

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

Thursday, March 20, 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
March 2014 -December 2014

BOLD indicates off campus

2014

March 4 th	Human Resources Committee meeting – 5PM in Navesink I in the Student Life Center
March 5 th	Executive Committee Conference Call regarding Agenda – 5PM
March 7th	Wilbur Ray Dinner
March 10 th	Policy & Education meeting 5PM President’s Conference Room
March 12 th	Finance & Facilities Committee conference call 5PM President’s Conference Room
March 13 th	Foundation Board meeting at 3PM followed by Scholarship Reception 4:30PM
March 20 th	Board meeting in Lincroft
March 28	Barringer Dinner @ Riverview Pavilion in Belmar
March 31 st	Audit Committee meeting - 5PM President’s Conference Room
April 6 th	College-wide Open House – noon to 3PM
April 8 th	Executive Committee Conference Call regarding Agenda
April 16th	NJCCC Trustee Retreat – 3 to 8PM at Mercer County Community College’s Conference Center (note: change of date)
April 16 th	Finance & Facilities Committee meeting – 5PM
April 23 rd	Board meeting in Lincroft
April 25 th	Annual Holocaust Remembrance Program – official state of NJ Program with dignitaries – 10AM -
May 8th	Gold Star celebration for students
May 9th	Scholarship Ball – Eagle Oaks Golf & Country Club
May 14 th	Change Annual Colloquium – 9:30AM Arena
May 14 th	Culinary Arts Awards in Navesink Rooms @ SLC – either 3PM or 5PM – TBD
May 14 th	Allied Health Pinning Ceremony – 4PM in the Arena
May 15 th	Scholars Day & Employee Recognition
	Finance & Facilities Committee meeting – 5PM
May 16 th	Commencements – 10AM & 3PM ceremonies (times tentative)
May 19 th	Nursing Pinning Ceremony – 6PM in the Arena
May 22 nd	Board meeting in Lincroft
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 10	ABE Commencement in Long Branch
June 16	NJCCC Trustee Seminar & Spirit Awards - 5PM Holiday Inn, East Windsor
June 19 th	Board meeting at Freehold Branch Campus
August 21 th	Board meeting –location TBD

September 17 th	Board meeting in Lincroft
October 16 th October 22-25	Board meeting in Lincroft ACCT Conference in Chicago
November 20 th	Board meeting in Lincroft
December 18 th	Board meeting – location TBD

Updated March 4, 2014

Prepared by: Barbara Brennan

AGENDA for MARCH 20, 2014**Navesink I, Warner Student Life Center****5:00 p.m. BOARD OF TRUSTEE WORKSHOP**

- A. Call to Order
- B. Reading of Statement and Roll Call

- C. Adoption of Agenda for Workshop and Public Meeting – **Agenda Tab**

- D. Information & Discussion Items
 - 1. Capital Projects/Funding
 - 2. Sabbaticals & Transitional Sabbaticals – **HR Tab**
 - 3. President’s Jubilee Committee (PJC) Update – **WS-1**
 - 4. Report of Executive Committee
 - a. Recording Board Meetings
 - b. Format for Minute Taking at Board Meetings –**WS-2**
 - 2. Report of Human Resources Committee
 - a. Interest Based Bargaining – **WS-3**
 - 3. Report of Policy & Education Committee
 - a. Policy Approval – **PBM - 3**
 - b. Information Items
 - 5. Report of Finance & Facilities Committee – **Finance Tab**
 - 6. Ad Hoc Governance Committee Update

- E. 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.

- F. New Business

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

AGENDA for MARCH 20, 2014
Navesink I, Warner Student Life Center
6:35 p.m. BOARD OF TRUSTEE PUBLIC BUSINESS MEETING

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Reading of Statement and Roll Call**
- D. Public Comment on Agenda Items**
- E. Approval of Minutes of the February 19, 2014 Workshop/Public Meeting – PBM 1**
- F. Brookdale Spotlight**

Spotlight	Mission-Based Indicators	Jubilee Plan Goals
Small Business Development Center – recipient of Silver Gull award for economic development	Student Success and Progress Quality and Excellence Value Added to the Community	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

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

Consent Agenda	Mission-Based Indicators	Jubilee Plan Goals
(2.2) Acceptance of Grants	Quality and Excellence Value Added to the Community	Goal 2: Maximize Resources Goal 4: Leverage Brookdale’s Excellence
(3.1) Approval of Human Resources	Quality and Excellence	Goal 2: Maximize Resources
(4.1) Monthly Financial Report	Quality and Excellence Access	Goal 2: Maximize Resources

AGENDA for MARCH 20, 2014
Navesink I, Warner Student Life Center

(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
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(4.2b) Open Invoice Payment Requests for Vendor, Student, and Employee Payments	Quality and Excellence	Goal 2: Maximize Resources
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Additional Approval Items – PBM -3
2.3

Approval of Revised Board Policies	Access Quality and Excellence Value Added to Community	Goal 4: Leverage Brookdale’s Excellence
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1.3035 Presidential Screening Process

1.5141 Procedural Rules for Hearings

H. Information & Discussion Items

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

Topic

I. Public Comment

J. Old/New Business

K. Adjournment of Business Meeting

L. President’s Report

- **St John Vianney Memorandum Of Understanding & Celebration**

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	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	
Thursday, April 23 Lincroft	Tuesday, April 8 5PM		Wednesday, April 16 5PM		
Thursday, May 22 Lincroft	Thursday, May 8 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

Mrs. Karl: 732-224-2206; jkarl@brookdalecc.edu

NOTICE

February 26, 2014

TAKE NOTICE that a **Special Executive Session meeting** of the **Board of Trustees of Brookdale Community College** shall be held on **Tuesday, March 4, 2014** beginning at **5:00PM** at the **Brookdale Community College Campus, Warner Student Life Center, Fort Hancock Room (SLC 208), 765 Newman Springs Road, Lincroft, in the Township of Middleton, New Jersey.**

The Board of Trustees shall review and discuss negotiations and human resource matters in a session closed to the public pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-12 (b) (7).

No formal action is expected to be taken at this meeting.

Maureen Murphy, Ph.D.
Secretary, Board of Trustees

**BOARD OF TRUSTEES
EXECUTIVE COMMITTEE MEETING
Wednesday 5 March 2014**

AGENDA

1. Recording Board Meetings
2. Proposed Format for Minute Taking at Board Meetings: Review of Bylaw 1.5130
3. General Counsel & Labor Counsel
4. 20 March 2014 Workshop and Public Meeting Agenda

**Brookdale Community College Board of Trustees
Policy and Education Committee Meeting**

Monday, March 10 at 5PM
Brookdale Administrative Center
President's Conference Room, 2nd floor

**CONFERENCE CALL IN: 1-888-291-0312
Passcode: 9112 895#**

AGENDA

- I. Action Items for March 20, 2014 BOT Meeting**
 - A. Board Policies - Approvals**
 - 1. 1.3035 Presidential Screening Process
 - 2. 1.5141 Procedural Rules for Hearings
 - B. Faculty Sabbaticals and Faculty Transitional Sabbaticals – HR Item/Approval**

- II. Information**
 - A. Strategic Enrollment Management Update**
 - 1. College Readiness Now Grant**

Funding provided by the NJ Secretary of Higher Education partnering community colleges with high schools to address college readiness initiatives.
 - 2. Plus 50 Grant**

Funding provided by AACC (American Association of Community Colleges) targeting adult student population.
 - 3. Roadmap Grant**

Funding provided by AAC&U (American Association of Colleges & Universities) addressing best practices with student success initiatives
 - 4. Veterans' Center**

Redistribution of resources, staff and space creating a center to serve 500+ Veteran population.
 - B. Policy Revision**
 - 1. 1.2051 REVISED Declaration of Financial Exigency (referred to BOT Gov cmt: FYI only at this time)
 - 2. The following policies have been posted on the Policy & Regulation Portal page to solicit comment from the College community; they will be brought to the P&E committee in draft form after a 30-day college-wide review.
 - (2.) - Administration Policies**
 - a. 2.0000 Acceptance of Gifts and Grants PRO REV MARCH 2014
 - b. 2.0001 Naming Rights PRO REV MARCH 2014

- c. 2.0002 Access to Government Records (approved Feb2014)
- d. 2.0015 Institutional Memberships PRO REV MARCH 2014
- e. 2.1000 College Security PRO REV MARCH 2014
- f. 2.2000 Post-Construction Storm Water Management (current storm water discharge permit expires 28 February 2014; awaiting renewal before determining need for revision of Policy)
- g. 2.3000 Services to Public and Nonprofit Organizations (no changes proposed)
- h. 2.4000 Clinical Facilities Contracts PRO REV MARCH 2014
- i. 2.5000 Election of Graduate to Board of Trustees PRO REV MARCH 2014
- j. 2.6000 Tobacco Free College Environment PRO REV MARCH 2014
- k. 2.7000 Fundraising
- l. 2.8000 Promotion, Advertising and Sponsorship (no changes proposed here)
- m. 2.9000 Acceptable Use of Computer Network, Resources and Facilities (no changes proposed)

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Finance & Facilities Committee Meeting**

**Wednesday, March 12, 2014
5:00 p.m.**

**Brookdale Community College
Brookdale Administrative Center
President's Conference Room
Lincroft, New Jersey**

AGENDA

- 1. Call to Order**
- 2. Facilities Update**
- 3. Monthly Financial Report (4.1)**
- 4. 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 (4.2)**
- 5. Open Invoice Payment Requests for Vendor, Student, and Employee Payments (4.2b)**
- 6. Adjournment**

**Board of Trustee Brief
President's Jubilee Commission**

Economic conditions, (including funding reductions), demographic changes, aging facilities and infrastructure, technological innovations, and increased accountability measures, have created challenges for community colleges nationally, and Brookdale Community College in particular.

In Spring 2013, President Murphy took a proactive approach to these challenges and engaged the College community in a systematic review and alignment process dubbed "recalibration." A President's Jubilee Commission (PJC) was appointed by the President in April 2013, and tasked to shepherd an assessment of all college units with the goal of finding efficiencies and alignments that would support Brookdale's abilities and capability to achieve the goals of the Jubilee Plan.

The PJC was charged:

To act as trustees for the college community, to develop the work plan for an internal assessment of all college programs, facilitate its implementation, and make recommendations for areas of further action.

The members of the Commission represent a broad representation of the College community and were culled from nominations and volunteers from College Governance, the Bargaining Associations, President's Cabinet, Deans' Council, and the Senior Executive Leadership Team. The PJC is chaired by Drs. Barbara Jones and Webster Trammell.

A survey instrument was developed using the definitive text by Robert C. Dickeson, *Prioritizing Academic Programs and Services*, the expertise of the Planning Assessment and Research office, and input from the President's Cabinet. Given the diverse nature of the academic and administrative services across the College, the survey contains questions that could be answered by many different types of departments.

Every department on campus, over 120 units, was provided an opportunity to answer key questions through the survey instrument on current and past practice, as well as reflect on how the program is situated within the institution and its relation to the College's Mission. Input was also gathered on recommendations for moving forward. Departments worked together as teams with a high degree of collegiality, gathering input from all faculty, administrators and staff who chose to participate.

Dr. Webster Trammell: 20 March 2014

The Commission held two campus wide forums and seven workshop/drop-in sessions to assist campus staff in completing the surveys. Additionally, the Commission met on 14 separate occasions to review beta testing, rubric development and cross review of assessments.

After the first reports for Phase I were submitted – over 1800 pages of qualitative and quantitative data – the PJC spent considerable time assessing the documents and producing a considerably smaller Phase II document (approximately 270 pages). At this writing, the PJC was finishing their final report for submittal to President Murphy by March 14, 2014.

When the report has been submitted, all of the surveys, and the Phase I and Phase II reports, will be posted on the employee portal. The process has been incredibly rigorous and transparent. The assessments were a complete and open process and did not begin with a predetermination in mind.

The ‘recalibration’ analysis will continue with the President and her staff throughout the Spring as they ‘unpack’ the data, mindful of core academic and cultural values, and seek to be fiscally intentional about how best to organize Brookdale to improve the way the College operates in pursuit of its Mission.

The Board will receive a preliminary proposal from Dr. Murphy in May/June 2014; additional input from the College community will be sought throughout the Summer/Fall 2014 with decision making affecting the Fiscal Year 2016 budget expected soon after.

DRAFTY

Board of Trustees Public Business Meeting
March 20, 2014

Members Present:

Members Absent:

Recorder:

Meeting Start Time:

TOPIC	DISCUSSION	VOTES TAKEN	ACTION & Follow Up Actions
Minutes	Minutes of the XX December 2013 meeting were reviewed.		Minutes approved with amendment as follows:
Public Comment on Agenda			
Subject			
Subject			
Subject			
Subject			
Public Comment			
New/Old Business			

Meeting adjourned:

Next Meeting Date:

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 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 recorded in the minutes if he so requests at the time of voting.

Minutes of executive sessions 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.

Minutes shall be 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.

Interest Based Bargaining An Overview and Update

Brookdale Community College, the Administrative Association, and the Professional Staff Association have agreed to enter into negotiations for successor agreements using a method called Interest Based Bargaining (IBB). This negotiations technique focuses on mutual understanding and open-minded consideration of mutually acceptable resolutions to issues rather than positional bargaining where the parties present and defend their positions. At its core, IBB requires negotiators to think of themselves as joint problem solvers who seek solutions to mutual problems or issues of interest. The basic principles include:

- Sharing of information – both sides share all relevant information to assist with broad understanding of the issues
- Prioritizing Issues – once issues are identified, the team prioritizes them. Categories may include: those that can be matched for paired discussions, those that are mission critical, and those with sweeping impact.
- Brainstorming to create options – rather than state positions, the parties identify multiple options to resolve issues. Options are evaluated using objective standards.

A group of approximately 30 employees participated in July 2013 in a two day orientation to the process before deciding to use this form of negotiations. In Fall, 2013, a joint management/association committee identified and interviewed 3 potential trainers/facilitators: a group from the Rutgers School of Management and Labor Relations, a widely respected neutral with significant experience in NJ's public sector, and a person from the Federal Mediation and Conciliation Service (FMCS). The unanimous choice of the committee for training and facilitation was Laura Poppendeck; a Cornell prepared Commissioner with the FMCS. According to one source, "the FMCS is credited as having developed the basic principles and steps of IBB." Ms. Poppendeck's experience as an IBB trainer and facilitator and the fact that FMCS offers this support at no cost made this a practical choice.

The IBB method of negotiations is attractive to all parties and is evidence of the realization that we all have a fundamental mutual interest in the long-term success of the College.

The teams' first meeting established joint ground rules for conducting future meetings and scheduled 12 additional sessions with each of the Associations. The teams have shared their issues and have begun the process of IBB to identify priority issues and mutually acceptable options to consider for resolution. Both labor and management teams are optimistic that IBB can be used successfully to address issues of joint concern. During training as well as in the initial meeting, the facilitator described the tendency for the process will gravitate toward traditional negotiations for economic issues but we are still hopeful that IBB will result in information sharing and better understanding of each team's interests even as we move to the economics.

