learner he has recently begun coursework toward his doctoral degree at the Caspersen School of Graduate Studies at Drew University.

TEACHING EFFECTIVENESS

As an academic librarian Mr. Delcurla's work is truly interdisciplinary. He has received positive feedback from students, as well as his fellow faculty members for his work teaching Information Literacy sessions in the Bankier Library. He routinely teaches sessions for courses that span the college's curriculum and serves as liaison to the Arts and Communication Division, and the Allied Health and Fitness Department as well as liaison to English Literature. Additionally he teaches one section of Theatre Appreciation in the fall and spring for the Performing Arts Department.

COLLEGE SERVICE

Mr. Delcurla has been very active in college leadership; he served a total of six years as Chair of the Librarians' Department until reaching term limits in 2011. For the past six years he has served on Academic Council and has been co-chairing this busy curriculum committee since September of this year. He is also serving on the General Education committee which he previously co-chaired for four years. He also served as Brookdale's faculty representative on two statewide General Education committees. Some other committee work includes a term on the Professional Standards Committee and the search committees for the college's Executive Vice President of Educational Services. He has also served on the College-Wide Promotion Committee and served as a mentor to new full and part time faculty.

PROFESSIONAL DEVELOPMENT

Mr. Delcurla is a member of New Jersey Library Association and Theatre Library Association; he stays active through memberships in these organizations as well by attending and presenting at local and national conferences. In 2010 he was a co-presenter at the AA C & U General Education Conference in Seattle.

COMMUNITY SERVICE

Mr. Delcurla has been active in community outreach and has developed and taught several workshops for Brookdale's Community Development. Presentations include two "Come to Campus" events as well as another class entitled "A Play a Day".

EUGENE M. DEROBERTIS

Dr. Eugene M. DeRobertis is recommended for promotion from Associate Professor to Full Professor. He was hired to teach psychology and human services in 2001. Dr. DeRobertis earned a baccalaureate degree in philosophy from St. Peter's University and a Ph.D. in psychology from Duquesne University.

TEACHING EFFECTIVENESS

Since his hire, Dr. DeRobertis has performed a delicate balancing act. Specifically, he has consistently received exceptionally high student ratings while maintaining both academic integrity and the academic rigor expected of a college level professor. Dr. DeRobertis has also received excellent evaluations from his peers and his supervisors. His contributions in the area of curriculum include the development of PSYC 209 (Theories of Personality), the revision and implementation of PSYC 206 (Human Growth and Development) in both online and honors formats, and the development of a Human Services Addictions Option that has New Jersey Certified Drug and Alcohol Counselor (CADC) Preferred Provider status. He has also developed the Human Services Corrections Option. During his employ, Dr. DeRobertis has "prepped" and created departmental evaluation instruments for PSYC 209, PSYC 206, both introductory classes (PSYC 105 and PSYC 106), PSYC 208 (Lifespan Development), PSYC 235 (Group Dynamics), PSYC 219 (Positive Psychology), PSYC 111 (Introduction to Human Services), PSYC 285 (Human Services Internship), and PSYC 212 (Community Agencies in the Human Services). In addition, he has revised all the syllabi for the human services addictions option and revised the suggested course sequences for all of the original three human services options (generalist, addictions, and corrections).

COLLEGE SERVICE

Dr. DeRobertis has served as the coordinator of the Human Services Program two times and is now the Department Chair for the Psychology and Human Services Department. As chair, Dr. DeRobertis manages the daily operations of 10 full-time faculty and an average of 50 adjuncts who collectively teach approximately 3,000 students per semester. He has served on numerous hiring committees, both within and outside his department (e.g., philosophy and biology), as well as several college-wide committees, including the President's Commission to revise our counseling area, the Brookdale Outcomes committee, the Core Competencies committee, and the BCC Diversity committee. Dr. DeRobertis has hired over a dozen new adjunct faculty members since the summer of 2013 and is currently heading the search for a new full-time faculty member for the fall of 2014.

PROFESSIONAL DEVELOPMENT

Dr. DeRobertis is a member of several divisions of the American Psychological Association, including division 24 (Theoretical and Philosophical Psychology), division 32 (Humanistic Psychology), and division 5 (Evaluation, Measurement, & Statistics, the Society for Qualitative Inquiry). He is also a member of the Association for Humanistic Psychology, Psi Beta (the national honor society for psychology in the two-year college), the Mid-Atlantic Consortium for Human Services (MACHS), and the National Organization for Human Services Education (NOHS). Dr. DeRobertis served as the Treasurer for MACHS for five consecutive years. He is also an honorary member of Phi Theta Kappa, the national honor society for community colleges. Dr. DeRobertis has attended and presented at numerous conferences, including the American Psychology Association and MACHS annual conferences. He is on the editorial board for the *Journal of Humanistic Psychology* and *The Humanistic Psychologist*, the flagship journal for the American Psychological Association's 32nd Division. Throughout his professional career, Dr. DeRobertis has published his theoretical and qualitative research both within and outside his discipline with full peer-review, making him an internationally known author. His over 30 publications make him the most published professor at Brookdale Community College.

COMMUNITY SERVICE

Dr. DeRobertis has brought CADC Preferred Provider Status to Brookdale's Psychology and Human Services Department twice during his employ. This gives students the opportunity to obtain the educational component of a CADC, bringing them one step closer to working in our community with addictions populations. He was involved in creating human services articulation agreements for transfer to Rutgers University and to Monmouth University. He has further given many lectures both within the walls of Brookdale and beyond. Most recently, he spoke to the New Jersey Community College Counselors Association at Middlesex Community College on recent trends in Positive psychology.

CHRISTINE ELLIOTT VASQUEZ

Ms. Christine Elliott Vasquez is recommended for promotion from Assistant Professor to Associate Professor. She was hired to teach English in 2003. Ms. Vasquez earned a bachelor's degree in Spanish from Lafayette College, a master's degree in English from the University of Maryland, College Park, and a master's degree in Education from Stanford University.

TEACHING EFFECTIVENESS

Ms. Vasquez is rated highly on the Student Opinion Reports from her students, and she has received excellent evaluations from her peers and her supervisors. Her contributions in the area of curriculum include the development of an issue-based Honors ENGL 122: Writing & Research course. To meet the growing demand for distance education opportunities, she developed an ITV ENGL 235: World Literature I course and an online ENGL 122 course. Ms. Vasquez revised ENGL 236: World Literature II course content to include more Non-Western literature and broaden cultural and global awareness. She participated in the college-wide Big Read initiative, coordinating her ENGL 121: Writing Process course with Chhange-sponsored programming. In addition to teaching on the Lincroft campus, Ms. Vasquez has taught in Wall and Long Branch. She has taken an active role in departmental assessment projects and chaired the final phase of the ENGL 121 Critical Thinking Assessment Project Committee.