If this process is successful, there is a possibility that it will continue to be used outside negotiations when we are confronted with broad impact issues. The collaborative nature of problem solving using IBB is an attractive draw, especially in a changing work environment with realignment on the horizon.

Respectfully submitted, Patricia L. Sensi
March 4, 2014

5.1 Curriculum

The faculty and administration of the College have proposed to institute a 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.

The Public Health A.S. program provides educational and employment opportunities in the growing field of public health. The Bureau of Labor Statistics states that ten of the fastest growing occupations are healthcare related and the job outlook for growth in this field ranges from 9% to 37% for years 2010 through 2020. A minimum of a bachelor's degree is required for most employment opportunities in public health. The Associate degree in Public Health developed by the consortium provides access for students seeking a bachelor's degree in this field and will subsequently provide various employment opportunities for program graduates.

The Public Health A.S. has been reviewed by Academic Division Deans, Academic Council, the Dean of Academic Affairs, the Registrar, the Executive Vice President for Educational Services, the President and the Educational Services Committee of the Board.

The President recommends that the Board of Trustees adopt a resolution approving an Associate in Science in Public Health.

WHEREAS, the Board of Trustees has heretofore approved all of the programs of instruction for the College; and

WHEREAS, the faculty and administration of the College have proposed to institute a new Associate in Science in Public Health; and

WHEREAS, 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; and

WHEREAS, the Public Health A.S. program provides educational and employment opportunities in the growing field of public health; and

WHEREAS, the Bureau of Labor Statistics states that ten of the fastest growing occupations are healthcare related and the job outlook for growth in this field ranges from 9% to 37% for years 2010 through 2020; and

WHEREAS, a minimum of a bachelor's degree is required for most employment opportunities in public health; and

WHEREAS, the Associate degree in Public Health developed by the consortium provides access for students seeking a bachelor's degree in this field and will subsequently provide various employment opportunities for program graduates; and



BOARD OF TRUSTEES

General Functions

Administration

Human Resources

Finance & Facilities

Policy & Education

WHEREAS, the Public Health A.S. program has been reviewed by Academic Division Deans, the Dean of Academic Affairs, Academic Council, the Registrar, the Executive Vice President for Educational Services, the President and the Educational Services Committee of the Board.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Public Health A.S. be and is hereby approved.

March 20, 2014

PROGRAM ANNOUNCEMENT COVER PAGE

Date: January 21, 2014

Institutions:	Brookdale Community College County College of Morris Mercer County Community College Middlesex County College
New Program Title:	Public Health
Degree Designation:	Associate in Science
Programmatic Mission Level for the Institution <i>(see Appendix C in AIC Manual)</i>	Associate Degree
Degree Abbreviation:	AS PBHLT (Brookdale) PBH (Mercer) PUBH.AS (Middlesex) PUBH (Morris)
CIP Code and Nomenclature <i>(if possible)</i> : <i>If outside the classification indicate Not Applicable.</i>	51.2201 – Public Health, General
Campus(es) where the program will be offered:	Lincroft Campus (Brookdale) Trenton Campus (Mercer) Edison Campus (Middlesex) Randolph Campus (Morris)
Date when program will begin (month and year):	September, 2014
List the institutions with which articulation agreements will be arranged:	Montclair State University Rutgers University – Bloustein School of Planning and Public Policy William Paterson University

Is licensure required of program graduates to gain employment? **No**

Will the institution seek accreditation for this program? **No**

If yes, list the accrediting organization:

N/A

Program Announcement Narrative

- | | |
|--|------------|
| <input type="checkbox"/> Objectives | page(s): 2 |
| <input type="checkbox"/> Need | page(s): 3 |
| <input type="checkbox"/> Student enrollments | page(s): 6 |
| <input type="checkbox"/> Program resources | page(s): 6 |

Introduction

Recently, there has been significant growth in employment opportunities in the field of Public Health. There is an expectation that the recent growth exhibited in that area will continue. Frequently, many of the positions within this growth area require students to have completed a minimum of a baccalaureate degree before they can be employed. Recognizing the need of students at associate degree granting institutions to have access to this pathway to employment, four New Jersey County Colleges – 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 will be able to transfer to baccalaureate degree granting institutions in the surrounding area.

Program Objectives and Assessment/Evaluation

Given the broad nature of what this Degree program will accomplish, the objectives will not be focused in specific areas or subfields, but will reflect its flexibility and utility to all students seeking to transfer to baccalaureate Public Health programs.

Graduates of the Degree Program will be able to –

1. Demonstrate scientific foundation knowledge and skills appropriate for students seeking advanced study in the field of public health.
2. Apply the scientific method of inquiry to gather and analyze data and use information relevant to major local, national and global health challenges
3. Conduct a literature search on health issues using a variety of academic and public resources
4. Engage in collaborative approaches for improving population health

The Public Health Degree is designed as an Associate in Science Degree, and does not exceed the programmatic missions of the colleges within the consortium.

With regard to a specific assessment plan, this will vary based on the curriculum in place at each of the consortium institutions. The measurement of scientific foundation knowledge will be measured based on student performance in required laboratory science coursework within the program, such as the coursework in Chemistry and Human Anatomy and Physiology within the curriculum at Middlesex County College. A reasonable benchmark would be that graduating students would receive a grade of ‘C+’ or better in three of four required laboratory sciences.

The remaining outcomes would be assessed by specific performance on projects or assignments within the Introduction to Public Health/Principles of Public Health course at the individual institutions. A reasonable benchmark for program students to achieve to deem each outcome to be met would be that at least 80% of students will achieve a score of 75% or better on the individual project that specifically addresses the program outcome. There will be a continuous process of review that ensures that students are graduating with appropriate skill sets to allow them to be successful in Public Health programs at baccalaureate degree granting institutions.

Finally, as this is a program that is designed to transfer, the ability of students to successfully transfer to baccalaureate degree granting institutions will have to be monitored. Data will be obtained from the National Clearinghouse on an annual basis to determine how many students have transferred to four year programs in Public Health. A benchmark to measure this outcome will be that 80% of program graduates will have transferred to a four year program within one year of graduation. Additionally, those that transfer will be monitored to determine if they have successfully completed a baccalaureate degree. To deem that students are successfully graduating from four year institutions, 50% of students graduating from a consortium institution with a degree in Public Health must obtain their baccalaureate degree within four years of graduating from the consortium institution.

Student Need for Degree Program

The primary area of student need for this program is among students with interest in occupations in the growing Public Health field. Its purpose is to allow students to develop background knowledge in Public Health through introductory coursework in Public Health, and to give them additional training in laboratory science and general education coursework. This degree will allow students to successfully transfer to baccalaureate degree programs in Public Health.

This fits well with the Missions and Institutional Goals of the Community Colleges within the consortium. For example, a strong fit is found with the mission of Middlesex County College "... to provide access to an affordable, quality education for diverse students and to promote lifelong learning opportunities to strengthen the economic, social and cultural life of the community." It also strongly addresses the Middlesex County College Institutional Goal "[t]o offer access to education and resources that enriches the quality of life for the community." This new program expands both access and opportunities for students with interests in the field of Public Health.

This program fits well with the Brookdale Community College mission of "...provides a comprehensive array of quality, affordable educational choices leading to transfer and career opportunities, certificates and associate degrees, access to post-associate learning, lifelong learning, and community development. It also strongly addresses the Brookdale Community College Value statement that "commits to working with students, employees, clients, and our community to achieve common goals in education, diversity, cultural enrichment, economic development, strategic planning, stewardship and sustainability. This new program expands both access and opportunities for students with interests in the field of Public Health. It is consistent with the Jubilee plan goal to "inspire student success."

At Mercer County Community College, the program connects well with the College's mission of "Mercer responds to a broad array of community needs, offering programs and services for employers, continuing education and training for the workforce, enrichment for youth, and cultural opportunities for people in the region." The program also impacts three areas of Mercer's Master Plan – Public Health is a suggested new program for the area focused in the Math, Science and Health Professions, the use of the College's Trenton campus addresses an expansion of the use of the Trenton campus in the Master Plan, and in the area of Program Effectiveness, the Public Health degree addresses the statement "The College academic

programs will reflect industry and business trends, community and social needs and the latest research on academic programming in a community college.”

Finally, at the County College of Morris, the degree program will strongly connect with the College’s mission to “...deliver dynamic, challenging, high-quality, and accessible academic programs and services that support the individual’s quest for lifelong learning and professional development. It is clear that the Public Health degree program connects strongly with the missions and guiding principles of all of these institutions.

For students seeking options at four year institutions, articulations are being pursued with baccalaureate degree programs in Public Health at Montclair State University, the Bloustein School of Planning and Public Policy at Rutgers University, and William Paterson University. Early communications with these institutions indicate significant interest in developing articulation agreements and additional linkages for the future. A number of the schools mentioned have been involved in the development process for the degree program and have provided letters in support of the development of this program.

To further address student need in the region, surveys were sent to high school guidance counselors to determine their knowledge of the field and their interest in promoting an associate degree program in Public Health. These surveys were administered in Monmouth and Morris Counties. A total of 102 counselors responded to the survey. The results of those surveys break down as follows-

<i>QUESTION</i>	<i>YES</i>	<i>NO</i>	<i>DON'T KNOW</i>	<i>TOTAL</i>
Do you believe this degree is attractive to high school students?	95	5	2	102
Is this a transfer program/career option you would promote?	100	2	0	102
Have students expressed interest in the field?	52	50	0	102
Does your school offer content related to PH as an elective?	25	77	0	102
Would you consider attending an information session to introduce the career option to students? (Monmouth County Only)	49	12	0	61
Are you aware that there are ten local Colleges that offer a Baccalaureate Degree in Public Health or related field? (Morris County Only)	6	35	0	41

Based on the survey data, Public Health does appear to be an area in which counselors believe students would be interested. The data also indicates that counselors would be willing to promote an Associate degree program in Public Health. Also encouraging is that over half of the counselors indicated that students have expressed an interest in the field.

It is clear that all schools will need to do more to make school counselors aware of options in Public Health, as only about 15% of the counselors responding to the surveys were aware of baccalaureate programs in the field. As the programs in Public Health grow and more awareness is created, there certainly appears to be a possibility that more schools would offer elective content related to Public Health. The data establishes that students are interested in Public Health, and that school counselors would be willing to promote the new programs so that a student base can be established.

Employment Options

The majority of the graduates of these programs will be pursuing positions in the Public Health field following their graduation from baccalaureate institutions. The students may also pursue graduate studies to open additional opportunities in the Public Health field. The Bureau of Labor Statistics has noted significant growth in the following fields that are related to Public Health –

Occupation	Job Outlook for Growth Between 2010 and 2020
Health Educators	37%
Epidemiologists	24%
Environmental Science and Protection Technicians	24%
Medical and Health Services Managers	22%
Environmental Scientists and Specialists	19%
Biological Technicians	14%
Occupational Health and Safety Specialists	9%

Additionally, many of these students will be seeking positions within the healthcare field, another field of strong growth. The Bureau of Labor Statistics have noted the following -

- Ten of the 20 fastest growing occupations are healthcare related.
- Healthcare will generate 3.2 million new wage and salary jobs between 2008 and 2018, more than any other industry, largely in response to rapid growth in the elderly population.

The data presented shows strong growth within the field at the national level. When also looking at the potential Public Health employment options in the areas of New Jersey where our graduates will seek employment, the data is encouraging as well.

The overall growth of the healthcare field, in conjunction with growth in many fields related to Public Health indicates that the development of an Associate degree in Public Health will open many employment opportunities for students upon completion of the baccalaureate degree. The table below contains a number of different occupations that would be relevant to people seeking an Associate degree in Public Health, along with the projected employment

growth in those fields in the Counties that are working to add this degree option. These projections are from the State’s Department of Labor and Workforce Development -

Occupation	Employment Growth by County – 2010-2020			
	Mercer	Middlesex	Monmouth	Morris
Environmental Health Specialist	-0.2%	8.4%	16.4%	16.1%
Epidemiologist	33.3%	9.1%	Not listed	100%
Health Educator	29.2%	33.3%	20.5%	18.2%
Occupational Health Specialist	-1.7%	0.4%	-4.5%	2.2%
Occupational Health and Safety Technicians	4.9%	4.0%	10.0%	0.0%
Public Health Nutritionist	7.6%	12.0%	9.3%	10.3%

For all of these employment options, an Associate degree in Public Health is a potential rung along the career ladder, either as providing relevant background knowledge for the employment field, or as a means to transfer to a baccalaureate degree granting institution for further education and training. As can be seen, there is expected to be significant growth in employment opportunities in a majority of these fields between now and 2020. It seems that a reasonable reaction to this expected growth would be to expand educational opportunities in these areas, so offering a new degree program that would allow students to train for these fields is a sound step.

Similar Degree Programs

There are currently no Public Health degree programs at the associate degree granting level within the State of New Jersey. An associate degree in Public Health is offered by Howard Community College in Maryland.

Expected Student Enrollments

Given that there is not a great deal of awareness of the field of Public Health as an option for high school students, it is expected that it will take some time for these programs to grow as information is filtered to interested students through marketing events and by a program to increase awareness of options in Public Health among high school guidance counselors. Projections for students entering the program at each school within the consortium should be limited to about 15 per school for each of the first two years, with modest growth expected after that. Due to the focused nature of the programs, it is expected that retention of students will be very strong.

Additional Resources Required to Implement Degree Program

As the program requires only 1-2 courses that are not already offered by one of the consortium schools, and a group within the consortium has designed the remaining coursework, the new resources required to implement the Degree program will be very limited. There may be an increase in demand for the science coursework that is required for the degree, as more students are expected to pursue completion of a degree option because of the availability of this new option. This may lead to a need for some additional consumable

materials to be used in laboratories and additional faculty to cover new sections of coursework.

From a technology/library resources standpoint, it is also expected that there will be no additional expenditures required.

Conclusion

The Public Health Degree program has been designed to address the specific needs of students that are interested in transferring into baccalaureate Public Health programs. It provides options for students seeking to study in these areas and assists the counties within the consortium in their allocation of resources to meet the needs of these students.

Curricula for Associate in Science in Public Health:

Brookdale Community College
County College of Morris
Mercer County Community College
Middlesex County College

Program Learning Outcomes:

1. Demonstrate scientific foundation knowledge and skills appropriate for students seeking advanced study in the field of public health.
2. Apply the scientific method of inquiry to gather and analyze data and use information relevant to major local, national and global health challenges
3. Conduct a literature search on health issues using a variety of academic and public resources
4. Engage in collaborative approaches for improving population health

Brookdale Community College
Associate in Science Degree in Public Health

General Education: 30 credits

		<i>Credits</i>	
<i>Communications</i>			
	ENGL 121	English Composition: The Writing Process	3
	ENGL 122	English Composition: Writing and Research	3
	<i>Humanities</i> (any General Education Humanities)		3
<i>Social Science</i>			
	PSYC 105	Introduction to Psychology I	3
or	PSYC 106	Introduction to Psychology II	
	SOCI 101	Principles of Sociology	3
<i>Mathematics</i>			
	MATH 145	Algebraic Modeling	4
or	higher level mathematics		
<i>Science</i>			
	BIOL 101	General Biology I	4
or	BIOL 111	Anatomy and Physiology I	
	BIOL 102	General Biology II	4
or	BIOL 112	Anatomy and Physiology II	
<i>Technological Competency</i>			
	COMP 129	Information Technology	3
Career Studies: 30-32 credits			
	CHEM 116	Chemistry in Life	4-5
or	CHEM 101	General Chemistry I	
	CHEM 136	Intro to Inorganic, Organic and Biological Chemistry	4-5
or	CHEM 102	General Chemistry II	
	HESC 105	Medical Terminology	3
or	HESC 115	Nutrition and Health	
	ENVR 105	Environmental Studies	3
	MATH 131	Statistics	4
	PBHL 105	Introduction to Public Health	3
	PBHL 205	Public Health Issues in Disaster Management	3
	SOCI 202	Analysis of Social Problems	3
	SPCH 115	Public Speaking	3
Total credits for degree:			60-62

Brookdale Community College
Associate in Science Degree in Public Health

Semester 1		Credits
BIOL 111 or BIOL 101	Anatomy and Physiology I or General Biology I	4
COMP 129	Information Technology	3
ENGL 121	English Composition: Writing Process	3
MATH 131	Statistics	4
PSYC 105 or PSYC 106	Introduction to Psychology I Introduction to Psychology II	3
	<i>Total</i>	17
Semester 2		
BIOL 112 or BIOL 102	Anatomy and Physiology II or General Biology II	4
ENGL 122	English Composition: Writing & Res	3
HUM EL	Humanities elective: _____	3
PBHL 105	Introduction to Public Health	3
SOCI 101	Principles of Sociology	3
	<i>total</i>	16
Semester 3		
CHEM 116 or CHEM 101	Chemistry in Life or General Chemistry I	4-5
PBHL 205	Public Health Issues in Disaster Management	3
ENVR 105	Environmental Studies	3
SPCH 115	Public Speaking	3
	<i>total</i>	13-14
Semester 4		
CHEM 136 or CHEM 102	Introduction to Inorganic, Organic, Biological Chemistry or General Chemistry II	4-5
HESC 105 or HESC 115	Medical Terminology or Nutrition and Health	3
MATH 145 or higher	Algebraic Modeling	4
SOCI 202	Analysis of Social Problems	3
	<i>total</i>	14-15
	TOTAL	60-62

County College of Morris
Associate in Science Degree in Public Health

Semester 1		
Course Code		Credits
BIO 101	Anatomy and Physiology I	4
PH ____	Principles of Public Health	3
ENG 111	English Composition 1	3
MAT 124	Statistics	3
PSY 113	General Psychology	3
	<i>total</i>	16
Semester 2		
BIO 102	Anatomy and Physiology II	4
ENG 112	English Composition II	3
HIS ____	History Elective	3
CMP 203	Software Applications	3
SOC 120	Principles of Sociology	3
	<i>total</i>	16
Semester 3		
CHM125/126	General Chemistry I	4
HED 286 or HED 112	Personal Health/Wellness or Drugs, Society and Human Behavior	3
MAT 126or Language	Advanced Statistics or Language 1	3
COM 109	Speech Fundamentals	3
HES ____	Exercise Science Restricted Elective	1
	<i>total</i>	14
Semester 4		
CHM127/128 or Language	General Chemistry II or Language 2	4 Or 3
PHL 114	Ethics	3
HED 115	Personal and Family Nutrition	3
NUR 106	Medical Terminology	2
HED 295	First Aid & Emergency Care	3
HED 283	CPR	1
	Total	15-16
	TOTAL	61-62

Mercer County Community College
Associate in Science Degree in Public Health

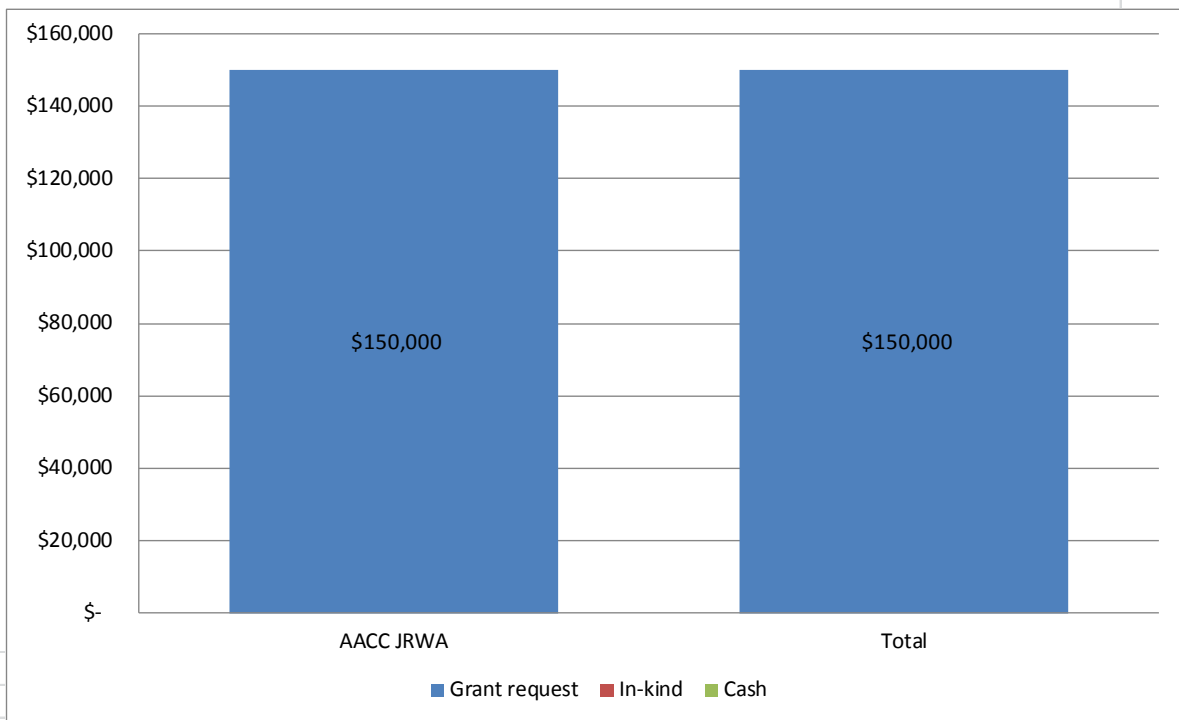
Semester 1		Credits
ENG 101	English Composition I	3
BIO 103	Anatomy and Physiology I	4
MAT 135 or MAT 136	Intermediate Algebra with Applications or Pre-Calculus	4
PSY 101	Introduction to Psychology	3
PBH 101	Introduction to Public Health	3
	<i>total</i>	17
Semester 2		
ENG 102	English Composition II	3
BIO 104	Anatomy and Physiology II	4
IST 101	Computer Concepts with Applications	3
SOC 101	Introduction to Sociology	3
HPE 113	Medical Terminology	3
	<i>total</i>	16
Semester 3		
CHE 101	General chemistry 1	4
CMN 112	Speech	3
HPE 110 or HPE 111	Concepts of Health and Fitness or Living with Health	2-3
PHI 204	Ethics (Humanities Elective)	3
Language or Science Elective	Language 1 Or Science elective	3
	<i>total</i>	15-16
Semester 4		
CHE 102 or PSY 215	General Chemistry II or Human Sexuality	3-4
HPE 101	Nutrition	3
MAT 200	Statistics	3
Language Or SOC 214	Language II Or Sociology of Drug Use and Behavior	3
	<i>total</i>	12-13
	TOTAL	60-62

Middlesex County College
Associate in Science Degree in Public Health

Semester 1		Credits
ENG 121	English Composition I	3
MAT 123	Statistics I	3
CHM 117	Chemistry I	4
PSY 123	Introduction to Psychology	3
PBH ____	Principles of Public Health	3
	<i>total</i>	16
Semester 2		
ENG 122	English Composition II	3
CSC 106	Computer Applications with Programming	3
CHM 118	Chemistry II	4
SOC 121	Introduction to Sociology	3
HIS ____	History Elective	3
	<i>total</i>	16
Semester 3		
BIO 111	Anatomy and Physiology I	4
PHI 123	Ethics	3
HED 150	Contemporary Health Issue	3
Language or MAT 129	Language I or Pre-calculus I	3-4
	<i>total</i>	13-14
Semester 4		
BIO 112	Anatomy and Physiology II	4
HRI 105	Basic Nutrition	3
Language or SCI 226	Language 2 or Environmental Issues in Our Diverse Society	3
SPE 121	Fundamental of Public Speaking	3
HED 200	Human Sexuality and Family Life	3
	<i>total</i>	16
	TOTAL	61-62

**2.1 Application for Grants
Executive Summary**

Grant Request and College Contribution Analysis				
	Grant request	In-kind	Cash	Total
AACC JRWA	\$ 150,000	\$ -	\$ -	\$ 150,000
Total	\$ 150,000	\$ -	\$ -	\$ 150,000



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

Job Ready, Willing and Able (JRWA)

Brookdale would like to submit a proposal to the American Association of Community Colleges (ACCC) Center for Workforce and Economic Development under its Job Ready, Willing and Able (JRWA) Mentee Grants program through support from the Walmart Foundation. Funding for the JRWA Initiative will provide unemployed students and community members with middle skill training in new and existing industries, empower them with industry-recognized credentials, and place them in employment opportunities that advance the long-term health and stability of the community.

The goal of Brookdale's Job Ready, Willing and Able Program is to provide students and community members with an extensive program that blends occupational training in middle-skill healthcare fields, wraparound services, and job placement assistance to ensure they progress from unemployed to job ready to employed over the life of the grant. Business & Community Development will administer the grant under the supervision of Dean Marie Lucier-Woodruff.

The total grant amount requested is \$150,000 (\$50,000 per year for each of the three years) and does not require a college match.

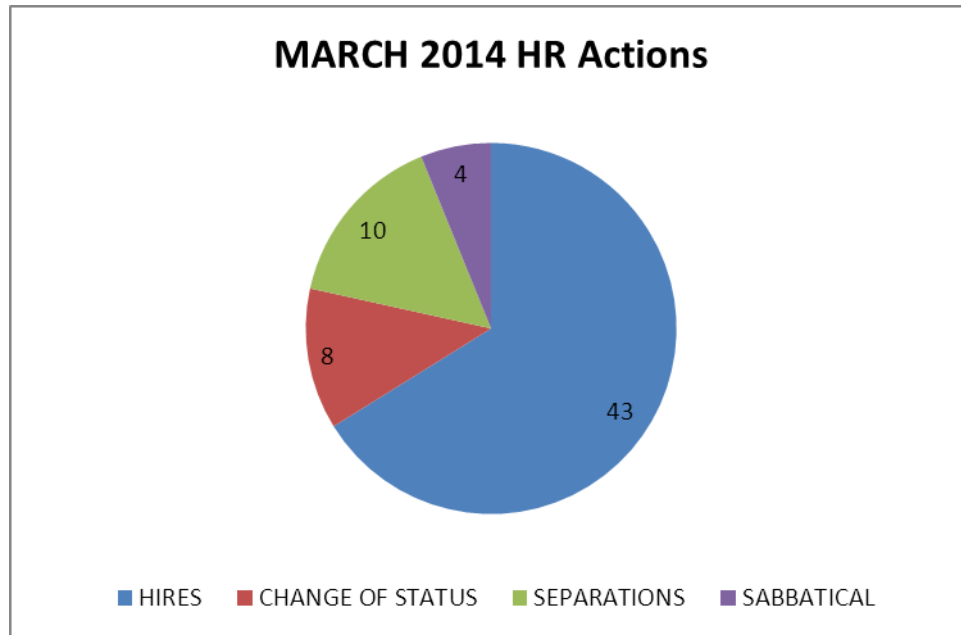
Recommendation:

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

3.1 Human Resources Recommendations

Hires, Change of Status, Separations & Sabbaticals - This month there are a total of 65 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires	Recommendations
Adjuncts	43
B. Change of Status	Recommendations
Faculty	2
Administrative	5
Support Staff	1
C. Separations	Recommendations
Faculty	4
Administrative	3
Support Staff	3
D. Sabbaticals	Recommendations
Faculty	4


A. HIRES
ADJUNCTS

1. Name: Emmel Brown
 Address: Middletown, New Jersey
 Semester: Spring 2014
 Department: Environmental
 Rate: \$697/Credit Hour
 Education: M.S., 2006, Environmental Science, The College of Staten Island
 B.S., 1993, Biology, The College of Staten Island
 Experience: 1993-Present, Chief College Laboratory Technician, The College of Staten Island
 1996-Present, Adjunct Instructor, The College of Staten Island

2. Name: Kimberly Clemente
 Address: Colts Neck, New Jersey
 Semester: Spring 2014
 Department: Nursing
 Rate: \$697/Credit Hour
 Education: M.S.N.-FNP, 2003, Family Nurse Practitioner, Monmouth University
 B.S.N., 1997, Nursing, Regents College of New York
 L.P.N., 1993, Licensed Practical Nurse, Monmouth County Vocational School

Experience: 1993-Present, Advanced Practice Nurse, Heart Medicine, LLC
2007-2008, Family Nurse Practitioner, Minute Clinic, CVS
2003-2007, Family Nurse Practitioner, Phoenix Medical Group

3. Name: Cynthia Daly
Address: Manasquan, New Jersey
Semester: Spring 2014
Department: Economics
Rate: \$697/Credit Hour
Education: M.B.A., 2000, Business Administration, Monmouth University
B.A., 1991, English, Lafayette College
Experience: 2012-Present, Director of Acquisitions, Four Springs Capital Trust
2008 – Present, Principal, Sand Dollar Investments, LLC
2001-2010, Executive Vice President & Director, Monmouth Real Estate Investment Corporation
4. Name: Carolann DeMatos
Address: Branchburg, New Jersey
Semester: Spring 2014
Department: Design – Graphic Design
Rate: \$697/Credit Hour
Education: M.S., 2006, Digital Imaging & Design, New York University
B.A., 2004, Multimedia Communication, Rider University
Experience: 2013 – Present, Creative Director, AdMed, Inc.
2011 – Present, Account & Product Manager, Gracious Eloise
2010 – 2011, Design Consultant, AT&T
5. Name: Jeffrey DiLucca
Address: Belford, New Jersey
Semester: Spring 2014
Department: Performing Arts – Music Technology
Rate: \$697/Credit Hour
Education: M.M., 2009, Music, Film & Multimedia, New York University
B.M., 2006, Music Theory & Composition, Westminster Choir College
A.A., 2002, Humanities, Brookdale Community College
Experience: 2011 – Present, Trainer & Technician, Apple
2008 – Present, Alternate Organist, St. Rita's R.C. Church