COLLEGE SERVICE

Ms. Vasquez currently serves as ENGL 121 Course Co-coordinator; responsibilities include curriculum updates, assessment projects, mentoring and evaluation of part-time faculty, and facilitation of training sessions and roundtable discussions. Previously, she served as ENGL 122 Course Co-coordinator from 2008-2011. As ENGL 122 Co-coordinator and a second-term member of the General Education Committee, she worked to align course competencies with the state General Education Model. She applied for and was granted General Education Ethical Reasoning and Action competency for ENGL 122. Since 2011, Ms. Vasquez has been a member of the Honors Committee. She serves as co-facilitator for the annual Honors Faculty Roundtable. During the 2012-2013 academic year, Ms. Vasquez served on the Humanities A.A. English Option 5-year Periodic Review Committee and the Faculty Day Committee.

PROFESSIONAL DEVELOPMENT

Ms. Vasquez is a member of the National Council of Teachers of English, the Two-Year College English Association, the Association for Supervision and Curriculum Development, the National Education Association, and the New Jersey Education Association. She attended the 2008 Two-Year College English Association Northeast Conference and the 2010 New Jersey College English Association Conference. She completed learning management system training in both Angel and Canvas. She was a 2013 graduate of Leadership Brookdale.

COMMUNITY SERVICE

For the past two years, Ms. Christine Vasquez has conducted a "Transition to College" Question and Answer session for a class of graduating seniors at Point Pleasant Borough High School.

ISAAC KANU

Dr. Kanu is recommended for promotion from Assistant Professor to Associate Professor. He was hired to teach Anthropology in the Social Sciences and Education Division. He earned a Higher Teachers Certificate (HTC) in History from Sierra Leone, B.A. in History and Political Studies, M.Ed. in Curriculum Development from Lakehead University in Canada, M.Phil. and Ph.D. in Comparative Education with major in Anthropology from Teachers College, Columbia University in New York.

TEACHING EFFECTIVENESS

Dr. Kanu is rated highly on the Student Opinion Reports from his students, and he has received excellent evaluations from his supervisor and peers. He has worked with his department to produce custom textbooks, and he has developed Study Guides for his students. In the area of curriculum and course development, Dr. Kanu has prepared materials for Cultures of the World (ANTH 106) and African Civilization (HIST 215). Both courses are designated General Education offerings. He also teaches online.

COLLEGE SERVICE

Dr. Kanu was a member of the Student Development Committee that developed My Brookdale Portal. He has been a member of the International Education Advisory Committee since 2001. Dr. Kanu has developed and led Study Abroad programs to Ghana and Brazil. He applied and received the Harris Wofford Award for his students for the Study Abroad program to Brazil. Dr. Kanu is instrumental in creating an articulation agreement to transfer Anthropology courses to Monmouth University. He was co-chair of the Five-Year Review of the Social Science General Education Committee, and he is currently a member of the Social Science General Education Review Committee. He is also co-advisor to the Anthropology and Sociology Club and has served as mentor to adjuncts.

PROFESSIONAL DEVELOPMENT

Dr. Kanu is a member of the New Jersey Education Association and an Alumni of the Cross-Cultural Solutions Action Network, New Rochelle, New York. He attends Comparative Education Conferences at Teachers College, Columbia University. He has made presentations on Sierra Leone issues, including the "causes and effects of the Sierra Leone Civil War" at Georgian Court University. Dr. Kanu is certified to teach online. He has completed a number of workshops in Angel and Canvas. He has made tremendous improvement in the use of technology in the classroom.

COMMUNITY SERVICE

Dr. Kanu brings an international perspective to the classroom for students choosing careers in a global market. He has participated in the Cross-Cultural Solutions Volunteer Abroad program in Brazil. He has volunteered to help schools and churches to organize international festivals in East Orange, New Jersey. He is advisor to a Charter School in the East Orange community. Dr. Kanu encourages students to participate in international volunteer programs.

DANIEL LOPEZ

Daniel Lopez is recommended for promotion from Assistant Professor to Associate Professor. He was hired to teach Mathematics in 2005. Mr. Lopez earned bachelor's degrees in Mathematics and Communications, and completed a teacher training program, at King's College in Wilkes-Barre, PA; he earned a master's degree in Mathematics from Binghamton University.

TEACHING EFFECTIVENESS

Mr. Lopez is rated highly on Student Opinion Reports and he has received excellent evaluations from his peers and his supervisor. He has been instrumental in the introduction of higher level math courses to the Freehold Branch Campus, where he teaches his entire course load. It is not unusual for Mr. Lopez to have the same student for three different courses as they progress through the sequence of math courses in Freehold. During the Fall 2013 semester, he piloted a successful Math Lab-style program with Learning Assistant Lynn Shaffery, offering walk-in assistance to math students at Freehold.

COLLEGE SERVICE

Since 2008, Mr. Lopez has served as Course Coordinator for Introductory Algebra, which is the Math Department's largest course. In this role, he maintains master courses both in Canvas, the College's Learning Management System, and WebAssign, an online homework and resource program. These master courses are then available for copy by other instructors of the course. Mr. Lopez has served on the Student Development and Academic Standards Committees of Governance, as well as various hiring committees for both the Math Department and the Freehold Branch Campus.

PROFESSIONAL DEVELOPMENT

Mr. Lopez is a member of the Mathematical Association of Two-Year Colleges of New Jersey, the National and New Jersey Education Associations, and the Brookdale Faculty Association. He has presented at the NJCCC Best Practices Conference, the Mathematical Association of Two-Year Colleges of New Jersey conference, and has given numerous presentations and trainings dealing with the use of WebAssign both at Brookdale and at other colleges throughout the eastern United States.

COMMUNITY SERVICE

Mr. Lopez is a member of Parents of Autistic Children, where he serves as a walkathon team captain and event volunteer. He has also recently become the co-advisor of the Freehold United Network, the sole student club based at the Freehold Branch Campus. The mission of this club is to provide service to the community by organizing activities such as food drives and bake sales for charity, and to participate in activities such as beach sweeps, blood drives, and soup kitchen feedings.

YESENIA MADAS

Dr. Yesenia Madas is recommended for promotion from Assistant Professor to Associate Professor. She was hired as a Student Development Specialist in 2004. Dr. Madas earned a bachelor's degree in Psychology as well as a master's degree in Counseling from Mercy College and a doctoral degree in Educational Leadership from Rowan University.

COUNSELING EXCELLENCE

Dr. Madas is one of two counselors assigned to the Educational Opportunity Fund Program (EOF) which promotes the success of low-income, often first generation college students. Although she is assigned to the EOF program, she works within the counseling division in the Business Area and often meets with students in all academic areas. She has worked with a broad population of students including honors students, veteran students, student athletes, students in crisis, and students with disabilities. She is rated highly on the Student Opinion Reports and has also received excellent evaluations from her peers and her supervisors. She provides counseling services online and also to both the Neptune and Long Branch higher education centers through the academic year. Her contributions in the area of curriculum development included revisions for the First Year Seminar (HUDV 107) and the Student Success Seminar (SSS), which is part of the EOF summer bridge program. She is a Brookdale Ally and a recipient of a Gold Star award. She has participated in Counseling outreach initiatives staffing tables in the SLC and Larrison Hall, has covered numerous College open house events, created online video tutorials (how to register online and njtransfer) and helped with the revision of the new counseling and advisement webpage. Dr. Madas also participated in an Editorial Advisor Group for the Community College Counselor Sourcebook (2nd edition) through the CollegeBoard.