6. Name: Valerie Echols-Gardner
Address: Neptune, New Jersey
Semester: Spring 2014
Department: Economics
Rate: \$697/Credit Hour
Education: M.B.A., 2002, Business Administration, Monmouth University
B.A., 1986, Economics, Rutgers College
Experience: 2011-Present, Assistant Chief of Staff, Human Resources, United States Army
2008-2011, Assistant Chief of Staff, Comptroller, United States Army
1984-2011, Senior Logistics Manager, New York Blood Center, New Jersey Blood Services
7. Name: Christine Eisenberg
Address: Marlboro, New Jersey
Semester: Spring 2014
Department: Nursing
Rate: \$697/Credit Hour
Education: M.S.N. A.P.N.-B.C., 2013, Nursing, Drexel University
B.S.N., 2008, Nursing, Thomas Edison State College
A.A.S., 1996, Nursing, Ocean County Community College
Experience: 1997-Present, Administrative Nursing Supervisor, Jersey Shore University Medical Center
8. Name: Elisa Elorza
Address: Howell, New Jersey
Semester: Spring 2014
Department: Art
Rate: \$697/Credit Hour
Education: M.A., 2013, History of Art & Design, Pratt Institute
B.A., 1998, Independent Studies, Fordham University
Experience: 2010 – Present, Communication & Graphic Designer, Independent Consultant
2011 – 2013, Teaching Assistant, Pratt Institute
9. Name: Richard Esperon
Address: Union, New Jersey
Semester: Spring 2014
Department: Computer Science
Rate: \$697/Credit Hour
Education: M.A., 1991, Computer Education, St. Peter's University
M.A., 1982, Educational Policy Sciences, Kean University
A.B., 1972, Politics, Fairfield University

Experience: 1973-2013, Principal, Elizabeth Public School
1997-2006, Adjunct Instructor, Hudson County Community College
1989-1996, Adjunct Instructor, Seton Hall University

10. Name: Claire Finnegan
Address: Hazlet, New Jersey
Semester: Spring 2014
Department: Languages - American Sign Language
Rate: \$697/Credit Hour
Education: A.A., 2011, Liberal Arts, Brookdale Community College
Certificate of Interpreting, Union County College, anticipated completion 12/2014
Experience: 2006 – Present, Membership Assistant, COSTCO
11. Name: DonnaLyn Giegerich
Address: Red Bank, New Jersey
Semester: Spring 2014
Department: Economics
Rate: \$697/Credit Hour
Education: M.B.A., 1991, Business Administration, Monmouth University
B.S., 1985, Business Administration/Finance, Albright College
Experience: 2010-Present, President, DonnaLyn Giegerich Consulting
1999-Present, Producer Partner, Couch Brausdorf Insurance
1992-Present, Co-Owner, Heritage Benefits Group LLC
12. Name: Harvey Goldstein
Address: Lawrenceville, New Jersey
Semester: Spring 2014
Department: Criminal Justice
Rate: \$697/Credit Hour
Education: M.A., 1972, Criminal Justice, State University of New York
B.A., 1969, Sociology, City College of New York
Experience: 1997-Present, Director New York Intensive Supervision Program, Administrative Office of The Courts
1983-1997, Assistant Probation Director, Administrative Office of the Courts
13. Name: Edward Hahne
Address: Freehold, New Jersey
Semester: Spring 2014
Department: Automotive
Rate: \$697/Credit Hour
Education: A.A.S., 2006, Automotive Technology, Broward College

- Experience: 2011-Present, Instructor, United Auto Workers Labor & Employment Training Center
1990-2011, Owner, Eddies Automotive
1984-1990, Shop Foreman, Lou's All Service
14. Name: Robert Hary
Address: Freehold, New Jersey
Semester: Spring 2014
Department: Culinary
Rate: \$697/Credit Hour
Education: M.B.A., 1988, Business Administration, Monmouth University
M.A., 1977, Health Sciences, New Jersey City University
B.S., 1974, Environmental Science, Cook College, Rutgers University
Experience: 1980-Present, Consultant, Food Safety Trainer & Auditor, Metropolitan Food Sanitation Services
1989-2012, Business Administrator/Health Officer, West Windsor Township
15. Name: Debra Heffernan-Louka
Address: Howell, New Jersey
Semester: Spring 2014
Department: Design – Graphic Design
Rate: \$697/Credit Hour
Education: M.A., 2013, Graphic Design, University of the West of England
B.F.A., 1993, Graphic Design, Montclair State University
Experience: 2009- 2013, Graphic Design Department. Head, Intercollege Larnaka
2008 – 2009, Interior Designer, Polydorou Design
2005 – 2008, Instructor, Alexander College
16. Name: Laura Heggs
Address: Highland Park, New Jersey
Semester: Spring 2014
Department: Anthropology
Rate: \$697/Credit Hour
Education: M.S., 2012, Primate Behavior, Central Washington University
B.A., 2008, Psychology/Anthropology, Knox College
Experience: 2013-Present, Sales Specialist, Recreational Equipment Inc.
2013, Guest Lecturer, Central Washington University
2012, Student Alumni Fellow, Associated Colleges of the Midwest

17. Name: Mary Ho
Address: Somerset, New Jersey
Semester: Spring 2014
Department: Biology
Rate: \$697/Credit Hour
Education: Ph.D., 2005, Biochemistry & Molecular Biophysics, University of Pennsylvania
B.S., 1999, Biological Sciences, Cornell University
Experience: 2013-Present, Bioscience Coordinator, Middlesex County College
2005-2012, Postdoctoral Associate, Rutgers University
18. Name: Nichol Killian
Address: Hamilton, New Jersey
Semester: Spring 2014
Department: Anthropology
Rate: \$697/Credit Hour
Education: M.S., 2013, Cytogenetics/Biotechnology, Thomas Jefferson University
B.A., 1992, Theology, St. Joseph's University
Experience: 2007-Present, Adjunct Instructor, Mercer County Community College
2005-2011, Senior Technologist, US Labs
19. Name: Julius Lodato
Address: Ocean Grove, New Jersey
Semester: Spring 2014
Department: Business
Rate: \$697/Credit Hour
Education: M.S., 1999, Taxation, Seton Hall University
B.S., 1984, Accounting, Bloomfield College,
Experience: 2002-Present, President/Founder, Julius A. Lodato, CPA, PC
1997-2006, Finance & Administration Director, DSM Pharma Chemicals SA, Inc.
20. Name: Marissa Lynn
Address: Manalapan, New Jersey
Semester: Spring 2014
Department: Biology
Rate: \$697/Credit Hour
Education: Ph.D., 2012, Physical Therapy, Ithaca College
B.S., 2010, Clinical Health Studies, Ithaca College
Experience: 2013-Present, Adjunct Instructor, Bergen Community College
2009-Present, Office Administrator, Axxess Chemicals

21. Name: Jeffrey Mahajan
Address: Tinton Falls, New Jersey
Semester: Spring 2014
Department: Performing Arts & Music Technology
Rate: \$697/Credit Hour
Education: Certificate, Master Music Production w/Pro Tools, Berklee College of Music, anticipated completion 3/31/14
B.A., 2002, Communication, Monmouth University
Experience: 2002 – Present, Owner/Operator, Brooksound Productions
2012 – Present, Managing Member, Souper Groove, LLP
2011 – Present, Show Director/Music Instructor, School of Rock
22. Name: Gregory Marasco
Address: Spring Lake Heights, New Jersey
Semester: Spring 2014
Department: Communication Media
Rate: \$697/Credit Hour
Education: M.A., 2002, Communications, Rutgers University
B.A., 1984, Business Administration, Rutgers University
A.A., 1982, Business Administration, Union County College
Experience: 1995 – Present, Owner/Operator, GMA Public Relations, Inc.
1990 – 1995, Marketing Manager, Crest Engineering
1985 – 1990, Marketing Specialist, Reckitt & Colman, Inc.
23. Name: Kathryn Matulonis
Address: Red Bank, NJ
Semester: Spring 2014
Department: English
Rate: \$697/Credit Hour
Education: M.A., 2009, English, Fordham University
B.A., 2005, English Language & Literature, University of Maryland
Experience: 2013-Present, Social Media Manager, Rubenstein Public Relations
2010-2013, Senior Account Executive, Goldstein Communications
24. Name: John Murphy
Address: Jackson, New Jersey
Semester: Spring 2014
Department: Biology
Rate: \$697/Credit Hour
Education: Doctor of Chiropractic, 1987, New York Chiropractic College
B.S., 1982, Biology, Montclair State University

Experience: 2001-Present, Teacher, Piscataway Board of Education
2001-Present, Self-employed Chiropractor

25. Name: Theresa O'Connor
Address: Old Bridge, New Jersey
Semester: Spring 2014
Department: Engineering Technology
Rate: \$697/Credit Hour
Education: M.S., 2001, Engineering Management, New Jersey Institute of Technology
B.S., 1992, Electronics Engineering Technology, New Jersey Institute of Technology
A.A.S., 1989, Electromechanical Engineering Technology, Union County College
Experience: 2013-Present, Technical Support/Customer Service, Krauss & Naimer
2012-2013, Business Development, Digital Surroundings
1994 – 2011, Electronics Product Manager, Somfy Systems, Inc.
26. Name: Ben Ondimu
Address: Lake Hopatcong, New Jersey
Semester: Spring 2014
Department: Biology
Rate: \$697/Credit Hour
Education: M.S., 2010, Molecular Biology, Montclair State University
B.S., 2005, Zoology, Moi University
Experience: 2011-Present, Adjunct Instructor, Montclair State University
2013-Present, Adjunct Instructor, Kean University
2008-2011, Graduate & Doctoral Teaching Assistant, Montclair State University
27. Name: Suzanne Rackham
Address: Lake Como, New Jersey
Semester: Spring 2014
Department: Languages
Rate: \$697/Credit Hour
Education: M.A., 1991, Urban Education, TESOL, New Jersey City University
B.S., 1998, Management/Culinary, University of New Haven
Experience: 2009 – 2012, ESL Instructor, Ewing School District
2007 – 2009, ESL Instructor, Southern New Hampshire University
1999 – 2006, ESI Teacher, Wall Board of Education

28. Name: Eve Regan
Address: Freehold, New Jersey
Semester: Spring 2014
Department: Nursing
Rate: \$697/Credit Hour
Education: M.S.N., 2012, Nursing Education, Drexel University
B.S.N., 2001, Nursing, CUNY, College of Staten Island
AAS, 1995, Nursing, CUNY, College of Staten Island
Experience: 2003-Present, Administrative Supervisor, Meridian Health
29. Name: Christopher Reid
Address: Jackson, New Jersey
Semester: Spring 2014
Department: Engineering Technology
Rate: \$697/Credit Hour
Education: B.S., 1988, Accounting, Kings College
Experience: 1998-2013, Program Head/Instructor. Anthem Institute
1995-1998, Owner/President, FMK Computer Solutions
1990-1995, Vice President, P&R Desktop Consulting
30. Name: Bridget Riepl
Address: Oakhurst, New Jersey
Semester: Spring 2014
Department: Fitness
Rate: \$697/Credit Hour
Education: J.D., 2008, Seton Hall School of Law
B.A., 2004, Communications, Creative Writing, Political Science, Loyola College
Experience: 2012-Present, Yoga Instructor, EvenFlow Yoga
2012-Present, Yoga Instructor, Inner Calm Health and Wellness
2011-Present, Yoga Instructor, Yoga Basin
31. Name: Jennifer Santa Maria
Address: Brick, New Jersey
Semester: Spring 2014
Department: Art
Rate: \$697/Credit Hour
Education: M.A., 2013, Art Education, Montclair State University
B.A., 2010, Art & Psychology, Caldwell College
Experience: 2013 – Present, Art Teacher, Oakwood Board of Education
2013 – 2014, Art Teacher, Thompson Park Art Center
2010 – 2012, Graduate Assistantship, Montclair State University

32. Name: Howard Shallcross
Address: Holmdel, New Jersey
Semester: Spring 2014
Department: Economics
Rate: \$697/Credit Hour
Education: M.B.A., 1999, Business, New York University
B.S., 1992, Business, Villanova University
Experience: 2012-Present, Senior Vice President, Morgan Stanley
2007-2012, Vice President, Barclays
2005-2007, Market Maker/Trader, Kellogg Capital (Defunct)
33. Name: Ashley Shaloo
Address: Princeton, New Jersey
Semester: Spring 2014
Department: Biology
Rate: \$697/Credit Hour
Education: Ph.D., 2012, Molecular & Cell Biology, Uniformed Services University
B.S., 2007, Biology, Georgian Court University
Experience: 2013-Present, Adjunct Instructor, Georgian Court University
2013-Present, Farm Manager, Cherry Grove Farm
34. Name: Ceaphas Stubbs
Address: South Plainfield, New Jersey
Semester: Spring 2014
Department: Art
Rate: \$697/Credit Hour
Education: M.F.A., 2013, Fine Arts, University of Pennsylvania
B.A., 2011, Visual Arts, Rutgers University
Experience: 2014, Instructor, Visual Arts Center of New Jersey
2013 – Camp Counselor, Pace University
2011 – 2013, Teaching Assistant University of Pennsylvania
35. Name: Sharon Sullivan
Address: Red Bank, NJ
Semester: Spring 2014
Department: Reading
Rate: \$697/Credit Hour
Education: B.S., 1988, Business Administration, University of Delaware
Experience: 2010-Present, Hourly Learning Assistant, Brookdale Community College
1997-2003, Hourly Learning Assistant, Brookdale Community College
1991-1993, Information Analyst, Prudential Investment Corporation

36. Name: Rafael Vazquez-Reina
Address: Middletown, New Jersey
Semester: Spring 2014
Department: Physics
Rate: \$697/Credit Hour
Education: Ph.D., 2013, Physics, City University of New York
M.S., 2012, Physics, Hunter College of CUNY
M.Ph., 2011, Physics, City University of New York
B.Sc., 2004, Physics/Electronics, University of Seville
Experience: 2008-2013, Adjunct Instructor, Hunter College, CUNY
2006-2013, Graduate Research Assistant, Hunter College of CUNY
37. Name: Michael Worman
Address: Nutley, New Jersey
Semester: Spring 2014
Department: Physics
Rate: \$697/Credit Hour
Education: M.S., 2001, Applied Physics, Columbia University
B.S., 1992, Physics, Trenton State
1972, Physics, Villanova University
Experience: 2011-Present, Tutor, Huntington Learning Center
2001-2011, Medical Physicist, Memorial Sloan Kettering Cancer Center
1985-2001, Programmer, Lehigh Fluid Power
38. Name: James Yanuzzelli
Address: Parlin, New Jersey
Semester: Spring 2014
Department: Automotive
Rate: \$697/Credit Hour
Education: B.A., 2013, Liberal Arts, Thomas Edison College
A.A., 1998, Business Management, Brookdale Community College
Experience: 1977-Present, Automobile/Light Truck Master Technician, Werner Automotive
39. Name: Aurelia Hader
Address: Jackson, New Jersey
Semester: Spring 2014
Department: Nursing
Rate: \$697/Credit Hour
Education: M.S.N., 2012, Nursing Administration, Monmouth University
B.S., 2009, Nursing, Seton Hall University
Experience: 2010-Present, Assistant Nurse Manager, Jersey Shore University Medical Center

2007 – 2009, PCA, Jersey Shore University Medical Center
2004 – 2007, Secretary, Jersey Shore University Medical Center

40. Name: Tara Miller
Address: Cranbury, New Jersey
Semester: Spring 2014
Department: Environmental Science
Rate: \$697/Credit Hour
Education: M.Ed., 1999, Education, California University of Pennsylvania
B.S., 1996, Geology, University of Pittsburgh
Experience: 2008-Present, Park Ranger/Environmental Educator, Township of Plainsboro
Recreation & Community Services Department
2006-2008, Teacher Naturalist, Stony Brook Millstone Watershed Organization
2006-2008, Curator, Kate Gorrie Memorial Butterfly House
41. Name: Denese Cranga
Address: Whiting, New Jersey
Semester: Spring 11-Week 2014
Department: Psychology
Rate: \$697/Credit Hour
Education: M.A., 1995, Transpersonal Counseling, Naropa University
B.A., 1992, Psychology, Metropolitan State College of Denver
Experience: 2010-2011, Adjunct Instructor, Mercer County College
2008-2009, Adjunct Instructor, York County Community College
2006-2007, Adjunct Instructor, Eastern Main Community College
2006-2006, Adjunct Instructor, Salem Community College
42. Name: Valerie Nigrelli
Address: Freehold, New Jersey
Semester: Spring 11-Week 2014
Department: Mathematics
Rate: \$697/Credit Hour
Education: B.B.A., 1982, Business, Pace University
Experience: 2012 - Present, Learning Assistant, Brookdale Community College
2003- 2010, Substitute Teacher/Secretary, Freehold Board of Education
2003 - 2007, Substitute Teacher, Freehold Board of Education
43. Name: Donald Kevin O'Brien
Address: Little Silver, New Jersey
Semester: Spring 11-Week 2014
Department: Accounting

Rate: \$697/Credit Hour
Education: M.S., 1992, Taxation, Seton Hall University
M.B.A., 1989, Business Administration, Rutgers University
B.S., 1978, Finance, Monmouth College
Experience: 2000-2011, Partner, Deloitte, LLP
1998-2000, Senior Tax Manager, KPMG, LLP
1996-1998, Senior Tax Manager, Price Waterhouse, LLP

ADJUNCT DEGREE SUMMARY

Doctoral	Masters	Bachelor	Associate
6	30	5	2

B. CHANGE OF STATUSFACULTY

- Name: Valerie Bonilla
Department: Library
Position: Assistant Professor
Action: Reduction in workload from 180 to 159 days
New Salary: \$56,578
Effective: 9/1/14 – 6/30/15
- Name: Eugenia Parron
Department: Psychology
Position: Professor
Action: Paid medical leave after expiration of short-term disability
Effective: 3/5/14 – 6/30/14

ADMINISTRATIVE

- Name: Richard Brown
Department: Print Shop
Position: Supervisor
Action: Intermittent FMLA leave
New Salary: No change
Effective: 1/10/14 – 4/30/14

2. Name: Joseph Caruso
Department: Counseling
Position: Academic Advisor
Action: FMLA Intermittent leave, paid
Effective: 2/17/14 - undetermined

3. Name: Linda DeButts
Department: Human Resources
Position: Training Specialist, part-time, 25 hrs/wk
Action: Extension of temporary assignment
New Salary: \$8,531
Effective: 4/1/14 – until further notice, but not later than 6/30/14

4. Name: David DeFrancesco
Department: Commons Services
Position: Mail Services Coordinator
Action: Extension of monthly stipend
Effective: 4/1/14 – until further notice, but not later than 6/30/14

5. Name: Denise DeMichael
Department: Registration
Position: Manager, Educational Services Systems
Action: Extension of monthly stipend
Effective: 4/1/14 – until further notice, but not later than 6/30/14

SUPPORT STAFF

1. Name: Tarin Havrick
Department: Freehold Campus
Position: Associate, Student Development
Action: Change in status from part-time N3 to full-time N4 through bona fide search
New Salary: \$37,638
Effective: 4/1/14

C. SEPARATIONS**FACULTY**

1. Name: Nancy Haugh
Department: Diagnostic Medical Sonography
Position: Instructor
Action: Non-renewal of contract, program discontinuation
Effective: 6/30/14

2. Name: Robert Mellert
Department: Philosophy
Position: Professor
Action: Retirement after transitional sabbatical
Effective: 6/30/14
3. Name: Diana Skarbek
Department: Allied Health
Position: Instructor
Action: Resignation
Effective: 3/28/14
4. Name: Donna Thompson
Department: Economics
Position: Professor
Action: Retirement after transitional sabbatical
Effective: 6/30/14

ADMINISTRATIVE

1. Name: Carl DeJura
Department: Adult Education
Position: Director
Action: Retirement
Effective: 6/30/14
2. Name: Patricia Kahn
Department: Information Technology Services
Position: Executive Director
Action: Resignation
Effective: 3/28/14
3. Name: Riina VanRixooort
Department: Marketing
Position: Associate Director, Marketing & Analytics
Action: Retirement
Effective: 6/30/14

SUPPORT STAFF

1. Name: ~~Robert Gant~~
Department: ~~Biology~~
Position: ~~Closed Lab Learning Assistant~~
Action: ~~Resignation~~
Effective: ~~3/7/14~~

2. Name: Joyce Grogan
Department: Adult Education
Position: Senior Office Assistant
Action: Retirement
Effective: 6/30/14

3. Name: Ruth Malkiewicz
Department: Brookdale at Hazlet
Position: Higher Education Center Assistant
Action: Retirement
Effective: 6/30/14

4. Name: James Rodriguez
Department: Facilities
Position: Senior Specialist
Action: Resignation
Effective: 2/28/14

D. SABBATICALS**FACULTY**

1. Name: Daniel Leyes
Department: Speech
Length of Sabbatical: One-Half Year
Effective: Fall 2014

2. Name: Phyllis Shafer
Department: Business Management
Length of Sabbatical: One-Half Year
Effective: Fall 2014

3. Name: Lori Uffer
 Department: Art
 Length of Sabbatical: One-Half Year
 Effective: Fall 2014

4. Name: Nancy Noe
 Department: English
 Length of Sabbatical: One-Half Year
 Effective: Fall 2014

Finance & Facilities Committee Facilities Brief, March 2014

Gorman Hall

The data center is up and running. OIT is currently working on completing the re-racking of fiber in the data center. The offices and training room have been painted, carpeted, and furnished. Delivery of the limited use, limited access (LULA) lift is due mid-March, and will take approximately 10 days to install.

The outstanding items for the temporary certificate of occupancy are:

- Sewer pipe repair; the pipe which was broken by Sodon Electric while routing generator cables. The repair work requires digging a trench to get to the pipe and therefore the ground needs to thaw in order to dig. Once conditions are favorable, the work will be completed.
- Water leaks to the hose bibs have been secured. Facilities personnel traced the pipe outside of the building and found the shut-off. Access panels will need to be installed to allow replacement of the burst pipes in the future.
- Fire alarm connection is nearly completed. Sodon Electric is currently working on the connections between the electrical panel and alarm panel. Once this work is completed, the fire alarm will be functional. The alarm system will be on a radio to central station because the fiber between the plant and Gorman was not sufficient to support the new alarm.

Wall Campus

The demolition contractor has been slowed significantly by extreme weather conditions. Asbestos abatement on the remaining structures is nearing completion and should be done by the end of March. Anticipate the completion date mid-April. Lead abatement in the soil surrounding the buildings caused by paint chips will begin at that time.

Fascia Replacement

Contractor has recently come back on campus after about a 45 day hiatus due to weather conditions - snow, ice and moisture on the roofs have impeded progress. A hi-reach lift is needed to finish work on areas of the Main Academic Complex. Anticipated end date is April.

Central Utility Plant Roof

Contractor needs to bring back Stonhard to finish "detail" work on flat roof over power panel in northeast corner of building. Catwalk has been installed so that roof can be accessed from door on east side of building. Need some good weather and higher temperatures to finish this project. Project completion will be by end of April as well.

Science Labs

Request for proposals for architectural and engineering services for the Science Department labs renovation has been drafted and under final review. Once we receive notification from the County that the Chapter 12 bonds have been sold, the College will be moving forward to request proposals for this project.

Freehold Campus Window Replacement

Staff are in the final stages of creating the bid specification for replacement of 155 windows at our Freehold Campus. The timeline for this project is to have the bid spec advertised by April, Board approval and award at the May meeting, work to be performed during the summer months with completion by the start of the Fall semester 2014.

Additional Facilities/Maintenance projects.

- Electrical set up and custodial services for Cyber Security Competition on 3/22/14
- Arena RAHU1 HW coil repair
- Library
 - Shelving removed as per David Murray specifications
 - Painting of study rooms used by Small business Development scheduled for spring 2014
 - Reinstallation of library shelving in various areas
 - ATEC 111 – complete
 - MAN 127 – In progress
 - MAN 119 – Katherine Edward office – in progress
- MAN building Upgrade
 - Bathroom partitions repaired
 - Windows caulked
 - MAN 108 mock up LED lighting room – late spring 2014
 - Blinds and shades for 2nd floor classrooms – REQ written to A to Z Interior Fashions
- MAS
 - MAS 124 microbiology lab – Replacement of all UV, lights, and ballasts – Scheduled for week of 3/17/14
 - Replacement of lights and ballasts in MAS corridors 1st and 2nd floors – scheduled for spring 2014
- CVA
 - Painting of bathrooms – Graffiti
 - Floor cleaning
- ATEC
 - Paint front stair handrail
 - Paint room 212 – scheduled for Saturday 3/8/14
- Water Fountain Bottle fillers
 - All info and model #'s gathered
 - Developed location list for fountains
 - In process of writing REQ
- BAC
 - Replace street lights with hanging wires to LED's as in LAH area.
 - Install 4-6 lights near corn crib and BAC to Lot 5A - Summer 2014
- Athletic Fields
 - Installation of tennis court nets and wind screens
 - Grading and maintenance on baseball and softball fields
 - Weekly striping of all fields
- LAH
 - Pavers – repair and replace as part of Back Campus Street project to keep design continuity

4.1 *Monthly Financial Report*

Operating and payroll disbursements for the month ending January 31, 2014, were \$9,428,992.14.

The Monthly Financial Report contains summary information regarding all financial transactions of the College for the month of January. 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 March 12, 2014.

Brookdale Community College
Monthly Analysis of Change

	01/31/14	13/31/13	CHANGE	% CHANGE
OPERATING EXPENDITURES *				
Educational Services Division	\$38,369,118	\$ 38,240,118	\$ 129,000	0.3%
Benefits & General Institutional	12,170,818	10,806,915	1,363,903	12.6%
Sub Total	50,539,936	49,047,033	1,492,903	3.0%
All other divisions	19,268,387	18,766,292	502,095	2.7%
Total Operating Expenses	69,808,323	67,813,325	1,994,998	2.9%
OPERATING REVENUE				
Tuition	36,810,244	33,026,739	3,783,505	11.5%
General Service Fees	4,175,292	3,714,841	460,451	12.4%
Sub Total	40,985,536	36,741,580	4,243,956	11.6%
State Appropriations	6,044,101	5,180,658	863,443	16.7%
County Appropriations	12,516,530	10,728,455	1,788,075	16.7%
All other revenue	9,234,531	7,938,624	1,295,907	16.3%
Total Operating Revenue	68,780,698	60,589,317	8,191,381	13.5%
CASH & INVESTMENTS				
Cash	13,743,128	7,562,565	6,180,564	(81.7)%
Investments	12,000,000	14,000,000	(2,000,000)	-14.3%
Total Cash & Investments	25,743,128	21,562,565	4,180,564	(19.4)%
CAPITAL EXPENDITURES *				
Renewals & Replacements	5,510,138	5,696,492	(186,354)	-3.3%
Minor Capital	4,243,167	3,034,866	1,208,301	39.8%
Total Capital Expenses	9,753,305	8,731,358	1,021,947	11.7%
CAPITAL REVENUE				
State	1,135,670	940,833	194,837	20.7%
County	1,135,670	940,833	194,837	20.7%
Other	4,753,276	2,419,609	2,333,667	96.4%
Total Capital Revenue	7,024,616	4,301,275	2,723,341	63.3%
GRANTS				
Federal Grants	1,839,306	1,761,883	77,423	4.4%
State Grants	445,724	421,696	24,028	5.7%
Other Grants	226,726	190,047	36,679	19.3%
Total Grants	\$ 2,511,756	\$ 2,373,626	\$ 138,130	5.8%

Note:

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

**Brookdale Community College
Operating Fund
Budget Summary Report
2013/2014**

AS OF JANUARY 31, 2014

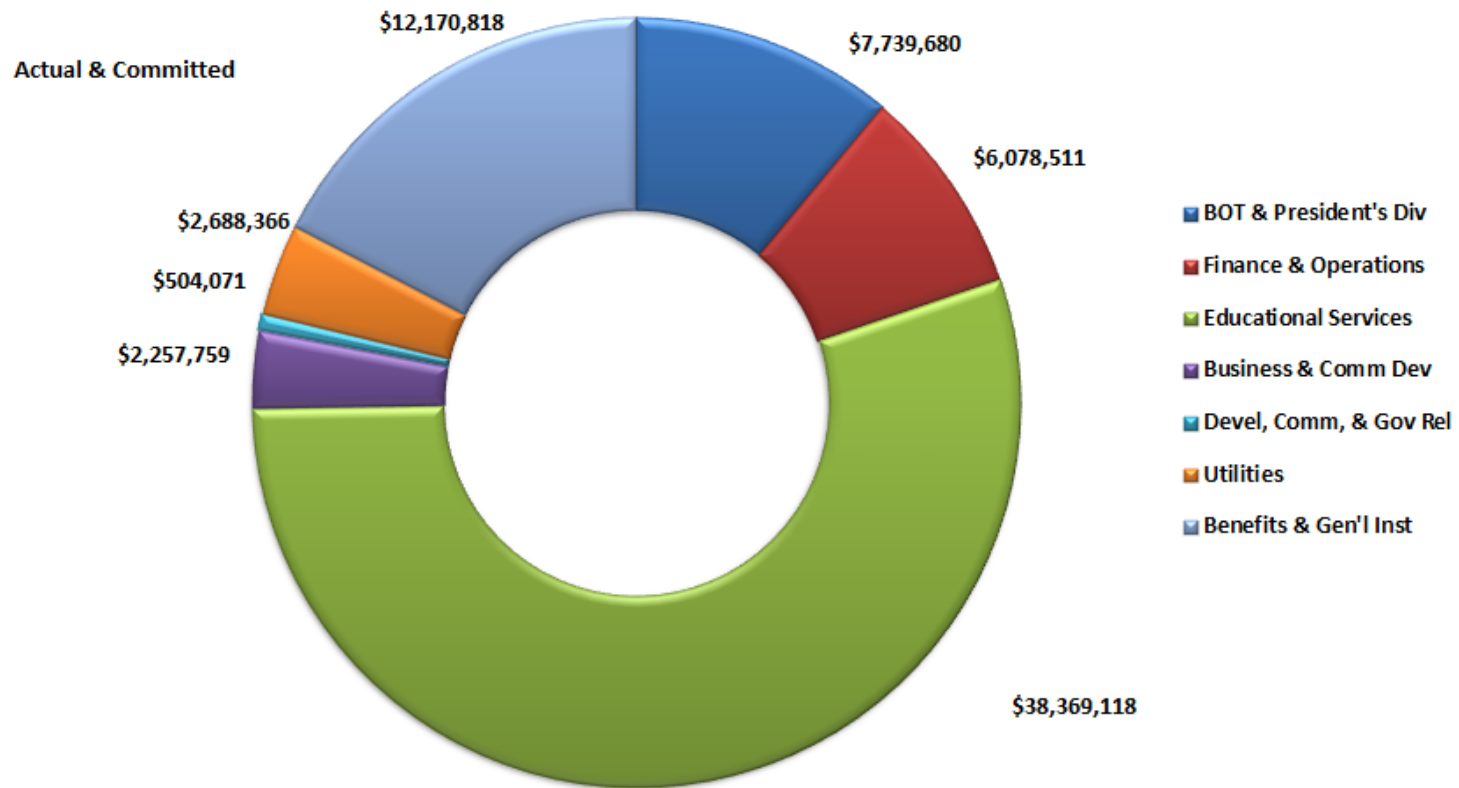
	BUDGET	ADJUST*	TOTAL AVAILABLE	YTD ACTUAL	COMMIT **	BALANCE
BOT & President's Div	\$ 7,965,702	\$ -	\$ 7,965,702	\$ 4,147,557	\$ 3,592,123	\$ 226,022
Finance & Operations	6,365,035	-	6,365,035	3,539,393	2,539,118	286,524
Educational Services	44,406,564	-	44,406,564	22,887,416	15,481,702	6,037,446
Business & Comm Dev	2,844,859	-	2,844,859	1,619,724	638,035	587,100
Devel, Comm, & Gov Rel	573,220	-	573,220	328,873	175,198	69,149
Utilities	2,898,980	-	2,898,980	1,495,832	1,192,534	210,614
Bnfts & Gen'l Inst	25,758,782	-	25,758,782	11,251,045	919,773	13,587,964
Total	<u>\$ 90,813,142</u>	<u>\$ -</u>	<u>\$ 90,813,142</u>	<u>\$ 45,269,840</u>	<u>\$ 24,538,483</u>	<u>\$ 21,004,819</u>

Notes:

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

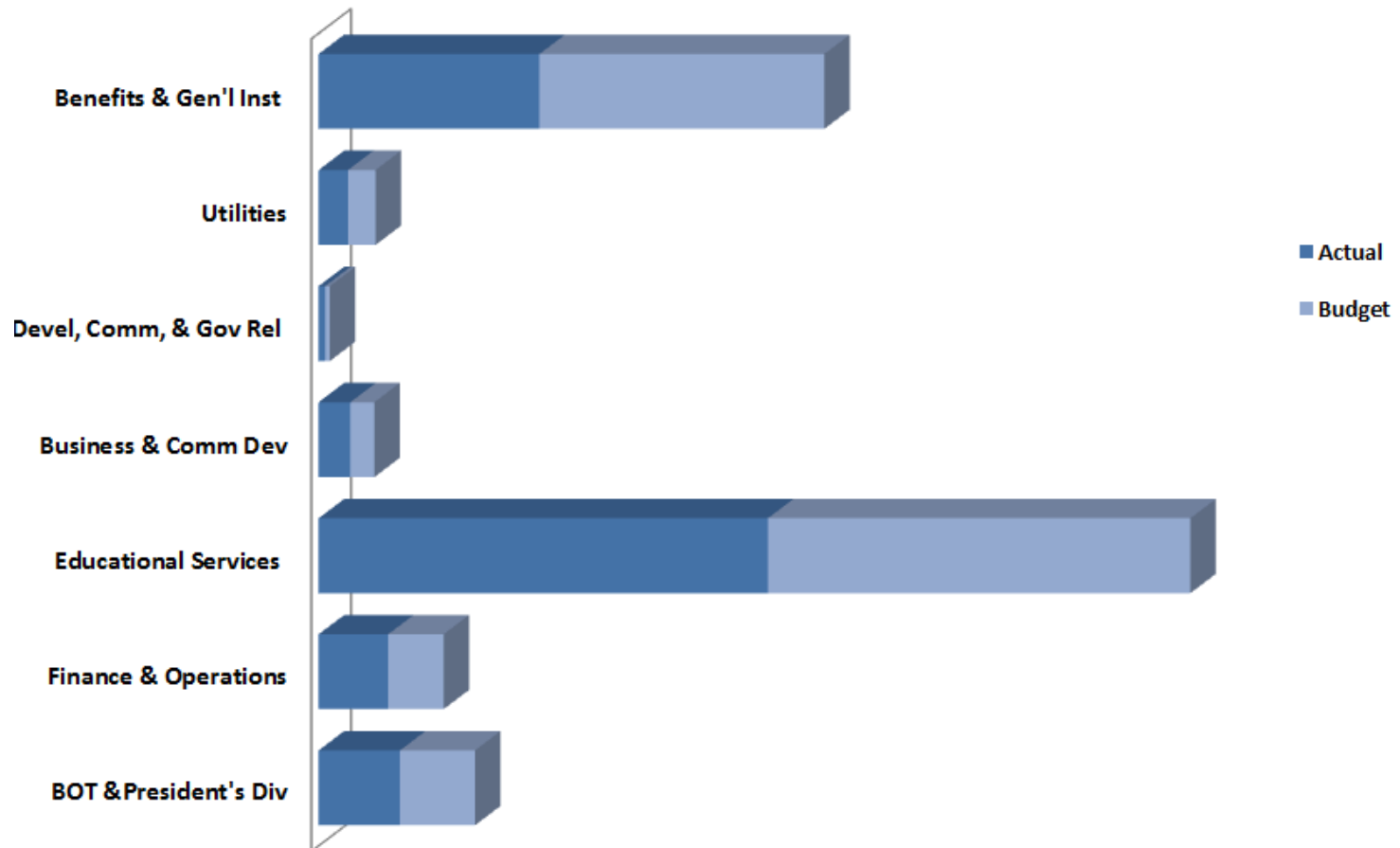
** Committed represents total funds encumbered for a good or service.

**Brookdale Community College
Operating Fund
FY14**



The overall FY14 operating budget is \$90,813,142; as of January 31, 2014, 76.9% or \$69,808,323 was spent and/or obligated.

**Brookdale Community College
Expenditures vs. Budget
FY14**

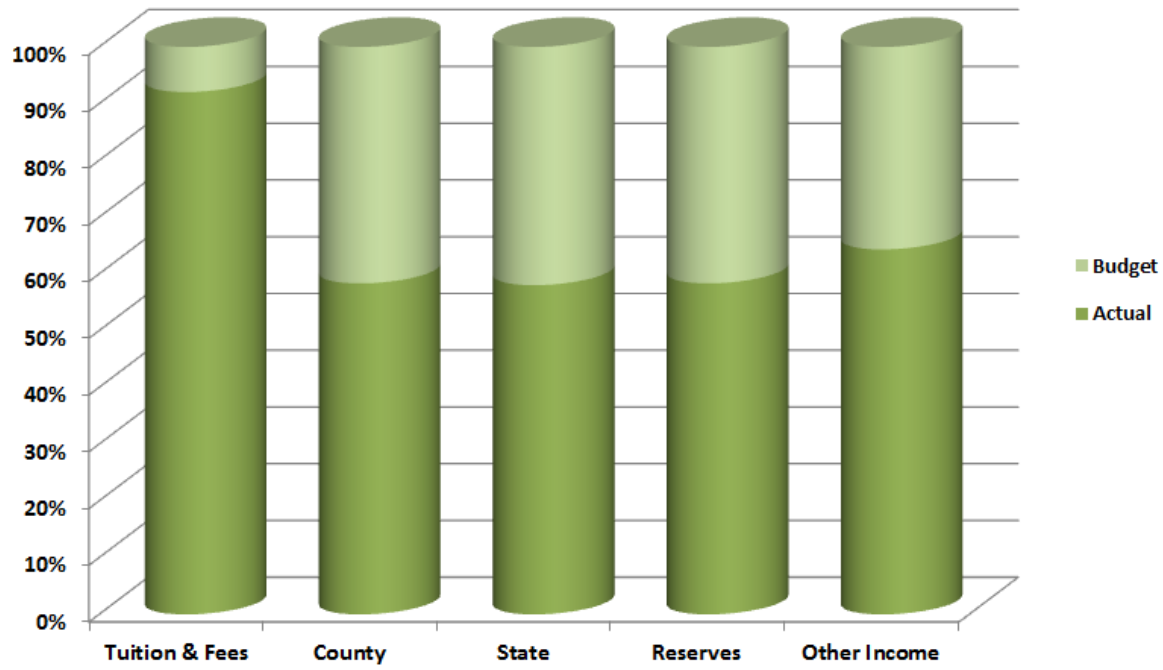


**Brookdale Community College
Operating Fund
Income Summary Report
2013/2014**

AS OF JANUARY 31, 2014

	BUDGET	ADJUST	TOTAL AVAILABLE	YTD ACTUAL	BALANCE
State of New Jersey	\$ 10,417,065	\$ -	\$ 10,417,065	\$ 6,044,101	\$ 4,372,964
County of Monmouth	21,456,909	-	21,456,909	12,516,530	8,940,379
Student Tuition	40,110,324	-	40,110,324	36,810,244	3,300,080
General Service Fee	4,624,007	-	4,624,007	4,175,292	448,715
Other Student Fees	1,500,000	-	1,500,000	1,576,034	(76,034)
Business & Comm Dev	3,000,000	-	3,000,000	2,239,374	760,626
Approp from Reserve	8,569,837	-	8,569,837	4,999,072	3,570,765
Miscellaneous	1,135,000	-	1,135,000	420,052	714,948
Total	<u>\$ 90,813,142</u>	<u>\$ -</u>	<u>\$ 90,813,142</u>	<u>\$ 68,780,698</u>	<u>\$ 22,032,444</u>

**Brookdale Community College
Operating Income
FY14**



**Brookdale Community College
Summary of Cash & Investments
2013/2014**

AS OF JANUARY 31, 2014

Cash:

Operating	\$ 13,716,322.55	
Payroll	<u>26,805.63</u>	
		\$ 13,743,128.18

Certificates of Deposit:

	<u>12,000,000.00</u>	
		<u>\$ 25,743,128.18</u>

Investment Details:

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

Three 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 \$76,750.

Total amount redeemed through January 31, 2014, is \$8,000,000 with earned interest of \$57,905.32.

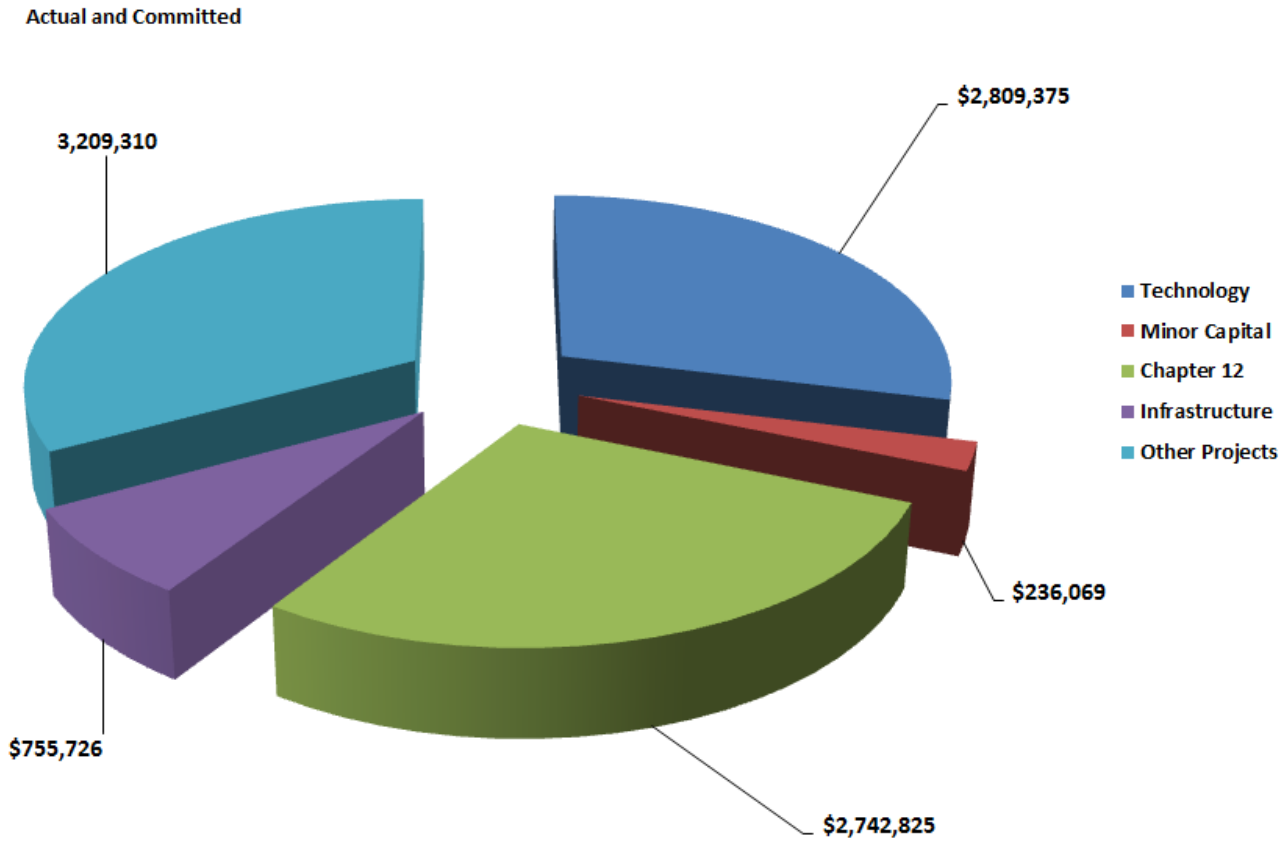
**Brookdale Community College
Capital Fund
Budget Summary Report
2013/2014**

AS OF JANUARY 31, 2014

	BUDGET	ALLOCATED	ACTUAL & COMMIT	BALANCE
FY12 Chapter 12 Projects	\$ 8,500,000	\$ -	\$ -	4,984,337
8120520 - Gorman Hall	-	3,016,180	2,742,825	273,355
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	223,129	185,962
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	4,396,948	5,510,138	31,159,372
SLC/B4 Debt Service	1,120,227	-	1,056,517	63,710
Brookdale @ Freehold Debt Service	-	141,206	141,206	-
Minor Capital	500,000	-	123,973	376,027
ASBCC	-	112,096	112,096	-
TIP	1,000,000	-	621,260	378,740
Student & BCD Tech Fee	2,240,454	-	2,188,115	52,339
Minor Capital	4,860,681	253,302	4,243,167	870,816
Total	\$ 41,548,906	\$ 4,650,250	\$ 9,753,305	\$ 32,030,188

* Pending County Issuance

Brookdale Community College
Capital Fund
FY14



The overall FY14 capital budget is \$41,548,906; as of January 31, 2014, 23.5% or \$9,753,305, was spent and/or obligated.