COLLEGE SERVICE

In the past several years, Dr. Madas has served on the Honors Committee, College Life Committee, and Commission on Student Development. She chaired the advisor search committee and also served on hiring committees for English, Math, and Nursing faculty. Dr. Madas also teaches as an adjunct for the psychology department. She currently serves on the Professional Development Committee, the Scholars Day Committee, the Employee Volunteer Connection, the Student Conduct Board and has been involved in the First Year Experience Program. Dr. Madas recently co-chaired the SWAT committee (examining implementation of a mandatory student success course for BCC students). She is a graduate of Leadership Brookdale and completed the Online Certification Course offered by the TLC at Brookdale. She has been recognized as an Employee Volunteer of the Year and an Outstanding Colleague.

PROFESSIONAL DEVELOPMENT

Dr. Madas serves as President of the New Jersey Community College Counselor's Association (NJ3C) and attends all conferences. She has also attended the New Jersey Educational Opportunity Fund Professional Association conferences, EOF Counselor Training Institutes, Tri-state Leadership Institute, and several New Jersey Council of Community College trustee seminars among other conferences and presentations.

HOWARD MILLER

Mr. Howard Miller is recommended for promotion from Assistant Professor to Associate Professor. He was hired to teach Speech Communication in 2004. Mr. Miller earned a bachelor's degree in Speech and History from the University of Rhode Island, and a master's degree in Business Communication and Public Relations from Emerson College.

TEACHING EXCELLENCE

Mr. Miller is rated highly on Student Opinion Reports, and he has received excellent evaluations from his peers and his supervisors. Curriculum development includes his Organizing & Outlining chapter that has been published in a special edition of *A Speaker's Guidebook*. He has redesigned his Public Speaking sections to include Global Citizenship assignments, and he has assisted many colleagues in doing the same. He directs the Department's Speech Chat sessions that get faculty together to discuss coursework, and he also oversees the Department's Canvas Speech Learning Object Repository.

COLLEGE SERVICE

Mr. Miller is currently a faculty representative on Brookdale's Steering Committee and has served on Basic Skills, Academic Standards, and College Life. For the past three years he has been the Faculty Liaison to the International Education Center (IEC) where he has led the expansion of the Global Citizenship Project (GCP). He has also facilitated the TLC Roundtables and has made over a dozen presentations for students and colleagues, including everything from how not to use PowerPoint, engaging students in the classroom, integrating global citizenship into the classroom, and note-taking workshops for students. He has written articles for the Brookdalian, the TLC's Focus on Teaching, the IEC's Global News, and he has written for and edited five editions of the GCP's newsletter. Additionally he has taught 18 classes at the Freehold Campus and regularly completes office and IEC hours there.

Other committee assignments have included a five-year review committee for International Studies, Brookdale's Brazil Steering Committee, the International Education Advisory Committee, search committees for Environmental Science and Biology, and his Division's Outstanding Student Committee. He also led the Speech Communication Department's Jubilee Commission Self-Assessment Program Analysis and participated on the same for both the IEC and College Life. For his work, Mr. Miller was honored to receive the Outstanding Colleague award this year.

PROFESSIONAL DEVELOPMENT

Mr. Miller is a member of NAFSA, an Association of International Educators, and Community Colleges for International Development (CCID). He has completed ALLY training to assist Brookdale's LGBTQ community. And he has presented Brookdale's Global Citizenship model at Monmouth University's 10th Annual Global Understanding Convention, at the CCID national conference in Atlanta, and at Bergen County College's best practices conference.

JONATHAN MOSCHBERGER

Mr. Jonathan Moschberger is recommended for promotion from Assistant Professor to Associate Professor. He was hired to teach Political Science in 2005. Mr. Moschberger earned a bachelor's degree in Political Science from Kean University and a master's degree in Political Science from Rutgers University. Later he earned a Standard Certificate as a Teacher of Social Studies. But his success started at our own Brookdale Community College where he earned an AA in Social Sciences, was president of our chapter of Phi Theta Kappa, gave the commencement speech, and even met his wife in the honor society!

TEACHING EXCELLENCE

Mr. Moschberger is rated highly on the Student Opinion Reports from his students, and he has received excellent evaluations from his peers and his supervisors. His contributions in the area of curriculum development are numerous and include developing and teaching the online version of State, County, & Local Government (POLI-115), integrating High Impact Practices (HIPs) into POLI courses, imbedding service-learning into all his courses, producing and instructing the first-ever Honors section of Introduction to Political Science (POLI-101), creating the Honors Symposium (HONR-298), and countless curriculum changes and enhancements to our Honors Program.

COLLEGE SERVICE

For the past 5 years, Mr. Moschberger has served as co-chair for the Honors Committee where, along with his colleague Dr. Laura Neitzel, he worked tirelessly to reimagine, revamp, and revitalize Brookdale's Honors Program by taking it from declining enrollments, cancelled courses, underprepared students, and transferability concerns to ever-increasing enrollments, new courses being added each year, an application process leading to students who are better prepared for the rigors of Honors study, and many Honors graduates transferring to highly competitive 4-year universities. In sum, they have created a dynamic Honors Program that is making Brookdale a top choice for high achieving students.

For the past 8 years, he has advised the History & Political Science Club taking it to great heights and having it consistently perform as one of the best clubs on campus and being recognized by winning several Gold Star Awards. He is the founding advisor of the Conquer Cancer Club who won a Gold Star Award for Best New Club. He created and funded the Michael L. MacDougall Memorial Scholarship in honor and memory of his father-in-law who passed from pancreatic cancer.

Due to his leadership as our Point Person for our efforts to encourage the community to Vote YES on Question 1 (Building Our Future Bond Referendum), the BCC community voted overwhelmingly in favor of passage. Of course, it passed statewide as well. As a result, Brookdale won and our future construction at Wall will serve for generations to come.

In his short time at the helm as chair of the Department of Political Science, he is already making great strides; just wait to see what happens over the next four years!

PROFESSIONAL DEVELOPMENT

Mr. Moschberger is a member of the American Political Science Association (APSA), Council on Undergraduate Research (CUR), New Jersey Campus Compact (NJCC), and other organizations. He has shown significant professional growth since his last promotion. Along with his discipline colleague, Dr. Tom Cioppa, he co-authored *Give Me Liberty or Give Me Laughs: Studying Politics through Cartoons* which has already received rave reviews from students and is making a difference in the classroom. He presented the Keynote Address on Civility & Ethics at Scholars Day 2013. At that same event, he also presented a breakout session. At the 1st Annual New Jersey Campus Compact Conference, he was 1 of 12 featured speakers.

COMMUNITY SERVICE

Under his leadership, Mr. Moschberger's History & Political Science Club raised \$1,200 for the Save Darfur Coalition from their Make a Difference Darfur Fundraiser. Through OBCD, he presented *Obama v. Romney: An Objective Comparison* (of the 2012 Presidential Candidates) for free to the community. When many in our community were still without power on Election Night 2012, he led our efforts to open our doors to them for our Election Night Viewing Party where guests watched and discussed the election returns as they came in. Due to Sandy, this was Brookdale's first day back in session, but we pulled it off. Best of all, we gave people a chance to get warm, charge their cell phones or other devices, and we provided good food and fellowship for all attendees. His Conquer Cancer Club hosted two huge fundraisers: Conquest 4 Kidz: Fundraiser for Children with Cancer had ~100 attendees and raised over \$2,200 for Ocean of Love and The Miracle Mile was a 5K Walk/Run at Thompson Park that raised over \$4,100 for Robert Wood Johnson's Cancer Fund.

LAURA NEITZEL

Dr. Laura Neitzel is recommended for promotion from Assistant Professor to Full Professor. She was hired to teach History in 2004. Dr. Neitzel earned a B.A. in Japanese Language and Literature from the University of Massachusetts, an M.A. in East Asian Studies from Washington University in St. Louis, and an M.A. and Ph.D. in History from Columbia University. She was a Fulbright Graduate Research Scholar in Japan, 1998-99.

TEACHING EFFECTIVENESS

Dr. Neitzel is rated highly on the Student Opinion Reports from her students, and has received excellent evaluations from her peers and supervisors. Her contributions in curriculum development include co-developing a "Topics in History" course and the Honors Symposium. She chaired Five-Year Program Reviews for the History Department in 2010-11 and the International Studies Option in 2012-13. Dr. Neitzel co-designed and led short-term study abroad courses to Japan (2009), Greece (2011), and Hawaii (2013). Each semester she travels with students to destinations in New York, including Chinatown, the United Nations, and the MET. She works closely with her colleagues in History to revise curriculum and develop new instructional materials, including online source repositories for students.

COLLEGE SERVICE

In 2009 Laura was chosen by the Executive Vice President of Educational Services to lead a Task Force mandated with reinvigorating Honors education at Brookdale. She coordinated efforts across campus to create a competitive, cohort-based program which attracts high-achieving students. Since 2009, Dr. Neitzel has also served as Coordinator of the Honors Program and Chair of the College-wide Honors Committee. Under her tenure, the Honors program has grown significantly—currently over 65 students are engaged in Honors studies. Dr. Neitzel served as the Assistant Chair of the History Department 2010-13, and was a member of two History instructor Search Committees. As a member of the International Education Center's Advisory Committee, she helps to interview Elaine Baran Scholarship candidates and served on a sub-committee which revised the faculty study-abroad handbook. This past year, she served on the President's Jubilee Commission and was one of the core writers of the final report.

PROFESSIONAL DEVELOPMENT

Dr. Neitzel served three years (2009-12) as the Chair of the University Seminar on Modern Japan at Columbia University. She is a member of the Mid-Atlantic World History Association (MAWHA) and regularly attends regional and national conferences. She has offered talks at Kean University, MAWHA, and at a graduate seminar on postwar Japan at Columbia University. She has a contract with the publisher MerwinAsia for her manuscript, *The Life We Longed For: Danchi Mass Housing and the Middle-Class Dream in Postwar Japan*.

COMMUNITY SERVICE

Dr. Neitzel regularly offers courses and lectures through BCD and the Center for World War II Studies and Conflict Resolution. Each August, she designs and teaches a week-long "Summer Scholars" course which draws 60-70 community participants. Topics have included the politics of World War II memory, the religions and philosophies of East Asia, and East Asia in the 21st century. She has also been a speaker at the Ocean County Democratic Club.

BRIAN OLAND

Brian Oland is recommended for promotion from Assistant Professor to Associate Professor. He was hired as a Student Development Specialist in 2004. Mr. Oland earned a bachelor's degree in Psychology from the University of Rhode Island, a Master's degree in Psychological Counseling and a 30 credit post master's certificate in Professional Counseling from Monmouth University and is currently pursuing his PhD in Psychology with a concentration in Gender Studies from Northcentral University. Mr. Oland is also licensed to practice by the State of New Jersey as an Associate Counselor.

COUNSELING EXCELLENCE

Mr. Oland serves students primarily at the Freehold Campus and is rated highly on the Student Opinion Reports. Moreover, he has consistently received excellent supervisor evaluations. His contributions in the area of curriculum development included revisions for the First Year Experience. He also created a learning community with an English 095 instructor at the Freehold Campus. Offered each fall semester since 2007, the experience has proven to be a successful and productive collaboration for students. In addition, Mr. Oland works closely with the Honors Program and Learning Disabilities Program, providing tailored counseling to these sub-populations of the larger student body. Moreover, he is active in crisis intervention and tends to the crisis hotline when working at the Lincroft campus.

COLLEGE SERVICE

Mr. Oland remains active within the college community. He actively participates in college Governance, serving on the Student Development and Honors Committees. He is co-advisor of the Honors Club and chaperones trips, often on the weekends, with the students. An upcoming event will take students to the 911 memorial in New York. Mr. Oland has served on numerous committees including hiring committees, middlestates review committee, President's commission on student development, academic 5-year program review committees, advisory committees and most recently was appointed to the Employee Vitae Committee, commissioned by the president. Mr. Oland also had the opportunity to chaperone a Student Life and Activities Spring Break trip to China in 2010.

PROFESSIONAL DEVELOPMENT

During his tenure as an Assistant Professor, Mr. Oland has participated in state, local and college-sponsored conferences. He served as member chair on the executive board of the New Jersey Association of Community College Counselors (NJ3C) and attends both the annual and all mini-conferences. Mr. Oland has represented Brookdale Community College at two National Conferences for the National Academic Advising Association (NACADA) in Denver, CO and Nashville, TN, presenting Diversity Awareness and recognizing hidden biases. He recently joined the Monmouth County Suicide Task Force and continues to pursue professional development opportunities each year focusing on counselling. Mr. Oland will be eligible to apply to advance from Associate Counselor (LAC) to Professional Counselor (LPC) in May 2014. He is recognized by his peers as an expert resource for assisting students with crisis and overcoming disabilities as a result of his college-sponsored presentations.

ANTHONY W. PELLICANE

Anthony W. Pellicane is recommended for promotion from Associate Professor to Full Professor. He was hired to teach Criminal Justice in 2001. Mr. Pellicane earned a Bachelor's degree in Sociology and Psychology from Monmouth University and a Master's degree in Guidance and Counseling from Rider University.

TEACHING EFFECTIVENESS

Mr. Pellicane is rated highly on the Student Opinion Reports from his students and has received excellent evaluations from peers and his Dean. Using a pragmatic teaching approach, Mr. Pellicane's goal is not only to convince students to pursue careers in the fields of Criminal Justice and Corrections, but also to provide them with critical thinking skills to handle the wide variety of ethical, logistical, and social problems that are encountered on the job. In order to develop a student's perception and understanding of Criminal Justice beyond the classroom, he has worked with Career Services to develop many opportunities for students to get work experience in the field. Student feedback indicates that they enjoy his classes, prison tours and his pragmatic approach to education.

COLLEGE SERVICE

Since 2010, Mr. Pellicane has served as Department Chair for the Criminal Justice Department, where he has managed the daily operations of four full-time faculty and an average of 24 adjuncts. He has overseen the activities of the Criminal Justice Department, including offering assistance in textbook selection and College Assessment. He has handled student/professor conflicts and other disciplinary issues as well as observing and preparing adjunct evaluations.

As Department Chair, Mr. Pellicane has hired several adjuncts with professional expertise in various areas of law enforcement, corrections, and the judiciary. He has also hired former CIA, DEA and other Federal agents. These present and former practitioners provide students with their knowledge and experience in the various disciplines of Criminal Justice.

He has also served on the following committees: Academic Standards, the Committee To Interview An Academic Dean for Social Service Department, The Presidential commission on Student Development, Educational Services Master Plan Committee, Conference Chairman for a New Jersey Association of Criminal Justice Educators presentation at Brookdale titled "Community Based Corrections: Alternatives to Incarceration", Conference Co-Ordinator with the Monmouth County Prosecutors Office, April 16, 2014, and "The Best of the Best in Forensics".

PROFESSIONAL DEVELOPMENT

In July of 2010, Mr. Pellicane attended and participated in the Oxford Round Table on Crime and Punishment, addressing the dilemma at St. Anne's College, Oxford, England. He has been requested by East Jersey State Prison to serve on the Lifers Advisory Board. He served as a member of the Tech Prep Consortium for the Law Enforcement program in the Monmouth County Vocational School System.

COMMUNITY SERVICE

Mr. Pellicane is an active member of the New Jersey Criminal Justice Educators Association. He continues to consult and provide expert witness testimony for various correctional facilities and lawyers. He worked with Brookdale and NJCU administration staff in developing an accelerated program in National Security Studies and the articulation agreement with NJCU and Monmouth University.

Mr. Pellicane has worked with faculty and administrators in developing an A.S. degree program in Homeland Security and Emergency Management. An articulation agreement is being developed with Monmouth University and NJCU.

In April of 2011, Mr. Pellicane coordinated a state-wide conference on the Fort Dix attempted terrorism attack in conjunction with the State Homeland Security Department and the State's Attorney General's Office.

CAROL SCHEDEL

Ms. Carol Schedel is recommended for promotion from Associate Professor to Full Professor. She was hired to teach Respiratory Therapy in 1990. She earned her bachelor's degree in Physical Education from California State University at Sacramento, associate of applied science degree in Respiratory Therapy and Master's in Health Profession Education from Seton Hall University.

TEACHING EFFECTIVENESS

Ms. Schedel is rated highly on the Student Opinion Reports from her students, and she has received excellent evaluations from her peers and her supervisors. Her primary responsibilities are teaching the theory courses in the Respiratory Care Program. They include: RESP 161 Cardiopulmonary Anatomy & Physiology, RESP 163 Cardiopulmonary Pathology, RESP 261 Neonatal & Pediatric Respiratory Care, RESP 265 Issue in Respiratory Care and clinical instruction for second-level students in Critical Care. Her contributions in the area of curriculum include the complete review, revision and implementation of all content in the Respiratory Therapy Program in 2011. She completed a 5 year review of the Respiratory Care Program last year and has manages the job of Program coordinator for the last 10 years.

COLLEGE SERVICE

Ms. Schedel has served as Department Chair for the Allied Health and Fitness portion of the Health Science Division for two terms and 1 year. In this position she manages the daily operations for Respiratory, Radiology, Health Information Technology, Medical Laboratory Technology, Fitness and the admission process for Dental Hygiene. Ms. Schedel has served on a number of faculty and staff position search committees. College wide committees she has served on over the years, include Academic Standards, Diversity Council and College Action Team for Sustainability.

PROFESSIONAL GROWTH

Ms. Schedel is a member of the New Jersey State Society for Respiratory Care, American Association for Respiratory Care, National Board for Respiratory Care, and is a licensed Respiratory Care Practitioner in the State of New Jersey. She is required to complete thirty contact hours of relevant course work every year to maintain her license as a Respiratory Care Practitioner.

COMMUNITY SERVICE

Ms. Schedel serves as advisory member on several advisory committees. She has volunteered for Recruitment activities at Monmouth County Fair on several occasions. Ms. Schedel organizes a scholarship process for the state society for respiratory care students across the state.

THOMAS SETARO

Dr. Thomas Setaro is recommended for promotion from Associate Professor to Full Professor. He was hired to teach Computer Science in 2000. Dr. Setaro has a bachelor's degree in Computer Science from Montclair State University, a master's Degree in Public Administration from Fairleigh Dickinson University, and a doctoral degree in Educational Leadership from Rowan University.

TEACHING EFFECTIVENESS

Dr. Setaro is highly rated on the Student Opinion Reports from his students, and he has consistently received excellent evaluations from his peers and supervisors. Students frequently comment on his effective teaching style that centers around active learning and the use of real world examples. Other positive comments indicate that his approachability and relaxed demeanor make complex material seem less threatening. His concern for our students propelled him to secure a newly signed articulation agreement with Monmouth University. Teaching seven distinct Computer Science classes each semester keeps him immersed in the Computer Science curriculum. This connection to the curriculum has allowed him to strengthen the department's four programs by adapting program learning outcomes, course sequencing, and technical electives. Dr. Setaro was the lead on all three of the department's five-year program reviews and has created a new course entitled "Programming Using Python".

COLLEGE SERVICE

Commencing in 2006, Dr. Setaro served as the Computer Science Chair for 6 consecutive years. He has also served as department co-chair for the last two years. As chair his duties have included the daily management of a department that offers over 110 sections per semester, utilizes over 50 adjunct faculty, offers four distinct degrees, and maintains over 20 different course subjects. Within Brookdale, Dr. Setaro has served as a member of the General Education Committee, the Task Force to Review the Associate Degree Structure, and is currently serving as a member of Academic Standards. Dr. Setaro has also represented Brookdale by serving on two New Jersey Council of Community Colleges (NJCCC) committees. These include the State Level General Education Technology Competency Subcommittee and the Faculty Summit that established core course learning outcomes for the top 10 highest enrolled general education courses.

PROFESSIONAL DEVELOPMENT

Dr. Setaro routinely attends several technology symposiums each year. In 2011 he defended his doctoral dissertation entitled From Passive to Active Learning: Contingent Faculty Collaboratively Leading Pedagogical Change. This research focused on how collaborative software can be effectively utilized to stimulate student engagement and build community within a classroom. Dr. Setaro is also currently serving on a dissertation committee for a Rowan University doctoral candidate.

COMMUNITY SERVICE

For the past 33 years, Dr. Setaro has served as an active firefighter within the Middletown Township Fire Department. He continues to respond to fire calls, attend monthly training sessions, and keeps his firefighting certificates up to date. Additionally, he aids the fire company by handling their information system needs and serving on various fund raising and administrative committees.

CHRISTINE GRECO-COVINGTON

(Tenure Candidate)

Dr. Christine Greco-Covington is recommended for promotion from Instructor to Assistant 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 on the Student Opinion Reports from her students, and she has received excellent evaluations from her peers and supervisors. Her contributions in the area of curriculum include the development and revision of several courses, as well as contributing to the revisions of the Human Services program. Dr. Greco-Covington developed all course work for Adolescent Psychology, made major revisions to Individual Counseling Techniques and Abnormal Psychology and co-revised Group Dynamics. In her Individual Counseling Techniques classroom, Dr. Greco-Covington has transformed the Human Services experience by challenging her students to embark on a personal and professional journey, which many find life changing.

COLLEGE SERVICE

Dr. Greco-Covington has served on the Student Development Committee for 4 years, maintaining the position of chair for the past 2 years. She is a very active advisor of the PSYC & Human Services Club, leading the club to full recognition by Student Life. She organizes monthly events and twice traveled to upstate New York escorting students to a regional conference. Dr. Greco-Covington has participated in several college activities including Open House, Graduation, presenting at Scholar's Day & Faculty Day. She has also been a member of the Canvas Faculty Liaison transition team. She is an active member of the Psychology Department and contributes to internal and external assessments.

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 has attended both regional and national conferences for teaching of Psychology and Human Services.

COMMUNITY SERVICE

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

HANLI HUANG
(Tenure Candidate)

Hanli Huang is recommended for promotion to Tenure. She was hired to teach Mathematics in 2009. Mrs. Huang earned a bachelor's degree in Statistics from Tamkang University in Taiwan and a master's degree of science in Applied Mathematics from the State University of New York at Stony Brook.

TEACHING EFFECTIVENESS

Mrs. Huang is rated highly on Student Opinion Reports from her students, and has received excellent evaluations from her peers and supervisors. She has taught a variety of developmental and credit level courses (MATH 012, Math 015, Math 021, Math 025, Math 131, Math 151 and Math 299). She participated in two major curriculum enhancement projects and multiple assessments for basic and college level classes. She also created a new internship class, Math 299, for math major students. The math department successfully launched this internship class in spring 2013, and had 3 students during the first semester. Mrs. Huang presented the research results to MonmouthCares in July 2013. Currently, Math 299 has 2 students, and one student is a computer science major.

COLLEGE SERVICE

Mrs. Huang has participated in ten Brookdale open houses since 2009. She is currently the Math 131 course coordinator; she has conducted test review workshops, and has taught more than 30 review workshops since then. She is also a mentor for adjuncts and WEST members. Mrs. Huang was involved in two searching committee positions for the Math department and college. She is a Math department representative for the college student development committee.

PROFESSIONAL DEVELOPMENT

Mrs. Huang is a member of the American Mathematical Association of Two-Year Colleges and has participated in two national conferences. She was a fellow of project ACCCESS (Advancing Community College Careers: Education, Scholarship and Service) and presented during the conference. Mrs. Huang is also a member of the Mathematical Association of Two-Year Colleges in New Jersey; she has attended nine conferences and has presented three times during the conferences since 2009. She is also a member of the National Education Association and the Brookdale Faculty Association. She presented twice at Brookdale Scholars' day.

COMMUNITY SERVICE

Mrs. Huang was a volunteer teacher at Jersey Shore Chinese School for twelve years. This coming summer, she will be hosting a children summer camp for math at Brookdale. Mrs. Huang also helps out with analyses for the MonmouthCares facility, which is the Math 299 internship course.

NICOLE JACKSON
(Tenure Candidate)

Dr. Nicole Jackson is recommended for tenure and promotion from Instructor to Assistant Professor. She was hired to teach Psychology and Human Services in 2009. Dr. Jackson earned a bachelor's degree in Psychology from Richard Stockton College of New Jersey, a master's degree in Psychological Counseling from Monmouth University, and a doctoral degree in Counselor Education and Supervision from Argosy University.

TEACHING EFFECTIVENESS

Dr. Jackson is rated highly on the Student Opinion Reports from her students, and she has received excellent evaluations from her peers and her supervisors. Her contributions in the area of curriculum include being instrumental in the development of an Associate of Science Program in Human Services/Pre-Social Work. She has conducted course learning outcomes and program learning outcomes assessment projects. Dr. Jackson revised all human services course syllabi, and she revised all departmental unit exams for PSYCH 106. She served as co-chair for the Human Services Five-Year program review.

COLLEGE SERVICE

Since 2013, Dr. Jackson has served as Coordinator of the Human Services Program where she is working towards accreditation of said program. She is Co-Chair of the Vice-President's Advisory Coalition. Dr. Jackson served on an Instructor Search Hiring Committee. She also serves on the Human Services Advisory Committee, and Student Development Board.

PROFESSIONAL DEVELOPMENT

Dr. Jackson is a member of the American Counseling Association, the New Jersey Counseling Association, New Jersey Education Association, Chi Sigma Iota Honor Society, The National Organization for Human Services, the Mid-Atlantic Consortium for Human Services and she attended State and National Conferences where she also presents. In 2013, Dr. Jackson published her doctoral dissertation on the Student Professor Relationship.

COMMUNITY SERVICE

Dr. Jackson was instrumental in creating articulation agreements for transfer to Rutgers's University and to Monmouth University. She also has served as Treasurer and President of the Mid Atlantic Consortium for Human Services and well as on the Board of the National Organization for Human Services.

SALLY MULVEY
(Tenure Candidate)

Sally Mulvey is recommended for promotion from Instructor to Assistant Professor. She was hired to teach Mathematics in fall of 2009. Ms. Mulvey earned a bachelor's degree in Mathematics from Rutgers University, a Master's Degree in Mathematics Education from NJCU, and a Master's Degree in Mathematics from Rutgers University.

TEACHING EFFECTIVENESS

Ms. Mulvey is rated highly on the Student Opinion Reports from her students, and she has received excellent evaluations from her peers and supervisors. Currently she teaches three different sections of Algebra, including two developmental courses, and a liberal arts mathematics course online.

COLLEGE SERVICE

Ms. Mulvey is the course coordinator of Math 226 and since 2011, she has been course coordinator for Math 145, an important general education course. As course coordinator, she regularly runs test reviews sessions for students during college hours, and manages the course by communicating and assisting the instructors who teach it. Ms. Mulvey has presented on Scholar's Day and is a mentor for adjunct faculty. She is presently serving on the General Education Committee.

PROFESSIONAL DEVELOPMENT

Ms. Mulvey is currently serving as the President of the Mathematical Association of Two-Year Colleges of New Jersey. She is a member of the American Mathematical Association of Two-Year Colleges, the Mathematical Association of Two-Year Colleges in New Jersey, the National Education Association and the New Jersey Education Association. Ms. Mulvey attended four national meetings of the American Mathematical Association of Two-Year Colleges where she served as a fellow for Project ACCESS, and also as a delegate from the state of New Jersey. She has attended ten semi-annual conferences for the Mathematical Association of Two Year Colleges in New Jersey. In addition, Ms. Mulvey and her colleagues were presenters at two of the Mathematics of Association of Two-Year Colleges meetings.

COMMUNITY SERVICE

Sally and her colleagues are slated to run a summer program through OBCD for kids to help develop interest in mathematics in 2nd graders.

GABRIELA SPRAGUE

(Tenure Candidate)

Mrs. Gabriela Sprague is recommended for tenure. She was hired to teach Mathematics in 2009. Mrs. Sprague earned a bachelor's degree in Mechanical Engineering from Polytechnic Institute of Bucharest, Romania and a master's degree in Applied Mathematics from New Jersey Institute of Technology.

TEACHING EFFECTIVENESS

Mrs. Sprague is rated highly on the Student Opinion Reports from her students, and she has received excellent evaluations from her peers and her supervisors. She teaches two sections of Elementary Algebra, Precalculus and Calculus I. She teaches all level of math courses ranging from PreAlgebra to Calculus III. She worked on the curriculum development of many courses: Prealgebra, Precalculus, Calculus I, II and III.

COLLEGE SERVICE

Mrs. Sprague has been a course co-coordinator for Math 152 College Algebra and Trigonometry since Fall 2010. In this capacity, she notifies instructors of course updates, responds to faculty questions about the curriculum and technology, maintains the LOR in Canvas (or Angel prior to Fall 2013) and the course web-page, schedules and runs test review workshops, and maintains the curriculum. This is our first course in the PreCalculus sequence and ensuring that instructors have the support and resources needed is critical to our students' success.

PROFESSIONAL DEVELOPMENT

Mrs. Sprague is a member of the American Mathematical Association of Two-Year Colleges, the Mathematical Association of Two-Year Colleges in New Jersey, the Mathematical Association of America, the National Education Association and the Brookdale Faculty Association. She has attended four annual conferences for the Mathematical Association of Two Year Colleges in New Jersey, and she presided at the Conference when it was held at Brookdale Community College in 2011. Mrs. Sprague was a Presenter at the same conference three different times: 10/15/2011, 4/14/2012, and 4/13/2013.

COMMUNITY SERVICE

Mrs. Sprague have collaborated with OBCD and presented "Great Mathematicians" for the Life Long Learning program. She is currently working on a math summer camp for children 8-10 years old that will run on the summer of 2014.

TABLE II

Performance Recognition – July 1, 2014 Awards

SUMMARY OF STAFF BY BAND

	N1/N2	N3	N4	N5	Total
Distribution by Band	31	66	69	83	249
Percent	12.4%	26.6%	27.7%	33.3%	100%
Eligible by Band	16	29	40	53	138
Eligible Percent Of Total Unit	6.4%	11.6%	16.1%	21.3%	55.4%
Current Performance Recommendations	0	4	1	6	11

April 2014

TABLE III
PERFORMANCE RECOGNITION HISTORY

	TOTAL IN BAND	7/1/06	7/1/07	7/1/08	7/1/09	7/1/10	7/1/11	7/1/12	7/1/13	7/1/14	CURRENT YEAR % OF TOTAL W/I BAND	TOTAL RECIPIENTS
N5	83	5	5	5	5	3	2	4	2	6	7.2%	37
N4	69	4	2	2	0	1	2	2	2	1	1.4%	16
N3	66	3	4	3	2	2	0	1	2	4	6.1%	21
N2/N1	31	1	2	2	0	1	0	0	0	0	0.0%	6
												0
TOTAL	249	13	13	12	7	7	4	7	6	11	4.4%	80
Applicant #		33	31	22	13	13	15	16	14	22		

April, 2014

Dorothy Artale

Learning Assistant
Biology

Dorothy Artale is an asset to the Biology Department. Her dedication to the Biology Department is exemplary and quite evident in all she does. Dorothy is much loved by her students, supervisors, and coworkers. She strives to enhance her knowledge base and that of her students. She has attended biology seminars at Lincroft and tailored labs for students. After Sandy Hook was closed, she took all the labs and revised and added to them so they would apply to the Lincroft labs. She has enriched her students' lab experience by developing working relationships with several field facilities, conducting field trips and writing new lab exercises. Dorothy plans on initiating a program to help in the conservation of Diamondback Terrapins. The labs that she has developed meet NABT standards. This means designing valid science experiments, stressing the investigative nature of science, allowing for independent research and data analysis and exposing the students to library, field and laboratory based research. She is currently working on a master's degree in biology. Dorothy's mission is to inspire student success and demonstrates it by her excellence in teaching and support services.

Cynthia Bradbury

Senior Office Assistant
English and Reading

Cynthia is an enthusiastic and innovative employee who is extremely responsive to students, faculty, and staff. A former Brookdale student, she received her associate degree at the College and is now working to attain her bachelor's degree through the Communiversity. She was a recipient of the 2013 Outstanding Staff Award. Cynthia has taken advantage of the professional training opportunities at Brookdale to better not only herself, but her department and her division. As an example, she applied skills she developed in training to streamline many forms and processes for the English Division and this has resulted in saving lot of man hours. She is the division liaison for the new website. Cynthia serves as a bridge between faculty and students, she assists adjuncts and prepares and coordinates a variety of reports, correspondence and activities. She is currently enrolled in Leadership Brookdale. In addition, Cynthia serves as a member of the Student Conduct Board and assist with the Student Achievement Showcase. Cynthia is a shining example of an employee who inspires student success and maximizes learning. Cynthia truly encompasses the "One Brookdale" spirit.

Frank DeVita

Learning Assistant

Accounting and Economics

Frank is an asset to Brookdale. As a learning assistant for both the Accounting and Economics Departments, he created a workshop to assist students with short term memory issues. He has developed and updated economics tests, review sheets, and syllabi, which have resulted in an increase in test scores. He has mentored other full-time economics learning assistants and is on the Accounting Department Advisory Committee. Frank has developed a green filing system which has saved space and money. He has created grade sheets for the Accounting and Economic Departments which has helped the department to offer all students the same level of service. He was a staff representative on the Governance Steering Committee, serving as Steering liaison to the College Life Committee. He is an active member of the Professional Staff Association. He is a member of the Joint Council, was a member of the 2009-2010 Negotiations Team, has served on the Election Committee, was trained for and currently serves on the Interest Bargaining Team. Frank is an extraordinary person and takes every opportunity to enhance teaching and learning at Brookdale.

Marianne Drake

Senior Assistant, Media

Educational Technology Services

Marianne consistently works above and beyond her job description. She assimilates technological innovations that can affect the educational process, for example videoconferencing, the ITV room, SKYPE, Adobe, Ipods, Ipads, Interactive whiteboards, and Canvas. She routinely troubleshoots and problem solves for faculty and staff who need assistance with technology. Marianne is highly involved in Governance. She served as Governance vice-chair in 2009-2010 and as Governance chair in 2010-2011. She initiated the Governance archiving project. She currently serves on the Governance Former Chairs Committee. She also served as co-chair of the Student Development Committee in 2012 and 2013. Marianne keeps up her professional skills by attending workshops in Canvas, Evernote, and Customer Service and was a graduate of Leadership Brookdale in 2013. In addition, Marianne is working toward her master's degree. She has one more course and a capstone project to complete in spring 2014. Her goal is to teach at Brookdale Community College as an adjunct faculty. Through her contributions and accomplishments, Marianne exemplifies the Brookdale Mission of valuing excellence, communication, learning, employees and students.

Ellen Hemhauser

Associate

Student Development Services

In every area of Ellen Hemhauser's professional life at Brookdale Community College she has demonstrated superb mastery of her job, unparalleled professionalism and outstanding dedication to the students of Brookdale Community College. Ellen is a multi-tasker and shows extreme passion for her students. She was especially dedicated to them after Hurricane Sandy. She demonstrates excellent organizational and planning skills and is a loyal and supportive team player. Ellen's contributions within the Brookdale Community and her professional development commitment are tremendous. Her volunteering, including Greetings from Lot 1, Brookdale Open House, the Performance Recognition Committee and the Volunteer Connection, goes above and beyond what is expected of anyone. Always looking for ways to improve her skills in technology and customer service, she has attended training in Excel, Outlook, Advisortrac and MS Office. Her letters of support reflect her commitment and professionalism. Ellen Hemhauser's devotion is unwavering and she is noted for her helpfulness and adaptability, all characteristics that her colleagues and supervisors value as examples of Brookdale's commitment to quality and excellence.

AnnMarie Johnson

Senior Assistant, Enrollment

Registration

AnnMarie is a knowledgeable, enthusiastic employee who supports the goals of the College. She routinely streamlines processes for staff in the registration area and has assisted the department in seeking resolution to system malfunctions in a timely fashion. AnnMarie initiated the dedicated scanning schedule to provide optimum utilization of the scanning room. She is also the point of contact for the End User work flow operation. It is imperative that these systems function accurately for the thousands of applications that are processed each year. She created guides to quickly find electronic documents by using screenshots. She regularly provides assistance to dual enrollment students and the high school Fast Start students. She is an active member of the Professional Staff Association, where she is currently secretary. She is a member of the Interest Based Bargaining team and chairman of the Pride Program for NJEA. A life-long learner, she is a graduate of Brookdale and is currently working toward a bachelor's degree at New Jersey City University through the Communiversity. AnnMarie is described by her supervisor as a valuable asset who is patient, knowledgeable and is the "go to person". AnnMarie Johnson exemplifies the Mission, Vision and Values which guide the College.

Elizabeth Lehmann

Learning Assistant
Culinary Arts

Elizabeth is a hard-working member of the Culinary Arts program. She collaborates not only with other Brookdale staff, but with staff from Brookdale's partner, the Monmouth County Vocational School District. She has developed a relationship with the Counseling Department that ensures that culinary students are properly scheduled and she travels to Lincroft during Early Bird days to make sure students are properly enrolled in the course sequence. Liz has developed curriculum in the areas of Human Relations Management, as the Culinary Education Center seeks accreditation from the American Culinary Federation. She has served as club advisor for the very active Epicurean Club and has been co-advisor since 2010. She participates in many community events and has annually organized bus trips for students to the International Restaurant and Food Service Show of New York since 2009. Her letters of support reinforce that she is dependable, professional and dedicated to her students' growth. Elizabeth has been involved in the Empty Bowls program, where she oversees the students to make soup for the fund-raiser. Brookdale provides an excellent culinary program. Our students have gone on to be nominated for the James Beard Award and have appeared on Chopped, Cupcake Wars and Throwdown with Bobby Flay.

Ellen Leung

Learning Assistant
Accounting

Ellen has made valuable contributions to the success of her department and was the recipient of the Outstanding Staff Award in 2013. Ellen continually provides support to students, instructors, and adjuncts. She reviewed and recommended the textbook for Accounting 101 and 102. She assisted faculty in creating assessment materials and set up training for use of the assessment tools provided by the publisher. Ellen learned to tutor a higher level accounting course by sitting in on the course herself. She consistently delves into the intricacies of on-line teaching tools to assist faculty who are unfamiliar with their use. She reviews and updates course materials, syllabi and the course link on the Brookdale website. She has attended workshops in Word and Canvas and uses the skills she gains to help the students. In addition, she is very active in community service projects as she donates her time to the Employee Volunteer Connection and to the Empty Bowls initiative. Ellen is currently the Treasurer for the Professional Staff Association.

Dolores Palazzo

Learning Assistant

Writing Center

From Dolores Palazzo's packet, her dedication and commitment to student success are evident as well as how conscientiously she focuses on the needs of her department. Dolores has demonstrated consistent and substantial contributions. She is known as the go-to person in the Writing Center for students with writing anxiety, learning disabilities, attention deficit disorder, and those for whom English is a second language. Dolores serves as the Writing Center liaison to the Freehold campus. Her contributions beyond the job are numerous. She is an 095 adjunct instructor and coordinates the ENGL-094 course. She is responsible for creating the bi-annual professional development workshops for the Writing Center staff. College-wide, she is involved with various committees and focus groups, such as College Life, Basic Skills and has served on the ESMP. She annually volunteers at the Brookdale open house and attends the Outreach Conference. She is currently enrolled in Leadership Brookdale. Her letters of support confirm that her "professional approach and positive attitude naturally affect her students and colleagues in a constructive way. In her Self Report Dolores states "my goal was to reach the student who could be successful but didn't realize it and did not know how to get there." Dolores has done that and more.

Thomas Riley

Learning Assistant

Chemistry

Thomas is an exceptionally dedicated, resourceful educator with a can-do attitude. He is very skillful at analyzing problems and coming up with solutions that advance his department's effectiveness. He volunteered to serve as liaison to the MAST High School when its chemistry lab was destroyed during Superstorm Sandy and helped set up temporary labs in Northern Monmouth. He volunteered to order all lab supplies for his department and created a bulletin board that relates students' lab activities to articles in the news. He works with faculty to re-sequence the order of labs to establish greater congruence with the lecture material. Thomas developed a lab on Molecular Modeling. He recognizes the need for three more lab instruments. He has assisted the Dean in writing a grant to secure the funding and, once we have the equipment the students will be able to perform extensive and complex experiments. This could lead to the development of a chemical technician program. Thomas demonstrates a strong commitment to professional development and recently completed 75-hours of on-line training from MIT. He is currently enrolled in a graduate course, teaching college science and engineering (MIT) and he is the advisor for the Chemistry Club 2014.

Geralyn Saada
Higher Education Assistant
The Communiversity at Wall

Geralyn is a highly motivated employee who is passionate about Brookdale. She is always stepping up to the plate to take on additional responsibility whenever she is needed. She was acting director of the Wall site when the director was on leave. During this time, she handled enrollment monitoring and onsite management and served as the Dean's Administrative Assistant. After Superstorm Sandy, she recognized the need to keep course registration open longer, which resulted in more than 200 additional students. Geralyn developed a community on the portal for the New Jersey Coastal Communiversity which provides an overview of courses, partners, degree offerings, and events. In a time of budgetary constraints, she found innovative ways to announce fall and spring course offerings. She created a means for students and community members to respond to open house invitations on line, resulting in an increase in the number of responses. She is a member of the IT task force. Geralyn is a certified Microsoft Office Specialist. She is on track to graduate with a Bachelor's degree from New Jersey City University in Business Management in the fall of 2014.