**Brookdale Community College
Capital Fund
Income Summary Report
2013/2014**

AS OF JANUARY 31, 2014

	BUDGET	ADJUST	PROJECTED REVENUE	YTD ACTUAL	BALANCE
State of New Jersey	\$ 18,009,865	\$3,741,224	\$ 21,751,089	\$ 1,135,670	\$ 20,615,419
County of Monmouth	4,125,000	\$3,741,223	7,866,223	1,135,670	6,730,553
Other	9,570,681	2,360,913	11,931,594	4,753,276	7,178,318
Total	<u>\$ 31,705,546</u>	<u>\$9,843,360</u>	<u>\$ 41,548,906</u>	<u>\$ 7,024,616</u>	<u>\$ 34,524,290</u>

**Brookdale Community College
Grants
Budget Summary Report
2013/2014**

AS OF JANUARY 31, 2014

	BUDGET	ADJUST	FUNDS AVAILABLE	ACTUAL & COMMIT	BALANCE
Federal Grants					
Brookdale	\$ 3,221,648	\$ 116,359	\$ 3,338,007	\$ 1,759,708	\$ 1,578,299
Subgrants	293,400	-	293,400	79,598	213,802
SUBTOTAL	<u>3,515,048</u>	<u>116,359</u>	<u>3,631,407</u>	<u>1,839,306</u>	<u>1,792,101</u>
State Grants	682,990	-	682,990	445,724	237,266
Other Grants	528,990	54,143	583,133	226,726	356,407
TOTAL	<u>\$ 4,727,028</u>	<u>\$ 170,502</u>	<u>\$ 4,897,530</u>	<u>\$ 2,511,756</u>	<u>\$ 2,385,774</u>

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 March 12, 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

March 20, 2014

* Estimated expense based on historical data

Board Item No.	Fund	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Operating					
1		Wilentz, Goldman & Spitzer	College Counsel, RFP No. 14-13 / This is the 2nd year of a 5 year contract for general legal counsel.	RFP	\$195.00/hour
2		Cleary, Giacobbe, Alfieri & Jacobs, LLC	Labor Relations Counsel / Exempt 18A:64A-25.5.a.(1) (Professional Services). This is a one year contract for labor relations counsel.	Exempt	\$ 75,000.00 *

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 March 12, 2014.

Brookdale Community College
Outstanding and Paid Invoice Register
March 20, 2014

	Student	Vendor	Employee	Totals
ASBCC	\$ -	\$ 90,267.39	\$ 4,669.43	\$ 94,936.82
Athletics	-	28,874.67	1,759.40	30,634.07
Bookstore	-	219,422.67	71.25	219,493.92
College	851.17	3,355,041.81	30,889.61	3,386,782.59
OBCD	-	29,099.28	1,309.16	30,408.44
	<u>\$ 851.17</u>	<u>\$ 3,722,705.82</u>	<u>\$ 38,698.85</u>	<u>\$ 3,762,255.84</u>

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Workshop Meeting**

Thursday, February 19, 2014

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

- A. Chair Butch called the meeting to order at 5:08 p.m.
- B. Ms. Brennan I then made 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 February 11, 2014, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 2. On February 11, 2014, advance written notice of this meeting was faxed to: *The Asbury Park Press* and *The Star Ledger*.
 3. On February 11, 2014, advance written notice of this meeting was filed with the Clerk of the County of Monmouth."

Roll Call

Present: Mr. Brian T. Butch, Chair
Ms. Lora Campbell, Trustee
Mr. William G. Dalton, Trustee
Mr. Joseph M. DiBella, Trustee
Mr. David G. Flaherty, Trustee
Mrs. Lucille Jones, Trustee
Mr. Charles Karcher, Trustee
Mr. Gary S. Tolchin, Trustee
Dr. Maureen Murphy, Secretary

Absent: Ms. Tracey Abby-White, Trustee
Mr. Zachary Eisenberg, Trustee
Dr. Carl Guzzo, Trustee
Mr. Joseph Passiment, Jr., 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 subjects:

Human Resources Matters 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 subjects;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that an emergency* meeting of said Board shall be held, at which the public shall be excluded, on **WEDNESDAY, February 19, 2014, beginning at 5:10 p.m.** for the purpose of discussing the following subjects:

Human Resources Matters

BE IT FURTHER RESOLVED that the discussions on Personnel Matters conducted at said closed sessions can be disclosed to the public at an ensuing meeting of the Board.

February 19, 2012

*Counsel Hoffman corrected the record to reflect that this was not an emergency meeting but was an Executive Session.

Motion to close the session was made by Trustee DiBella and seconded by Trustee Flaherty.

Roll Call

Present: Mr. Brian T. Butch, Chair
Ms. Lora Campbell, Trustee
Mr. William G. Dalton, Trustee
Mr. Joseph M. DiBella, Trustee
Mr. David G. Flaherty, Trustee
Mrs. Lucille Jones, Trustee
Mr. Charles Karcher, Trustee
Mr. Gary S. Tolchin, Trustee
Dr. Maureen Murphy, Secretary

Absent: Ms. Tracey Abby-White, Trustee
Mr. Zachary Eisenberg, Trustee
Dr. Carl Guzzo, Trustee
Mr. Joseph Passiment, Jr., Trustee

Adjourned to Executive Session

Motion made to resume meeting at 6:25PM by Trustee Dalton and seconded by Trustee Tolchin.

Roll Call

Present: Mr. Brian T. Butch, Chair
Ms. Lora Campbell, Trustee
Mr. William G. Dalton, Trustee
Mr. Joseph M. DiBella, Trustee
Mr. David G. Flaherty, Trustee
Dr. Carl Guzzo, Trustee
Mrs. Lucille Jones, Trustee
Mr. Charles Karcher, Trustee
Mr. Gary S. Tolchin, Trustee
Dr. Maureen Murphy, Secretary

Absent: Ms. Tracey Abby-White, Trustee
Mr. Zachary Eisenberg, Trustee
Mr. Joseph Passiment, Jr., Trustee

Motion to adopt agenda for Open and Public meetings made by Trustee Jones and seconded by Trustee Flaherty.

Roll Call

Present: Mr. Brian T. Butch, Chair
Ms. Lora Campbell, Trustee
Mr. William G. Dalton, Trustee
Mr. Joseph M. DiBella, Trustee
Mr. David G. Flaherty, Trustee
Dr. Carl Guzzo, Trustee
Mrs. Lucille Jones, Trustee
Mr. Charles Karcher, Trustee
Mr. Gary S. Tolchin, Trustee
Dr. Maureen Murphy, Secretary

Absent: Ms. Tracey Abby-White, Trustee
Mr. Zachary Eisenberg, Trustee
Mr. Joseph Passiment, Jr., Trustee

Mr. Butch advised that the Executive Committee had met on February 5, 2014 and agreed on the Agenda.

Board business:

Trustee Karcher advised that the meeting of the Governance Committee had been postponed due to unavailability and would be rescheduled.

Trustee Jones advised the Board that the Policy & Education Committee had met on February 10th and the Agenda was in the Board packet. There were 9 policies and regulations for review. It is the Committee's decision to work through all policies in a systematic manner and will share their findings

with the College community inviting their comments, as appropriate, before lodging and approval by the Board.

There were several items for information only. Regarding Middle States Commission on Higher Education (MSCHE), the Board in January approved sending an application for Substantive Change. The Committee had a conversation regarding early college high school programs and the opportunities to be afforded to students in Monmouth County. Also discussed were the 5 year review process and the IPEDS report. the Georgian Court University (GCU) partnership expansion of our partnership will be celebrated at the end of the public meeting tonight.

Trustee Guzzo advised the Board that the Audit Committee had met on February 6, 2014. In attendance was Trustee Dalton, Chair Butch, Mr. Francis and staff Mr. Francis provided a comprehensive package of information as well as discussion on a meeting schedule. There was a discussion regarding the future actions. The committee will meet again in March.

Trustee Dalton will meet with Mr. Francis and Dr. Guzzo invited any other Trustees who would be interested in meeting with Mr. Francis to contact him.

Trustee DiBella advised that the Finance Committee had a conference call on February 6, 2014 and discussed a collaborative effort with the County to determine what shared services we may be able to explore; both entities buy similar products e.g., snow plow, salt, computers, etc. He proposed meeting with representatives of the Freeholder Board, with Dr. Murphy, to determine where we can do more together.

Discussion included using Brookdale facilities to obtain income in non-tuition ways, including outside entities using the campus for meetings, retreats, etc. This could be an opportunity but there may not be large increases in revenue.

The Committee discussed meeting alternatively in person or using a conference call in the event there is not a compelling reason to have a meeting.

There was also a Facilities update. Trustee DiBella asked Dr. Murphy to comment on the Board of School Estimate meeting.

Dr. Murphy advised she was the only one physically present as there was a snow storm and she was the only one able to get to the Hall of Records. Others called in and Freeholders Curley, DiMaso, Burry were present and Freeholder Arnone was also in the room. The budget, which included the latest deduction and Chapter 12 funds were presented. Dr. Murphy noted that she forwarded to the Board the statement she read at the meeting. She noted that we are experiencing tough economic times, and that she trusted that as things recover the College and the County will recover together. There are many ways we can work with the County both strategically and purposefully.

Trustee DiBella discussed in Finance that there is a voluminous 5 year facilities mater plan. The challenge is where to begin. Dr. Murphy recommended that we hire a consultant who has to have expertise with all the types of needs the physical plant has. We need this plan prioritized. This was agreed to by the Board.

Trustee Flaherty updated members on the ACCT Summit he attended with Chair Butch and Dr. Murphy. The Legislative summit had increased conversations on outcomes; there are no priorities on how to do it. Legislative is not involved. There will be metrics on student outcomes but those from community colleges feared that this was geared more toward four year institutions. There was discussion of unbundling programs to create single entities for greater cost benefit. Trustee Flaherty noted that at a community college not everything we do makes money. Dr. Murphy agreed and said the metrics being looked at by Federal level do not take into consideration sector differentiation. It is tying outcomes increasingly to PELL. This is happening within the Department of Education. She noted that the College's and the sectors situation are critical and reflected in the news every day. The Brookdale delegation was received very well by Congressman Holt, Pallone and Smith who expressed support and frustration.

On Federal legislative priorities: (1) maintain PELL grant program (restore PELL in summer); (2) sustain and enhance funding for commuting colleges and students; (3) Education Opportunity Grant and Federal Work Study and (4) Strengthen workforce development and extend TAACCT grant.

Dr. Murphy advised that she and Dean Marie Lucier-Woodruff had met yesterday with the Grow Monmouth people and hopes to increase our focus and be more successful in our applications for grants.

We cannot deter a student from applying for loans and we deal with more students that are at a high risk to default; Brookdale should not be held accountable for students defaulting on student loans.

Trustee Campbell explained that she was unable to attend the last meeting and asked Trustee Guzzo to advise she was against tuition increase and it is not in the minutes. Chair Butch agreed that Dr. Guzzo had put that on the record. Trustee Campbell said that the minutes reflect a unanimous vote and she believed Dr. Guzzo voted against it. It was confirmed that it was a unanimous vote and Dr. Guzzo had voted for the tuition increase. Dr. Guzzo was confused as he voted against the budget and believed that vote would also be against tuition increase. This was incorrect. Dr. Guzzo wanted to correct his vote but Chair Butch advised it was too late to do this. When voting on the minutes, it was noted that Trustee Campbell's 'no vote' would be noted.

New Business:

Safety & Security: Dr. Guzzo thanked the Executive Committee for putting this item on the Agenda. Dr. Guzzo believes that we need armed police officers at the higher education centers even though the security guards presently do a good job. As he does not know how to make this happen, he would leave this to the President and the Board's resident expert, Trustees DiBella, Dalton and Flaherty. Dr. Murphy noted that there is a policy on campus for safety that will be coming forward. Trustee Karcher had questioned do we need a police force. That would be a full-Board policy level conversation. Dr. Guzzo stated our primarily concern is to protect students, staff and faculty and said he believed the Board should empower the President to do this. Dr. Murphy advised that coincidentally next week there is a webinar on policing branch campuses which would be attended by several College representatives.

Trustee Flaherty advised that areas that are not well lit could be evaluated by Crime Prevention through Environmental Design (CPEd), noting his objection to putting armed people at all sites Dr. Guzzo feels it is necessary as safety is a principal concern. Trustee Dalton felt it should be a comprehensive part of the review of the police department to make sure that you have command and control from the top.

Trustee Flaherty advised you need a safety and security plan as you are not just talking about armed guards – you are talking about security with lights, safety, etc. Trustee DiBella agrees with T Dalton for safety for all campuses; but asks, should we be in the police business? and said we should be looking at alternatives. He noted this would should not be a Board decision but left to the experts and Dr. Murphy's guidance. Trustee DiBella stated that from his point of view there must be a comprehensive review for public safety. There had been an ad hoc committee for the short term. Dr. Murphy asked if we gathered the option so that when we do look at the policy we know what we have; as well as look at each location's history; obtained information from CPED. Trustee DiBella recommended that whatever joint insurance fund is in they would have a safety expert to come on campus and do a review and give us recommendation which could be done quickly whether we have armed or unarmed force. After Dr. Murphy determines all the info, there may be a need for ad hoc to review.

Chair Butch stated that the Policy & Education Committee is forwarding three Board policies for action at tonight's meeting. The committee recommends waiving the lodging of Policy 2.0002, Public Access to Government Records and moving for approval at tonight's meeting: there was unanimous consent of the Board to approve this action. Dr. Murphy advised that the Policy revision is changing the Custodian of Records from the President's Office to the Director of Internal Audit. She advised that it she feels uncomfortable with this in the President's Office and feels it should be handled by someone who is disinterested. Trustee Campbell pointed out that there is a typographical error in tense in the last page. Dr. Guzzo stated that this had been through the Audit Committee and he has asked Mr. Francis to advise him of what is needed for him to perform this function.

Policy & Education is also recommending lodging two Board Policies: 1.3035 Presidential Screening Process and 1.5141 Procedural Rules for Hearing, at tonight's meeting.

Trustee Campbell requested in the board packet that there be a red-line change for policy changes.

It was MOVED by Trustee Tolchin and seconded by Trustee Campbell that the meeting be adjourned at 6:16 p.m. Approval was unanimous.

Respectfully submitted _____
Maureen Murphy, Ph.D., Secretary

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting**

Thursday, February 19, 2014

**Brookdale Community College
Warner Student Life Center
Navesink I
Lincroft, New Jersey**

- A. Chair Butch called the meeting to order at 6:17PM
- B. The Pledge of Allegiance was recited.

Ms. Brennan then made 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 February 11, 2014, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
2. On February 11, 2014, advance written notice of this meeting was faxed to: *The Asbury Park Press* and *The Star Ledger*.
3. On February 11, 2014, advance written notice of this meeting was filed with the Clerk of the County of Monmouth."

Roll Call

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

- D. There was one request from the public to be heard on any of the items on the agenda:

Professor Jack Ryan appreciated what Dr. Murphy had to say about moving the OPRA requests to the Internal Auditor. He has made OPRA requests in the past and said many would feel unsettled going into the President's Office to make the request and agreed with the move.

Professor Ryan asked that the Board consider the change in the Policy giving the Chair the right to time the comments made by the public. There is an appearance of the Board being less open. Professor Ryan has made several requests that the audio of the meetings be made available to anyone that cannot attend the meetings. This is presently done by the Freeholders. He felt the minutes do not always reflect what was being said and it would be good for the public to know the tenor in which a subject was discussed.

E. Approval of the minutes as amended in the Workshop meeting by Trustee Campbell:

Motion carried by the following vote:

AYES: Trustees Butch, Campbell, Dalton, DiBella, Flaherty, Guzzo, T Jones, Karcher, and Tolchin

NAYS: None

ABSTENTIONS: None

Roll Call:

Present: Mr. Brian Butch, Chair
Ms. Lora Campbell, Trustee
Mr. William G. Dalton, Trustee
Mr. Joseph M. DiBella, Trustee
Mr. David G. Flaherty, Trustee
Dr. Carl J. Guzzo, Jr., Trustee
Mrs. Lucille Jones, Trustee
Mr. Charles Karcher, Trustee
Mr. Gary S. Tolchin, Trustee
Dr. Maureen Murphy, Secretary

Absent: Ms. Tracey Abby-White, Trustee
Mr. Joseph Passiment, Jr., Trustee
Mr. Zachary Eisenberg, Graduate Trustee

Brookdale Spotlight: Dr. Murphy stated we had the #3 Paralegal Program in the State and it should be noted that the first and second are four year institutions. Dr. Patricia Gallo Introduced faculty members: Lillian Harris, Joseph Zavaglia, Jr. and Michael Sullivan. Mr. Sullivan a 1995 graduate of Brookdale Community College in Criminal Justice obtained his law degree and works here full time and administers the Paralegal program. Faculty works with law firms to find employment for those in the program. The program offers both an AA degree and certificate program. Our program is only one of 12 in NJ approved by the Bar Association which has strict guidelines.

Chair Butch thanked the entire Faculty and Staff who helps our students attains their goals.

Motion to approve consent agenda made by Trustee DiBella seconded by Trustee Campbell.

Roll Call

Present: Mr. Brian Butch, Chair
Ms. Lora Campbell, Trustee
Mr. William G. Dalton, Trustee
Mr. Joseph M. DiBella, Trustee
Mr. David G. Flaherty, Trustee
Dr. Carl J. Guzzo, Jr., Trustee
Mrs. Lucille Jones, Trustee
Mr. Charles Karcher, Trustee
Mr. Gary S. Tolchin, Trustee
Dr. Maureen Murphy, Secretary

Absent: Ms. Tracey Abby-White, Trustee
Mr. Joseph Passiment, Jr., Trustee
Mr. Zachary Eisenberg, Graduate Trustee

Motion to approve 2.3 revisions as to Board Policies – 1.3035 Presidential Screening Process; 1.5141 Procedural Rules for Hearings. A motion was made by Trustee Flaherty and seconded by Trustee Jones to lodge these two Policies.

Roll Call

Present: Mr. Brian Butch, Chair
Ms. Lora Campbell, Trustee
Mr. William G. Dalton, Trustee
Mr. Joseph M. DiBella, Trustee
Mr. David G. Flaherty, Trustee
Dr. Carl J. Guzzo, Jr., Trustee
Mrs. Lucille Jones, Trustee
Mr. Charles Karcher, Trustee
Mr. Gary S. Tolchin, Trustee
Dr. Maureen Murphy, Secretary

Absent: Ms. Tracey Abby-White, Trustee
Mr. Joseph Passiment, Jr., Trustee
Mr. Zachary Eisenberg, Graduate Trustee

Motion to approve access to public records 2.0002 was made by Trustee Jones and seconded by Trustee Flaherty.

Roll Call

Present: Mr. Brian Butch, Chair
Ms. Lora Campbell, Trustee
Mr. William G. Dalton, Trustee
Mr. Joseph M. DiBella, Trustee
Mr. David G. Flaherty, Trustee
Dr. Carl J. Guzzo, Jr., Trustee
Mrs. Lucille Jones, Trustee

Mr. Charles Karcher, Trustee
Mr. Gary S. Tolchin, Trustee
Dr. Maureen Murphy, Secretary

Absent: Ms. Tracey Abby-White, Trustee
Mr. Joseph Passiment, Jr., Trustee
Mr. Zachary Eisenberg, Graduate Trustee

Chair Butch opened up the meeting for comments from the Public:

James Crowder introduced himself as a Professor in Biology and President of the Faculty Association and wished to speak regarding the proposed draft policy on financial exigency. A number of faculty was concerned and he had advised them to attend the meeting. They are concerned that faculty is not listed in the proposed policy in the event financial exigency is declared – only Board, President and senior leadership; he said this is very vague. As programs may be cut, Faculty believes that they are the ones with the knowledge of which closings would negatively affected students and that they should be consulted. He made a plea for faculty to be mentioned in such policy.

Dr. Murphy advised that she and Professor Crowder had an earlier conversation about this and advised this is proposed and there will be much further review. The reason this is coming forth now is because the college is taking policies sequentially in order and this policy would fit in the group that is being reviewed. This is needed because the college does not have any worst case scenario if something happens. The College is not in a position where the policy is needed and Dr. Murphy appreciated what Professor Crowder had expressed. The entire college will be involved when it comes to drafting the regulation which will set forth what needs to be done in the case of exigency.

Chair Butch asked if all faculty, unions and staff would be included in the review of the regulation. Dr. Murphy stated everyone would be involved. Trustee Flaherty said the draft Policy stated only Executive Committee and felt it would be full Board. Trustee Jones stated there was a lot of discussion and committee level and there is a lot of work to be done.

Ms. Karyn Arnold, President of the Brookdale Community College Administrative Association mentioned achievements attained by Maria Breger, Kristin Florio, Stephanie Fitzsimmons, Katie Shea, and Reve Anderko. She also commended Laurie Bender, Holly Peterson, Camille Shelly and OIT as well as everyone who helped getting the new website up and running.

Old business: None

Chair Butch advised that Sister Rosemary Jeffries from Georgian Court University along with Board members and staff as well as a student who had graduated from Brookdale Community College were our guests in order to sign an updated agreement with GCU.

Dr. Murphy welcomed all of the visitors from Georgian Court University and introduced Sister Rosemary Jeffries, President. Dr. Murphy introduced Dr. Anita Voogt who provided history on our partnership.

Dr. Voogt advised that Georgian Court was a charter member of the Communiversity, and unique in several ways right from the start.

Georgian Court is the only private higher education institution in partnership as well as the only Communiversy partner to offer discounted tuition.

Georgian Court University is our education partner offering undergraduate and graduate programs in elementary education degrees as well as dual certification Special Education that tremendously enhances their employability.

Sister Jeffries introduced her Board member and faculty in attendance, as well as Courtney Griffin who is a Brookdale graduate. She discussed the successful partnership Georgian Court has had with Brookdale. Ms. Griffin spoke of her success both here and at Georgian Court. Several of the guests spoke briefly.

Sister Jeffries and Dr. Murphy executed the agreement.

It was MOVED by Trustee Karcher and seconded by Trustee Campbell that the meeting be adjourned at 8:10PM. Approval was unanimous.

Respectfully submitted _____
Maureen Murphy, Ph.D., Secretary

AGENDA for MARCH 20, 2014**Navesink I, Warner Student Life Center****5:00 p.m. BOARD OF TRUSTEE WORKSHOP**

- A. Call to Order
- B. Reading of Statement and Roll Call

- C. Adoption of Agenda for Workshop and Public Meeting – **Agenda Tab**

- D. Information & Discussion Items
 - 1. Capital Projects/Funding
 - 2. Sabbaticals & Transitional Sabbaticals – **HR Tab**
 - 3. President’s Jubilee Committee (PJC) Update – **WS-1**
 - 4. Report of Executive Committee
 - a. Recording Board Meetings
 - b. Format for Minute Taking at Board Meetings –**WS-2**
 - 2. Report of Human Resources Committee
 - a. Interest Based Bargaining – **WS-3**
 - 3. Report of Policy & Education Committee
 - a. Policy Approval – **PBM - 3**
 - b. Information Items
 - 5. Report of Finance & Facilities Committee – **Finance Tab**
 - 6. Ad Hoc Governance Committee Update

- E. 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.

- F. New Business

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

AGENDA for MARCH 20, 2014
Navesink I, Warner Student Life Center
6:35 p.m. BOARD OF TRUSTEE PUBLIC BUSINESS MEETING

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Reading of Statement and Roll Call**
- D. Public Comment on Agenda Items**
- E. Approval of Minutes of the February 19, 2014 Workshop/Public Meeting – PBM 1**
- F. Brookdale Spotlight**

Spotlight	Mission-Based Indicators	Jubilee Plan Goals
Small Business Development Center – recipient of Silver Gull award for economic development	Student Success and Progress Quality and Excellence Value Added to the Community	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

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

Consent Agenda	Mission-Based Indicators	Jubilee Plan Goals
(2.2) Acceptance of Grants	Quality and Excellence Value Added to the Community	Goal 2: Maximize Resources Goal 4: Leverage Brookdale’s Excellence
(3.1) Approval of Human Resources	Quality and Excellence	Goal 2: Maximize Resources
(4.1) Monthly Financial Report	Quality and Excellence Access	Goal 2: Maximize Resources

AGENDA for MARCH 20, 2014
Navesink I, Warner Student Life Center

(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
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(4.2b) Open Invoice Payment Requests for Vendor, Student, and Employee Payments	Quality and Excellence	Goal 2: Maximize Resources
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Additional Approval Items – PBM -3
2.3

Approval of Revised Board Policies	Access Quality and Excellence Value Added to Community	Goal 4: Leverage Brookdale’s Excellence
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1.3035 Presidential Screening Process

1.5141 Procedural Rules for Hearings

H. Information & Discussion Items

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

Topic

- I. Public Comment**
- J. Old/New Business**
- K. Adjournment of Business Meeting**
- L. President’s Report**
 - **St John Vianney Memorandum Of Understanding & Celebration**

Attachment - PBM - 3**2.3 Board Policies for Approval**

The Board of Trustees and the College Administration continues to review and revise Board Policies and College Regulations. The goal of the Policy 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.

Board Bylaw *1.6020 Lodging of Policy* stipulates that “no matter of policy shall be submitted to the Board for approval...unless it has been presented in writing at a previous regular meeting of the Board”.

The Policy and Education Committee recommended lodging of two Policies to the full Board at the February 19, 2014 Board of Trustees meeting and the Board so acted to lodge the following:

1. 1.3035 *Presidential Screening Process*
2. 1.5141 *Procedural Rules for Hearings*

At this time, the President recommends that the Board of Trustees approve these Policies.

The President recommends that the Board of Trustees approve of Board Policies 1.3035 *Presidential Screening Process* and 1.5141 *Procedural Rules for Hearings*.

BROOKDALE COMMUNITY COLLEGE**BOARD POLICY****1.3035****I. Title of Policy**

Presidential Screening Process

II. Objective of Policy

To establish a screening and hiring process when a vacancy in the Office of the College President occurs.

III. Authority

N.J.S. 18A:64A-12, General Powers of Boards and Board Bylaw 1.2050 Duties and Responsibilities.

IV. Policy Statement

- A. When a vacancy in the Office of the College President occurs or is anticipated, the Board of Trustees (the "Board") shall appoint a presidential screening committee, broadly representative of the College community.
- B. The Board shall charge the screening committee after an assessment of the needs of the College. The screening committee shall provide appropriate opportunities for the College community to comment upon the needs of the College and the development of criteria for selection of a new President.
- C. The Board shall establish a timetable for the screening which will ensure that the Office of President is filled in a timely manner.
- D. The Board may adopt, modify, or reject the screening committee's assessment of the needs of the College and will determine the final criteria for selection of a new President.
- E. Based upon the selection criteria established by the Board, the screening committee shall arrange for appropriate public advertisement of the vacant position, shall review all applications received, and select candidates to be interviewed by the screening committee.

- F. The screening committee shall recommend to the Board in unranked order the candidates deemed most qualified for appointment. Only applicants interviewed by the screening committee shall be recommended to the Board.
- G. The Board shall interview candidates recommended by the screening committee and shall make such further inquiries as the Board deems appropriate. If the Board determines not to appoint any of the candidates recommended by the screening committee it shall direct the committee to continue the search process and to recommend additional appointment candidates.
- H. Interviews of applicants by the screening committee and interviews of recommended candidates by the Board shall be conducted in private. The committee and Board evaluations of applicants and deliberations thereon shall be kept confidential and shall be conducted in private.
- I. The Board shall provide appropriate resources to enable the screening committee to discharge its responsibilities effectively.
- J. The Board shall comply with all appropriate laws and policies regarding Equal Employment and Educational Opportunity to conform to the non-discriminatory position of the College.

V. **RESPONSIBILITY FOR IMPLEMENTATION**

Board of Trustees

Approved: Board of Trustees
6/29/95
Revision: February 2014
Lodged: February 2014
Approved: