



Brookdale Community College  
Board of Trustees Workshop Meeting  
Tuesday, April 19, 2016 5:30 PM (Eastern Standard Time)  
765 Newman Springs Rd. Lincroft New Jersey 07738  
Lincroft Campus, Student Life Center, Navesink Rooms

- I. Call to Order, Reading of Statement and Roll Call - Chair Guzzo - 5 minutes
- II. Adoption of Agenda for Workshop and Public Business Meeting - Chair Guzzo - 3 minutes
- III. Joint Workshop with The Chosen Board of Freeholders - 60 minutes  
*College Overview and Discussion*
- IV. Faculty Tenure and Promotion Recognition - Vice President Reed
- V. Professional Staff Association Performance Recognition - AVP Sensi - 5 minutes
- VI. NJSACOP Accreditation - President Murphy - 5 minutes
- VII. Recognition of New Century Scholar - President Murphy - 5 minutes  
*Sameerah Wahab*
- VIII. Recess
- IX. Reconvene
- X. Review of Consent Agenda\* and Business Meeting Agenda - Chair Guzzo - 3 minutes  
*\*Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees*
- XI. Continuing & Professional Studies - President Murphy - 1 minutes  
*Informational Items - Fast Facts and List of Clinical Affiliations*
- XII. Inventory of all non-credit, non-degree and certificate programs - President Murphy - 1 minutes  
*Information Item Only.*
- XIII. Spring Semester Financial Forecast - President Murphy - 1 minutes
- XIV. Reports from the Board Committees and Liaisons - Chair Guzzo
  - A. Energy Savings Improvement Program - Trustee Crupi
- XV. RFP Process - Mr. Giacobbe
- XVI. Policies and Regulations - Mr. Giacobbe
  - A. Roles and Responsibilities - Mr. Giacobbe
- XVII. MSCHE Liaison Selection - Chair Guzzo
- XVIII. Adjournment - Chair Guzzo - 1 minutes

**TABLE I**  
**ANALYSIS OF PROMOTIONS**  
**2016-2017**

TOTAL FACULTY	210
LESS FULL PROFESSOR	87
LESS INELIGIBLE GROUP	78
ELIGIBLE GROUP NOT PROMOTED SINCE 2013	45
NUMBER OF ELIGIBLE GROUP PROMOTED EXCLUDING AUTOMATIC PROMOTIONS	12
NUMBER OF AUTOMATIC PROMOTIONS IN CONJUNCTION WITH TENURE	4
FACULTY RECOMMENDED FOR TENURE (no promotion in rank)	1
FACULTY RECOMMENDED FOR PROMOTION TO PROFESSOR	6
FACULTY RECOMMENDED FOR PROMOTION TO ASSOCIATE PROFESSOR	6
AUTOMATIC PROMOTIONS TO ASSISTANT PROFESSOR	4
TOTAL PROMOTIONS	16

35% OF ELIGIBLE GROUP BEING PROMOTED  
8% OF TOTAL FACULTY

APRIL, 2016

**TABLE II**  
**PROMOTIONS RECOMMENDED FOR 2016-2017**

<b><u>Business &amp; Social Science</u></b>	<b><u>Recommended by President</u></b>	
	Diana Glynn	to Associate
	Barbara Jones	to Professor
<b><u>Health Science</u></b>	<b><u>Recommended by President</u></b>	
	Barbara Burk	to Professor
	Helen Heinmets**	Assistant
<b><u>Humanities</u></b>	<b><u>Recommended by President</u></b>	
	Barbara Barrella	to Associate
	Marc David Bonagura	to Professor
	Donna Flynn	to Professor
	Geri Girard	to Associate
	Marie Maber	to Professor
	Laura McCullough	to Professor
	Debra Mura	to Associate
<b><u>Library</u></b>	<b><u>Recommended by President</u></b>	
	Amy Clark	to Associate
<b><u>STEM</u></b>	<b><u>Recommended by President</u></b>	
	Catherine Martin*	to Assistant
	Yvette Monachino-Wolfe*	to Assistant
	Spyro Roubos*	to Assistant
	Margo Wolfson*	to Assistant
<b><u>Student Success/Counseling</u></b>	<b><u>Recommended by President</u></b>	
	Fidel Wilson	to Associate

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

**\*\*Tenure only**

April, 2016

TABLE III

SUMMARY OF FACULTY BY RANK2016-2017

	<u>Instructor</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>	<u>Total</u>
Rank Distribution Before Current Promotions	27	53	43	87	210
Percent	13%	25%	20%	41%	100%
Current Promotions	-4	4 -2	6 0	6 6	16
Rank Distribution After Current Promotions	23	51	42	94	210
Percent	11%	24%	20%	45%	100%

April, 2016

**TABLE IV**

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

**2016-2017**

	<u>Instructor</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>	<u>Total</u>
<b>Business &amp; Social Science</b>	5 9%	12 22%	12 22%	25 46%	54 100%
<b>Health Science</b>	4 22%	5 28%	1 6%	8 44%	18 100%
<b>Humanities</b>	7 11%	14 22%	18 28%	25 39%	64 100%
<b>Library</b>	0 0%	2 50%	0 0%	2 50%	4 100%
<b>STEM</b>	11 18%	18 30%	9 15%	23 38%	61 100%
<b>Student Success/Counseling</b>	0 0%	2 22%	3 33%	4 44%	9 100%
<b>TOTAL</b>	27 13%	53 25%	43 20%	87 41%	210 100%

April, 2016

TABLE V

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

**2016-2017**

	<b><u>Instructor</u></b>	<b><u>Assistant Professor</u></b>	<b><u>Associate Professor</u></b>	<b><u>Professor</u></b>	<b><u>Total</u></b>
<b>Business &amp; Social Science</b>	5 9%	11 20%	12 22%	26 48%	54 100%
<b>Health Science</b>	4 22%	5 28%	0 0%	9 50%	18 100%
<b>Humanities</b>	7 11%	11 17%	17 27%	29 45%	64 100%
<b>Library</b>	0 0%	1 25%	1 25%	2 50%	4 100%
<b>STEM</b>	7 11%	22 36%	9 15%	23 38%	61 100%
<b>Student Success/Counseling</b>	0 0%	1 11%	4 44%	4 44%	9 100%
<b>TOTAL</b>	23 11%	51 24%	43 20%	93 44%	210 100%

April, 2016

TABLE VI

**FACULTY PROMOTIONS - (8 year History)**

**Post Institutional Realignment**

**2016-17**

<b>Business &amp; Social Science</b>	<b>2</b>						
<b>Health Science</b>	<b>1</b>						
<b>Humanities</b>	<b>7</b>						
<b>Library</b>	<b>1</b>						
<b>STEM</b>	<b>0</b>						
<b>Student Success/Counseling</b>	<b>1</b>						
<b>NON-AUTOMATIC</b>	<b>12</b>						
<b>AUTOMATIC</b>	<b>4</b>						
<b>TOTAL</b>	<b>16</b>						

**April, 2016**

## **BARBARA BARRELLA**

Ms. Barbara Barrella is recommended for promotion from Assistant Professor to Associate Professor. Ms. Barrella was hired to teach Reading in 2006. Ms. Barrella earned a bachelor's degree in Elementary Education from Pace University and a master's degree in Education (Reading) from Fordham University.

### **TEACHING EFFECTIVENESS**

Ms. Barrella has incorporated many topics and activities to help her students learn to become better readers. Ms. Barrella has helped with the development of curriculum by creating new assignments, labs and quizzes. During class her students are given multiple opportunities to practice and become proficient in the reading strategies. Ms. Barrella has used the community and Brookdale events to help teach the curriculum. Some of the activities incorporated into her curriculum are FYE activities, Visiting Writers, Monmouth Museum, Chhange exhibits, the Big Read and Global Awareness. Using the theme of global awareness has not only helped teach reading strategies but has also made students more aware of what has happened in the past and also the present around the world.

### **COLLEGE SERVICE**

Ms. Barrella has been a member of the Foundational Studies Committee for the past 10 years; the last four serving as the coordinator for Reading on the committee. Ms. Barrella also serves on the Student Development Committee. For the Reading Department, she has served on many hiring committees, and evaluated and mentored many of their adjuncts.

### **PROFESSIONAL DEVELOPMENT**

Ms. Barrella has attended numerous conferences over the past 5 years. Ms. Barrella has presented at the 2012 Outreach Conference held at Brookdale and also on Accelerated Learning in Foundational Studies. Ms. Barrella has also presented at the Mid-Atlantic College Reading Association conference on "Making Technology Work in the Developmental Classroom. " Ms. Barrella has been to three Student Success Summits focusing on Developmental Education, two College Reading and Learning Summits on acceleration and student success and the Statewide Postsecondary Convening for All New Jersey College and Universities which focused on understanding the Common Core State Standards and the new PARCC testing. Last January Ms. Barrella attended the National Summit on the Redesign of Developmental Education in Washington, DC, attending workshops and learning about research and practices to help improve outcomes for students who are not college-ready when they enter college. All of these conferences provided her with research and techniques to better serve her students.

### **COMMUNITY SERVICE**

Ms. Barrella is the chair of the Library Committee at her church. The church has an extensive library with books for children as well as adults. Ms. Barrella is also an Assistant Scoutmaster, merit badge counselor and Treasure for Boy Scout Troop 6 in Point Pleasant Beach.



## **MARC BONAGURA**

Mr. Marc Bonagura is recommended for promotion from Associate Professor to Full Professor. Mr. Bonagura was hired to teach English in 2002. Mr. Bonagura earned a bachelor's degree in English and a master's degree in Creative Writing both from University of Georgia.

### **TEACHING EFFECTIVENESS**

Mr. Bonagura believes strongly in mentorship to promote student success, and mentored three students on Independent Study projects who have all produced books: Matthew Craw, SaraGrace Stephan, and Donna Chessman. Mr. Bonagura also serves as a Teaching Artist at Monmouth County Arts High developing the course Multi-Genre Writing (later Creative Writing, the equivalent of English 221 at Brookdale) to be part of a dual-enrollment program with Brookdale, offered at Neptune HS.

### **COLLEGE SERVICE**

In July 2015, Mr. Bonagura was appointed as Director for the Center for WW II Studies and Conflict Resolution. Mr. Bonagura facilitated three WWII Center programs; featuring multi-generational panels of Brookdale students and faculty, veterans (from World War II, Korea, Vietnam and Iraq): Coming Home: Combat Veterans Share Their Stories: 2-26-2009; The Combat Veteran as Artist: 2-22-2011 and HOLDEN CAULFIELD: WAR HERO with NY Times bestselling author, Kenneth Slawenski: 4-12-2012. Mr. Bonagura also serves on the Faculty Advisory Board of the Chhange Center. Mr. Bonagura presented at the 2012 and 2014 Scholars Day events. In 2012, he featured curriculum he developed for English 121 with former Brookdale Nursing Professor Mary Ann Krenz on issues related to death and dying and end of life care, called "Raising Awareness" in which he has presented at major conferences all over the United States in the past decade, including Austin, Texas, Annapolis Maryland, and Philadelphia, PA.

### **PROFESSIONAL DEVELOPMENT**

Together with Leslie Schwartz, Mr. Bonagura produced a bestselling book in Germany, *Surviving the Hell of Auschwitz and Dachau: A Teenage Struggle Toward Freedom From Hatred*, developing a thesis on conflict resolution and healing inter-generational trauma presented at the United Nations (as guests of the Hungarian Consulate) in 2014 and bringing that same program to Brookdale in Spring 2015 in an event co-sponsored by the Chhange Center and Center for World War II Studies and Conflict Resolution; videos available on You Tube—Google: "Leslie Schwartz at Brookdale Community College with Marc David Bonagura". Schwartz and Bonagura also wrote a speech that Schwartz delivered as a key-note speaker at the 70<sup>th</sup> Anniversary of the Liberation of Dachau in 2015. Mr. Bonagura maintains a website dedicated to interviewing combat veterans of World War II ([www.thetigerisdead.com](http://www.thetigerisdead.com)). These interviews were also sent to the Library of Congress and used as part of our Center for World War II Studies and Conflict Resolution *Triumphant Spirit* series. Mr. Bonagura's work together with Leslie Schwartz has been viewed by ten million people world-wide including the book, posts from his blog ("Talking Weeds") and coverage Schwartz has received from *The New York Times*, *Fox News*, *NPR*, and many major media outlets in Germany, such as Bavarian Television and *Süddeutsche Zeitung*, one of Germany's largest newspapers.

### **COMMUNITY SERVICE**

Mr. Bonagura offered two workshops (June 2014 and June 2015) at the last two Brookdale Aspiring Writers Conferences sponsored by OBCD.

## **BARBARA BURK**

Ms. Barbara Burk is recommended for promotion from Associate Professor to Full Professor. Ms. Burk was hired to teach Nursing in 2001. Ms. Burk earned a bachelor's degree in 1981 from Adelphi University and a master's degree in 1989 from Villanova University.

### **TEACHING EFFECTIVENESS**

Ms. Burk is currently working on a curriculum revision for the Nursing Department to change to a concept-based curriculum. This curriculum will help students reduce information overload. Ms. Burk uses simulation and mentors other faculty in the use of simulation. This 21<sup>st</sup> century teaching modality is highly valued by students and allows them to practice the important skills of communication and clinical reasoning along with other skills they are learning in the classroom.

### **COLLEGE SERVICE**

Ms. Burk is co-author of the Nursing Department's successful *Center of Excellence*® application, which recognizes Brookdale's nursing program as one of only two associate Degree Centers of Excellence in the country and puts it in the ranks with Duke, Hopkins, NYU and Villanova. Ms. Burk serves as liaison assisting faculty in the use and design of classes in the learning management system, CANVAS. Ms. Burk has participated in four recent presentations at National Conferences in Philadelphia, Washington and Rutgers. Ms. Burk is a current member of Teaching Possibilities group working on podcasting. Ms. Burk was a recipient of the *Quiet Hero Award* 2013 and received the *Outstanding Colleague Award* in 2014.

### **PROFESSIONAL DEVELOPMENT**

Ms. Burk achieved national recognition in 2013 as a SimLeader through successful completion of a year-long program in the use of simulation as a teaching modality. This is a highly competitive program that accepts only 20 applicants from around the world each year. Ms. Burk achieved status as a certified nurse educator and as a Team STEPPS master trainer; a program designed to improve inter-disciplinary communication in Health care.

### **COMMUNITY SERVICE**

Ms. Burk works as a liaison between the New Jersey Medical Reserve Corps and the Student Nurses Association. Ms. Burk as volunteered at marathons, shelters and drills and maintains on-call status during high risk situations. As a member of the National Simulation Community, Ms. Burk assists faculty at other colleges in their simulation endeavors. Ms. Burk has co-authored a simulation template that is published on the simulation site and can be used by anyone. Ms. Burk is a mentor and preceptor to multiple grad students who do their teaching practicum at Brookdale.

## **AMY CLARK**

Ms. Amy Clark is recommended for promotion from Assistant Professor to Associate Professor. Ms. Clark was hired as a Reference and Instruction Librarian in 2005. Ms. Clark earned a bachelor's degree in Interdisciplinary Social Science from James Madison University and master's degree in Library & Information Science from Rutgers University.

### **TEACHING EFFECTIVENESS**

Ms. Clark is rated highly on Student Opinion Reports for her research instruction sessions. Ms. Clark has received excellent evaluations from her supervisors and excellent recommendations from her peers. Ms. Clark's contributions in the area of curriculum include embedded librarian pilot projects with Nursing 165 and English 122 classes. Ms. Clark has also worked with faculty in Nursing to progressively integrate information literacy throughout the courses in the program. Ms. Clark is the librarian liaison to Nursing, Reading and the English Department's Writing and Research course. She works with students in the classroom and at reference appointments, further supporting them by developing library collections and creating online research guides in support of curricula.

### **COLLEGE SERVICE**

Ms. Clark created and has maintained the Bankier Library Research Award Contest since 2006. Thirty-four student scholars have been recognized for excellence in research through the contest. Ms. Clark is in her first year as Department Chair of the Library, advocating for deploying the most appropriate and timely educational services to students in the Bankier Library. Ms. Clark also serves the library as coordinator of the Anti-Stress Week and "Paws and Relax: Therapy Dogs in the Library". She has been an active member of Governance and has served on the General Education, College Life, and Foundational Studies committees. She also served on the Learning Commons Task Force in 2015. Ms. Clark has been an active member of the Brookdale Community College Faculty Association since 2005 and is currently serving as co-negotiator of the faculty contract negotiations with the College.

### **PROFESSIONAL DEVELOPMENT**

Ms. Clark is a member of the NJ Library Association (NJLA), and the Association for College and Research Libraries (ACRL). She has presented on information literacy and critical thinking at state and local conferences.

### **COMMUNITY SERVICE**

Ms. Clark served as a volunteer in the VALE-NJ Librarian Job Shadowing Program from 2011-2013. A Jersey Shore native, Ms. Clark regularly volunteers at the fall and spring Clean Ocean Action Beach Sweeps at Manasquan Beach. She has also participated in the Cystic Fibrosis Foundation Great Strides Walk in Point Pleasant Beach since 2014.

## **DONNA FLINN**

Ms. Donna Flinn is recommended for promotion from Associate Professor to Full Professor. Ms. Flinn was hired to teach in English in 1996. Ms. Flinn earned a bachelor's degree in Humanities-English from University of Colorado and master's degree in English Education from New York University.

### **TEACHING EFFECTIVENESS**

Ms. Flinn is rated highly on the Student Opinion Reports and has received excellent evaluations from her peers and supervisors. Ms. Flinn has taught a combination of writing composition and literature classes and continues to develop innovative curriculum and classroom management approaches that include leading the design/launch of the highly effective Accelerated Learning Program (ALP) and the development of Growth Mindset Intervention strategies. Ms. Flinn has been awarded a *Student Success Innovation Grant* and, together with various colleagues, a *BCC Curriculum Grant*, and two *BIG Grants*. Recent endeavors include an *English ALP Instructor Materials* guidebook, *English ALP 095 Canvas shell*, a film entitled *Start to Finish: Responding to the Writing of Basic Skills Students*, and a project focused on and entitled *Training Faculty in Using Grit-related Instructional Strategies to Enhance Course Completion*.

### **COLLEGE SERVICE**

As Assistant Chair of the English Department, Ms. Flinn has served as the Supervisor of the Writing Center and Coordinator of both the Accelerated Learning and Growth Mindset Intervention programs. Ms. Flinn's work has included the development, presentation/marketing, pilot and scale-up of the newly approved English 099/121 course, as well as the design and implementation of the Growth Mindset Intervention diagnostic. Ms. Flinn has worked to raise awareness of the ALP and Growth Mindset approaches by running workshops, mentoring full and adjunct faculty, arranging for guest speakers, launching and leading the BCC Book Club, meeting with various departments and committees, and presenting on Scholars Days and to the Board of Trustees. Ms. Flinn's work and expertise in the area of Foundational Studies has also informed her service as Chair of the Student Monitoring Letter Committee and as a member of the First Semester Experience Re-design and AACC Developmental Summit teams. Ms. Flinn is a 2016 recipient of the college's Outstanding Colleague Award.

### **PROFESSIONAL DEVELOPMENT**

Ms. Flinn participates in professional development at the college, as well as at regional and national conferences. Ms. Flinn brings her students to Visiting Writers Series and BIG Read events, attends TLC demonstrations, and, in the fall of 2015, was a contributing artist at the *We-Reemerge* all-faculty art show in the CVA Gallery. Off campus, Ms. Flinn has most recently attended the *Learning and the Brain* conference in San Francisco, CA (2016), presented *The Power of Growth Mindset in your Classroom* at the TYCA Conference in Lancaster, PA (2015), attended the AACC Conference 2015 in San Antonio, TX, presented at the *Best Practices of Basic Skills* Conference at Mercer County College (2014), attended the *Association of Writers and Writing Programs* Conferences in Seattle, WA and Boston, MA (2014, 2013), presented at the *Accelerated Learning* conferences in Baltimore and at Mercer County College (2014) and joined BCC's BIG Read Committee (2015-2016).

### **GERI GIRARD**

Ms. Geri Girard is recommended for promotion from Assistant Professor to Associate Professor. Ms. Girard was hired to teach English in 2007. Ms. Girard earned a bachelor's degree in Journalism from University of Massachusetts and a master's degree in English from Rutgers University.

### **TEACHING EFFECTIVENESS**

Ms. Girard is rated highly on the Student Opinion Reports from her students and has received excellent evaluations from her peers and her supervisors. Ms. Girard's contributions in the area of curriculum include the development of several learning communities for the Freehold campus where she teaches a majority of her courses, including English 095/UDV 107, as well as an English 121/Speech 115/Psych 106 cohort. Over the past two years, in order to provide a richer learning experience in the composition classroom, she has included a literary analysis paper to correspond with a visiting writer on campus, and she helped develop this literary analysis curriculum for the entire English department to use. For her research writing course, she has included more co-teaching sessions with a librarian to help foster relationships between students and the library's resources.

### **COLLEGE SERVICE**

Ms. Girard currently serves as an Assistant Department Chair in the English Department, working as the ENGL 121 Course Coordinator; responsibilities include curriculum updates, syllabus updates, assessment projects, mentoring and evaluation of adjunct faculty, facilitation of orientation training sessions in the beginning of each semester and roundtable discussions throughout the academic year. She also serves as the mentor to Dual Enrollment instructors. Previously, Ms. Girard was the ENGL 121 Course Co-coordinator for four years where she developed a curriculum course guide as well as a Canvas course shell for adjuncts. These curriculum changes were significant as they affect an (estimated) 5,000 students who take the course every year. Ms. Girard has provided support outside of the department in various capacities. For the past four years, she has been a member of the Student Development Committee. Between 2008 and 2014, Ms. Girard was a member of the faculty board for the Genocide, Holocaust and Human Rights Center. During the Fall '14-Spring '15 school year, she served as one of the English department representatives on the Faculty Association Union Executive Board. Ms. Girard also served on two hiring committees, including the search for the Dean of Freehold and a full-time English Tenure track position.

### **PROFESSIONAL DEVELOPMENT**

Ms. Girard is a member of the National Council of Teachers of English, the Two-Year College English Association, the National Education Association, and the New Jersey Education Association. Since 2012, Ms. Girard has been involved with the New Jersey Council of County College's "Big Idea" project and participates in yearly workshops.

## **DIANA GLYNN**

Dr. Diana Glynn is recommended for promotion from Assistant Professor to Associate Professor. Dr. Glynn was hired to teach Psychology in 2007. Dr. Glynn earned a bachelor's degree in Psychology from Frostburg State University, master's degrees both in Psychology from New York University and Rutgers University, and a PhD in Experimental Psychology from Rutgers University.

### **TEACHING EFFECTIVENESS**

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

### **COLLEGE SERVICE**

Since 2012, Dr. Glynn has served on the committee dedicated to examining and selecting the textbook for the introduction classes. Dr. Glynn helps to create and continues to edit the examinations administered in each of these courses. She is the course lead for PSYC 206 which means that she creates curriculum, selects textbooks, and mentors all instructors teaching the course, which helps to ensure consistent and quality instruction. This year (2015-2016), Dr. Glynn was nominated and accepted the position of Department Chairperson for the Psychology Department, one of BCC's largest departments. Dr. Glynn works with department members to fulfill the many responsibilities associated with this position. The work of a Department Chair is varied and time-consuming. The redesign and RIF of our support staff has made this even more difficult, however Dr. Glynn welcomes the challenge to steer her colleagues in this pivotal role. Finally, service to the College-at-large is paramount to her work. Because BCC means so much to her both personally and professionally, she welcomes any opportunity to contribute to its growth and development. Dr. Glynn's record of service to the College includes committee participation, the holding of multiple liaison and leadership roles, as well as national, state, and on-campus event participation.

### **PROFESSIONAL DEVELOPMENT**

Dr. Glynn has assumed the majority of her leadership roles at the College while helping to further the work of the Faculty Association. She has been a General Assembly Member since 2007 and has served on the Executive Board since 2012 holding positions such as Recording Secretary and Parliamentarian. Dr. Glynn is also a returning member of the Faculty Contract Negotiation Team. Dr. Glynn is grateful for the opportunity to positively impact the working conditions of fellow faculty members. Dr. Glynn would characterize her career thus far as an exciting period of rapid growth beyond her own expectations. She chose to work at BCC because she values the opportunity to give back to the institution that afforded her the first collegial opportunities. She looks forward to the further development of her teaching and continued service to her Department, Institute, and College to improve the on and off-campus lives of students, colleagues, and all Brookdale Community College community members.

## **BARBARA JONES**

Dr. Barbara Jones is recommended for promotion from Associate Professor to Full Professor. Dr. Jones was hired to teach Anthropology in 2000. Dr. Jones earned a bachelor's degree in Agricultural Economics from Virginia Tech, a master's degree in Secondary Education from Radford University and a PhD in Anthropology from Rutgers, The State University of New Jersey.

### **TEACHING EFFECTIVENESS**

Dr. Jones strives to stimulate a joy and curiosity for anthropology so students want to learn. Dr. Jones encourages both an openness and a willingness to appreciate the wide variety of behaviors humans express throughout the world.

### **COLLEGE SERVICE**

Dr. Jones co-led with Dr. Laura Neitzel, two study away programs to Hawaii and one to Greece, served as co-chair of the President's Jubilee Commission, Chair of IPEC, Department Chair for Anthropology, Human Geography, and Sociology, Chair for the Five-Year Program Review for the Anthropology Option, Anthropology-Sociology Club Advisor, lead on the High-Impact Practices Assessment Project for Anthropology and the assessment projects for Cultural Anthropology and Culture and Personality, member of the International Education Advisory Committee, and member of the Honors Advisory Council. Dr. Jones developed the curriculum for an Introduction to Human Ecology course and lab, revised the curriculums for Intercultural Communications and Cultural Anthropology, and devised with Professor Meg Natter a Learning Community for our Culture and Personality course. Dr. Jones also served as coordinator and co-coordinator for two campus-wide guest lecture events.

### **PROFESSIONAL DEVELOPMENT**

Dr. Jones is in her third year serving as contributing-editor for the Society for Anthropology in Community Colleges' section of the American Anthropological Association's monthly publication, *Anthropology News*. Since 2011, Dr. Jones has made 11 presentations at national, international, and local conferences and has served as panel chair as several. Dr. Jones has published 15 articles and is working on two books. One deals with charismatic fauna, ecotourism, and conservation, the other is a joint project with Dr. Laura Neitzel on the historical figure, Isabella Bird, who played a significant role as a woman traveler, historian, and anthropologist in the 19<sup>th</sup> and early 20<sup>th</sup> centuries.

### **COMMUNITY SERVICE**

Dr. Jones was appointed to the Mercer County Sustainable New Jersey Steering Committee, the Hightstown Green Team, the East Windsor Bicycle Pedestrian Steering Committee, and elected Chairman of the Hightstown Environmental Commission for the eighth straight year. Dr. Jones earned certification from the Leading Green Training for Environmental Leadership Program in New Jersey Cities and Developed Communities. Dr. Jones serves as a field data collector for the Barnegat Bay Partnership's Paddle for the Edge program. Dr. Jones volunteered at the Mercer County Wildlife Rehabilitation Center for an interesting summer of cage cleaning, squirrel feeding, and bird "nest" building.

## **MARIE MABER**

Ms. Marie Mabers is recommended for promotion from Associate Professor to Full Professor. Ms. Mabers was hired to teach Art in 2001. Ms. Mabers earned a Bachelor's Degree in Fine Arts from The University of Pennsylvania and a Master's Degree in Art History from Temple University.

### **TEACHING EFFECTIVENESS**

Ms. Mabers has consistently received outstanding Student Opinion Reports since her early years at Brookdale. Ms. Mabers has lead the Art Department in Assessment in the Visual Arts since 2009 when she attended an Assessment in the Visual Arts Conference at the Savannah College of Art and Design in Georgia. Since then she has provided and shared assessment tools with the entire Art Department. Ms. Mabers uses the CVA Gallery to install visual arts from every one of the ARTS-prefix courses. Assessment Forms that she generates and provides are filled out by faculty and students.

### **COLLEGE SERVICE**

Ms. Mabers's service to Brookdale is evident with her on-going efforts to utilize the CVA Gallery to better serve our community. In order to sustain the CVA Gallery as a vibrant showcase, Ms. Mabers initiated a new Certificate Course through OBCD. Through offering "Gallery Assistant and Docent Training" courses, two dozen students including a Federally-funded Student Worker were trained and has staffed the gallery 20 hours per week. This course has also attracted a dozen volunteers to assist with installing our shows. Recent exhibitions of note that Ms. Mabers has curated and installed include the Spring 2016, exhibition, "Diversity and International Education at Brookdale Community College," which was on view during the 2016 Teen Arts Festival. In the prior spring term Ms. Mabers selected and installed, "Monmouth County Artists: Before, During, and After Brookdale." This exhibition was on the walls during the 2015 Teen Arts Festival and was designed to encourage our area teens to view Brookdale as a pathway into a career in the Applied Arts.

### **PROFESSIONAL DEVELOPMENT**

Ms. Mabers is currently working on a BIG Grant Proposal to bring four artists to campus as part of The Visiting Artist Program during the 2016-2017 Academic Year. These artists will work directly with our students in a workshop setting and will then address a larger community group in a CVA Gallery presentation. Ms. Mabers was invited to exhibit in a group show, "Up Against the Wall," three-dimensional works of art that use existing architecture as integral to the work, no pedestals to be used. The exhibit was assembled by Independent Curator Doug Ferrari and held at the Art Alliance of Monmouth County, January 9 – February 2, 2016. Conferences Attended: The National Council on Ceramic Arts Education (NCECA), Kansas City, MO, at no cost to the College and College Art Association Meeting, NYC. Ms. Mabers had a recent article published: "A Gold Star Memorial in Holmdel," THE TWO RIVER TIMES, Page 18, January 7, 2016.

### **COMMUNITY SERVICE**

Having had several students with developmental disabilities in her studio arts courses, and meeting parents of the disabled who have reported that their adult offspring are underserved in Monmouth County, Ms. Mabers is in the process of announcing a new, non-credit, ceramics course scheduled to run this summer specifically open to Adult Developmentally Challenged Learners.



## **LAURA McCULLOUGH**

Ms. Laura McCullough is recommended for promotion from Associate Professor to Full Professor. Ms. McCullough was hired to teach in 2000. Ms. McCullough earned a bachelor's degree in Liberal Studies, Aesthetics and Communications from Richard Stockton College of New Jersey and a master's degree in Writing and Literature from Goddard College.

### **TEACHING EFFECTIVENESS**

Ms. McCullough was awarded three Gold Stars for teaching. Ms. McCullough has highly rated Student Opinions Reports and consistently has been reviewed by her supervisor at the highest level. Ms. McCullough works with students in and outside the classroom in Creative Writing Club by taking students on trips to conferences and working with them to transfer to four year colleges.

### **COLLEGE SERVICE**

Ms. McCullough founded the Creative Writing Program and Visiting Writers Series and has developed several articulation agreements with four years colleges for creative writing students. Ms. McCullough has worked with the faculty association and with the president's office on faculty-administration relations.

### **PROFESSIONAL DEVELOPMENT**

Ms. McCullough is regularly awarded fellowships or scholarships to conferences in her field and has been a presenter giving talks and readings such as at The Association for Writers and Writing Programs annual conference. This year, Ms. McCullough presented two panels, one on diversity and pedagogy in the creative writing classroom and one on memoir writing. Ms. McCullough has published five books of poems, most recently one titled *Jersey Mercy*. Ms. McCullough has edited anthologies *A Sense of Regard: Essays on Poetry and Race* with University of Georgia Press and *The Room and the World: Essays on the Poet Stephen Dunn*, University of Syracuse press. Her essays, memoirs, stories, and poetry have appeared widely in places such as *Best American Poetry*, *Michigan Quarterly Review*, *The Southern Review*, *The Georgia Review*, *The American Poetry Review*, *Guernica*, *Pank*, *Gulf Coast*, *The Writer's Chronicle*, *Best American Poetry*, and others. Ms. McCullough has had fellowships or scholarships from the Bread Loaf Writers Conference, Sewanee Writers Conference, the Nebraska Summer Writers Conference, the Virginia Center for the Arts, the Vermont Studio Center, Marble House, and the NJ State Arts Council, among others.

### **COMMUNITY SERVICE**

Ms. McCullough gives reading and talks such as at Project Write Now in Red Bank and in the Brookdale OBCD annual writing conference.

### **DEBBIE MURA**

Ms. Debbie Mura is recommended for promotion from Assistant Professor to Associate Professor. Ms. Mura was hired to teach English in 2003. Ms. Mura earned a bachelor's degree in English from St. Peter's College and a master's degree in Arts Theater from Long Island University.

#### **TEACHING EFFECTIVENESS**

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

#### **COLLEGE SERVICE**

Ms. Mura is the adviser to the student newspaper, *The Stall*, the liaison to CHHANGE (The Center for Holocaust, Human Rights and Genocide Education), an active member of the Global Citizenship Project and a founding member of TIN (The Innovation Network).

#### **PROFESSIONAL DEVELOPMENT**

Ms. Mura remains current with emerging technologies and has converted her Journalism 101 class and her department's Communication Media 102 class to online courses which she teaches in addition to face-to-face sections.

#### **COMMUNITY SERVICE**

This year, Ms. Mura has been instrumental in establishing a partnership with Habitat for Humanity in Monmouth County and has coordinated the efforts of dozens of students to help with Habitat projects. Ms. Mura is currently directing a production of *Oliver!* for more than 30 youths in her hometown of Toms River.

## **FIDEL WILSON MSW**

Mr. Wilson is recommended for promotion from Assistant Professor to Associate Professor. Mr. Wilson was hired as a Counseling Instructor in 2006. Mr. Wilson earned a bachelor's degree in Sociology from Seton Hall University, a master's degree in Social Work from Kean University and is currently working on his doctoral degree in Educational Leadership at Rowan University.

### **TEACHING EFFECTIVENESS**

Since 2006 Mr. Wilson has taught multiple sections of our First-Year Seminar course (HUDV 107) and continues to receive favorable reviews from his students each year. Mr. Wilson teaches sections of HUDV 107 at our Neptune Higher Education Center (HEC). Mr. Wilson taught HUDV 107 for the first cohort at Poseidon High School (our Early College High School initiative) and served as mentor for the instructor in the following year. Mr. Wilson has also taught multiple sessions of HUDV 108 (Achievement Motivation) which is an intervention course designed to assist students having academic difficulty. Mr. Wilson has taught PSYC 111 (Intro to Human Services) as an adjunct.

### **COLLEGE SERVICE**

Mr. Wilson has been heavily involved in governance at the college by serving on multiple governance committees: Professional Development, Diversity Council co-chair and Student Development. Mr. Wilson has served on hiring committees for various departments throughout the college. As co-chair of the Diversity Council Mr. Wilson coordinated a cultural diversity training for the leadership at Brookdale. Mr. Wilson has presented on the topic of diversity to colleagues who participated in the 2011-2012 cohort of Leadership Brookdale professional development program as well. Mr. Wilson also presented to faculty at the Executive Vice President's "Great Ideas for Teaching Students" (GIFTS) faculty meeting on utilizing the strengths-based perspective in the classroom. Mr. Wilson has presented at Scholars Day 2015 on "Fostering Faculty-Student Interaction with Black Males in the Classroom". Mr. Wilson serves as the lead coordinator of Brookdale's Annual Minority Male Initiative Conference.

### **PROFESSIONAL DEVELOPMENT**

Mr. Wilson is an active member of the New Jersey Community College Counselor (NJ3C) association. He regularly attends the mini-conferences as well as the annual conference. Additionally, Fidel is a member of the Educational Opportunity Fund Professional Association of New Jersey (EOFPA NJ) and attends the annual conferences. Mr. Wilson is also a member of the Professional Development for NJEA which serves as a sub-committee of the Higher Education committee.

### **COMMUNITY SERVICE**

Mr. Wilson participates in an annual walk that raises money for St. Jude's Hospital. Mr. Wilson is also an annual presenter for Program Acceleration for Careers in Engineering (PACE) which is a Saturday program that prepares high school students in Monmouth County (primarily students of color) for majors and careers in STEM fields.

**CATHERINE MARTIN**  
**(Tenure Candidate)**

Mrs. Catherine Martin is recommended for tenure and promotion from Instructor to Assistant Professor. Mrs. Martin was hired to teach Mathematics in 2011. Mrs. Martin earned a bachelor's degree in Mathematics from Millersville University of Pennsylvania and a Master's degree in Statistics from The Ohio State University.

**TEACHING EFFECTIVENESS**

Mrs. Martin's first five years at Brookdale consisted of a variety of curriculum development projects. Along with other colleagues Mrs. Martin assisted in the development of Math 299, the Mathematics Internship course. Mrs. Martin helped build the course curriculum: the schedule, grading scheme, sample projects, final projects, supplemental materials, and technology components. Mrs. Martin worked with her colleagues to completely recreate the Prealgebra course curriculum beginning with the book search and extended throughout the creation and editing of the curriculum. Mrs. Martin was involved in editing the Math 021 curriculum to include selected topics from Statistics. As a participant in the Math 015/FYE Big Grant, Mrs. Martin had the opportunity to become an FYE ambassador for the Math Department. Mrs. Martin was involved in the creation and integration of FYE activities in the Math 015 curriculum as well as the creation and evaluation of student and faculty assessment surveys. This FYE initiative directly benefits students by encouraging involvement in campus activities, clubs, and events. Research from our PIE (Planning and Institutional Effectiveness) department showed that sections of Math 015 that implemented the FYE component had significantly higher success rates (C grade or better) than the sections of Math 015 that did not implement the FYE component ( $p < 0.05$ ).

**COLLEGE SERVICE**

Mrs. Martin has taken on leadership roles, taught at HECs, been involved in clubs, grants, committees and has led numerous presentations, workshops as well as math department test review sessions. Mrs. Martin has held the role of course coordinator for Prealgebra since 2013. Mrs. Martin has served as a mentor to two adjunct faculty members as well as a student in the WEST club. Mrs. Martin is a member of College Life and the Foundational Studies committee.

**PROFESSIONAL DEVELOPMENT**

Mrs. Martin attributes a lot of her professional growth to her presentations and attendance at local and state wide conferences. Mrs. Martin has attended several of the MATYCNJ (Mathematical Association of Two Year Colleges New Jersey) conferences and presented along with a colleague on the first semester results of the Math 299 Internship. Mrs. Martin has presented with colleagues at Spring 2013, 2014 and 2015 Scholars Days. Mrs. Martin has presented at several conferences, the NJ EDge, STEM C<sup>2</sup> (Panel Discussion and Poster Presentation) and the MATYCNJ about the Math 015/FYE Big Grant. Mrs. Martin was selected to be an NJ-NeXT fellow and attends MAA meetings including special sessions on group work, Common Core and Inquiry Based Learning. NJ-NeXT is a professional development and mentoring program for relatively new mathematics college faculty and it is sponsored by MAA (The Mathematical Association of America). Mrs. Martin and colleague Hanli Huang were accepted to present at the national AMATYC conference in Denver, Colorado this November.

**SPYRO ROUBOS**  
**(Tenure Candidate)**

Mr. Spyro Roubos is recommended for tenure and promotion from Instructor to Assistant Professor. Mr. Roubos was hired to teach Mathematics in 2011. Mr. Roubos earned a bachelor's degree in Pure Mathematics from the University of Rochester and a master's degree in Pure Mathematics from Lehigh University.

**TEACHING EFFECTIVENESS**

Mr. Roubos teaches a variety of courses from Prealgebra through Calculus. Mr. Roubos works diligently to incorporate appropriate teaching strategies and technology into each class. Mr. Roubos receives very positive student evaluations which indicates how much his students appreciate the enthusiasm and humor that he brings to his classes. Mr. Roubos is always looking for ways to share his love of mathematics with students.

**COLLEGE SERVICE**

Mr. Roubos is a co-advisor for the Math Club. Mr. Roubos works with all members of the clubs to plan programs and activities. Mr. Roubos has presented numerous times for the Math Club. Mr. Roubos is a STEM representative for the College Open Houses. Mr. Roubos is a course co-coordinator for MATH 015 and MATH 136. These are large courses taught by a number of adjuncts. In MATH 015 he facilitates the FYE initiative, and in MATH 136 Mr. Roubos has worked on the development of a hybrid mode of the course. Mr. Roubos also designed an honors project for MATH 172 and is currently advising a student in an independent study. Mr. Roubos serves on the General Education committee.

**PROFESSIONAL DEVELOPMENT**

Mr. Roubos has presented at MATYC NJ (Mathematical Association of Two Year Colleges of New Jersey) and at Brookdale's Scholar's Day, as well at department events. Mr. Roubos attended Brookdale's ALLY training.

**COMMUNITY SERVICE**

Mr. Roubos volunteered as a judge for the Bradley Beach Elementary School's first annual STEM Mystery Challenge.

**YVETTE WOLFE**  
**(Tenure Candidate)**

Ms. Yvette Wolfe is recommended for tenure and promotion from Instructor to Assistant Professor. Ms. Wolfe was hired to teach Mathematics in 2011. Ms. Wolfe earned a bachelor's degree in Mathematics from Binghamton University, a master's degree in Mathematics from Syracuse University and a master's degree in Mathematics Education from Syracuse University.

**TEACHING EFFECTIVENESS**

Ms. Wolfe teaches courses that serve foundational studies, general education and STEM students. In each course, Ms. Wolfe uses technology, from calculators to MAPLE software, to enhance student learning. Ms. Wolfe also incorporates group work and projects to provide her students diverse class experiences. Ms. Wolfe teaches hybrid sections, and she has taught sections at Freehold and Wall. Student evaluations for Ms. Wolfe's classes have been very positive, with students noting that she is very helpful and effective.

**COLLEGE SERVICE**

Ms. Wolfe is currently the co-advisor for WEST (Women in Engineering, Science and Technology). Ms. Wolfe regularly participates in Governance, and she is currently serving on the Foundational Studies Committee. Ms. Wolfe is the co-coordinator of MATH 015 and MATH 156. For MATH 015 she worked on the integration of FYE activities into all sections of the course.

**PROFESSIONAL DEVELOPMENT**

Ms. Wolfe is an active member of MATYCNJ (Mathematical Association of Two Year Colleges of New Jersey). Ms. Wolfe presented the FYE (First Year Experience)/MATH 015 project and assessment at the state meeting.

**COMMUNITY SERVICE**

Ms. Wolfe is an experienced yoga instructor and has facilitated fund raising classes, most recently with our WEST students fund raising for a school for women and girls in Nepal.

**MARGO WOLFSON**  
**(Tenure Candidate)**

Ms. Margo Wolfson is recommended for tenure and promotion from Instructor to Assistant Professor. Ms. Wolfson was hired to teach Biology in 2011. Ms. Wolfson earned a bachelor's degree in Biology from Brooklyn College, City University of New York and a master's degree in Biology from New York University.

**TEACHING EFFECTIVENESS**

Ms. Wolfson is passionate about developing and employing interactive and exciting teaching techniques and lecture materials. Ms. Wolfson employs multimedia resources to assist students in understanding the mechanisms of life processes, as well as to access and deal with issues of medical and environmental ethics so crucial in today's world.

**COLLEGE SERVICE**

Ms. Wolfson is involved in creating new coursework in the Biology Department, leading in the development of a new 4 credit human biology course which has received Ethical certification. In addition she is honored to be Co-Chair of Brookdale's Diversity committee. Ms. Wolfson has been advisor to the Animal Club and helped students to form Lumen.

**PROFESSIONAL DEVELOPMENT**

Ms. Wolfson has attended Cold Spring Harbor's Genomic Workshop, Rutgers recent Climate symposium, and colloquia in Biomedical research at Princeton and Rutgers.

**COMMUNITY SERVICE**

Ms. Wolfson is a member in several Environmental Organizations and active in leadership in her House of Worship.

**HELEN HEINMETS**  
**(Tenure Candidate)**

Ms. Helen Heinmets is recommended for tenure. Ms. Heinmets was hired to teach Nursing in 2011. Ms. Heinmets earned a bachelor's degree in Nursing from Wagner College and a master's degree in Nursing Administration from Hunter College.

**TEACHING EFFECTIVENESS**

Ms. Heinmets teaches in the final semester of the nursing program which includes teaching in the clinical setting, as well as in face to face and in on-line classes. Ms. Heinmets has used multiple strategies to engage students and enhance learning. Ms. Heinmets has effectively used simulation in both the classroom and the clinical setting, and developed 5 simulations which are now built into the clinical component of the course. Through use of manikins and role playing by the students in these simulations, real life patient scenarios are portrayed, prompting the students to use critical thinking and learned skills to safely care for the "patient." Ms. Heinmets developed and implemented the first study abroad program for nursing students to London. As a recipient of a BIG grant, Ms. Heinmets worked with colleague Bonnie Ross in implementing retention strategies for first semester nursing students. Completion rates for this cohort of students improved, and "Gatherings", the informal group meetings used to enhance retention, has been implemented in all nursing courses.

**COLLEGE SERVICE**

Ms. Heinmets served as an advisor to the Student Nurses Association for three years and has been a member of the following department committees: Nursing Faculty Committee, Retention Committee, and the Planning and Assessment Committee, which ensures that the nursing department meets the Accreditation Committee for Education in Nursing standards. On a college wide level, Ms. Heinmets currently serves as Chair of the Institutional Planning and Assessment Committee, member of the Governance Steering Committee, the Honors Advisory Committee and the Faculty Advisory Committee. Ms. Heinmets also participated on a subcommittee for the International Education Center that revised the Travel Abroad Student Handbook.

**PROFESSIONAL DEVELOPMENT**

Ms. Heinmets attends both education based and nursing conferences to maintain current evidence based practice in the nursing curriculum and in teaching. Ms. Heinmets has presented at the NJ Edge Best Practices Conference, Brookdale's Scholar's Day and the nursing department's Adjunct Faculty Day. Ms. Heinmets has also mentored a Ramapo graduate student who is now an adjunct faculty member. Ms. Heinmets is also a graduate of Leadership Brookdale.

**COMMUNITY SERVICE**

Ms. Heinmets volunteers at the Women's Weekend in Asbury Park and at The Mikey D Foundation performing blood pressure screening. Ms. Heinmets assisted the Chemistry department with their annual Chemistry Carnival and attends Brookdale Community College Open Houses. Ms. Heinmets volunteered in Brookdale's Super Storm Sandy relief efforts assisting victims in Shark River Hills. Ms. Heinmets developed and presented nursing education to local long term care facilities. Ms. Heinmets has enjoyed volunteering as the camp nurse at Lincroft Bible Church's soccer camp each summer.



## **Narratives of Performance Recognition Recommendations**

### **Eunice Clark**

Senior Office Assistant  
EOF Office

Eunice Clark has made many contributions above and beyond both within her job and beyond her job. Within her job, she used her personal passion for and knowledge of graphic design to create original promotional material for the EOF area. She has also taken the time to reorganize the whole file system in her department, leading to a more efficient and time saving system. Beyond her job, she has served on the college wide performance recognition committee. She also serves as the EOF advisor and is active in Governance on the Diversity committee. Eunice has shown sustained professional development throughout her years here at Brookdale. She has taken Excel courses to help refine her skills, and consistently attends EOF conferences and Brookdale's Women's Conference. She has also graduated from Brookdale with an Associate's Degree in 2013.

### **Robert Gant**

Instructional Assistant  
Biology

Robert submitted a well-organized and easy to read packet. He is a dedicated Learning Assistant/ Instructional Assistant in Biology who began his education as a student at Brookdale. He is currently enrolled in an online M.S. Degree Program in Biology. Robert created a master shell for Canvas which helps to eliminate paper handouts, thus saving Brookdale money. He has been involved in curriculum development and student assessments. Robert has gone above and beyond the job in many different instances. For example, he volunteered to be video- taped for the Distance Education Lab video demonstrations. Robert was involved in the Lower Level MAS Renovation Committee and was a member of the Academic Council Committee of Governance. Over the summer of 2014, Robert volunteered and was selected to be a member of the STEM Institute Redesign Committee. In reading Robert's packet, you truly get a feeling for his commitment to students and Brookdale.

### **Kathy Furlong**

Financial Aid Specialist  
Financial Aid

Kathy has saved the college hundreds of thousands of dollars over the years by looking at the students that are employed as student workers and checking to see if they would be eligible for the Federal Work Study program instead. Under Federal Work Study, Brookdale does not pay these salaries, which results in savings for the college. Kathy has also moved the loan paperwork to an electronic format, saving time and paper. Kathy also improved the FAFSA process, making it easier for students to track which information may still be needed in order to complete the process. Kathy was selected to serve on the President's Jubilee Commission. A large part of serving on this committee was taking all of the information from all areas of the college and putting it into one complete, cohesive document. Kathy also took the initiative to document students affected by Superstorm Sandy, recommending them for scholarships/grant money, and counseling on the best course of action they should take with minimal impact on their academic careers. She continually attends specialized training through NJASFAA for financial aid. Kathy has also presented at Scholar's Day and completed the Leadership Brookdale program.

**Amy Gingold**

Learning Commons Assistant

Learning Commons

Amy submitted a well-organized and professional packet. She is currently a Learning Commons Assistant transitioning from a Psychology Learning Assistant. Amy is very active at Brookdale. She has served as the Vice- Chair and Chair of the Governance Steering Committee and as a member of the Presidential Task Force. She is currently still active in Governance as a member of Academic Standards. She is a member of the BCC Human Services Advisory Board, Monmouth County Mental Health Board and MACH (Mid Atlantic Consortium for Human Services). Her participation with the organizations keeps her current within her discipline, cultivates and strengthens the relationship with BCC and the community and provides connections for her students within industry. In her self-report Amy states that she loves working with the students and considers her employment at BCC a career choice not a job.

**Kristen Peterson**

Instructional Assistant

Biology

Kristen presented an exceptional, well prepared and complete packet. She has demonstrated excellence in both the "Within the Job" and "Beyond the Job" areas. In her packet Kristen documents her enthusiasm for her job as a Biology Instructional Assistant. She equips students with strategies to be better learners. She developed exercise practicals and quizzes assisting her to better gauge where students are in comprehension of curriculum. She has enhanced online teaching materials, gearing the materials for student success. Throughout her tenure at Brookdale, Kristen has gone above and beyond by updating lab materials and developing an online four (4) credit transferable lab class. She is the Co-Chair of the Governance Professional Development Committee and is the Advisor to the Health Education and Leadership Student Club.

**Helen Vota**

Accounts Payable Specialist

College Store

Helen always volunteers to work at Brookdale's Open House to sell BCC items to prospective students and their families, generating not only revenue for the bookstore, but inspiring an early love of the Brookdale brand. She also does the same at graduation, selling other items (such as umbrellas) as needed. Helen was also asked to speak to online students at an orientation promoting the bookstore and all it has to offer. Beyond the Job, Helen has done amazing things for the college. She has continued her active involvement in organizing the events of the Volunteer Connection including the annual Giving Tree. Helen has also continued to serve as the president of the PSA, spending untold hours working for the betterment of working conditions, salaries, and benefits for all members of the PSA. During the past five years, Helen has served on the PSA's Performance Recognition Committee stepping down this year to submit a packet. Helen is a Leadership Brookdale alumni, and she attends the graduation workshops every year. Helen has attended many NJEA conferences to keep up to date on rule changes, trends, and potential issues she could face as the PSA president. Helen has also had an article she wrote published in an NJEA newsletter.

**TABLE I**  
**ANALYSIS OF PERFORMANCE RECOGNITION**  
**July 1, 2016 Awards**

Total Staff	183
Less Ineligible Group	
Employees with less than four years' service	17
Employees without "exceeds" on three of the last 4 years	56
Employees with less than one year in new position	4
Staff who have received Performance Recognition in the last four years	23
Number of Eligible Staff	83
Number of Eligible Staff Applying	11
Staff Recommended for Performance Recognition – N5	3
Staff Recommended for Performance Recognition – N4	2
Staff Recommended for Performance Recognition – N3	1
Staff Recommended for Performance Recognition – N1/N2	0
% of Applications of Eligible Group (11/83)	13%
% of Applications of Total Staff (11/183)	6%

April 2016

**TABLE III**  
**PERFORMANCE RECOGNITION HISTORY**

	<b>TOTAL IN BAND</b>	<b>7/1/06</b>	<b>7/1/07</b>	<b>7/1/08</b>	<b>7/1/09</b>	<b>7/1/10</b>	<b>7/1/11</b>	<b>7/1/12</b>	<b>7/1/13</b>	<b>7/1/14</b>	<b>7/1/15</b>	<b>7/1/16</b>	<b>CURRENT YEAR % OF TOTAL W/I BAND</b>	<b>TOTAL RECIPIENTS</b>
N5	62	5	5	5	5	3	2	4	2	6	2	3	4.8%	42
N4	67	4	2	2	0	1	2	2	2	1	1	2	3.0%	19
N3	43	3	4	3	2	2	0	1	2	4	1	1	4.7%	23
N2/N1	11	1	2	2	0	1	0	0	0	0	0	0	0.0%	6
														0
<b>TOTAL</b>	183	13	13	12	7	7	4	7	6	11	4	6	3.3%	90
<b>Applicant #</b>		33	31	22	13	13	15	16	14	22	7	11		

April, 2016

**TABLE II**

**Performance Recognition – July 1, 2016 Awards**

**SUMMARY OF STAFF BY BAND**

	<b>N1/N2</b>	<b>N3</b>	<b>N4</b>	<b>N5</b>	<b>Total</b>
Distribution by Band	11	43	67	62	183
Percent	6%	23.5	36.6%	33.9%	100%
Eligible by Band	6	20	23	34	83
Eligible Percent Of Total Unit	3.3%	10.9%	12.6%	18.6%	45.4%
Current Performance Recommendations	0	1	2	3	6

April 2016

## FAST FACTS – CONTINUING & PROFESSIONAL STUDIES

Continuing & Professional Studies has traditionally been known as the “non-credit” division. Any programming that is offered by the college that does not carry academic credit comes through this division. As a result of the FY 16 re-org, the division now has an expanded role; overseeing the operations of the Fitness Center and the new Academic and Career Transitions Institute (ACT) established to collaborate with the academic institutes on the creation of non-credit to credit initiatives to broaden the College’s reach to new populations.

### ENROLLMENT METRICS SUMMARY – FY 15

Sections offered: 982  
Sections held: 843  
Cancellation rate: 14.2% (below industry average of 20%)  
Total Enrollment: 13,966 (duplicated headcount)

Average enrollment per section: 16.6  
Enrollments in Career Pathways: 4,337  
Enrollments in Lifelong Learning/Community Outreach: 9,629

### CAREER PATHWAYS – FY 15

#### Career Training

- ✓ 979 enrollments in career training in a wide variety of areas (see attached list)
  - 177 students received tuition assistance through grants
  - 124 (70%) of those, attained employment through assistance from our Job Developer
- ✓ 9 programs require clinical practice, offered through 18 providers
- ✓ Over 40 programs prepare students for an external/industry certification or licensure
- ✓ Sole provider of Career & Technical Educator training in the state; preparing 189 for licensure as a CTE (formerly vocational education) teacher last year

#### Professional Development

- ✓ 2,050 enrollments in short term professional development offerings, both on-line and face-to-face
- ✓ Basic workplace skills training provided for 479 employees at 53 companies
- ✓ 84 workshops were offered through our affiliation with NJBIA and the Workforce Consortium

#### Adult Basic Education

- ✓ 21 sections of ESL with 350 enrollments were offered at Long Branch, Neptune and Hazlet HEC’s, the Freehold Campus and one community church
- ✓ 14 sections of GED prep with 188 enrollments offered at Long Branch, Neptune and Hazlet HEC’s, and the Freehold Campus
- ✓ Lead consortium of 5 agencies to provide services to 1,027 individuals in Monmouth County
- ✓ Awarded Youth Literacy Grant, providing GED prep to 53 out-of-school youth at Long Branch and Hazlet HEC’s; 8 passed their GED, 8 are currently testing and 4 are now enrolled in Brookdale

#### Displaced Homemakers

- ✓ 174 women received free counseling and support services
  - 34 enrolled in non-credit training
  - 13 enrolled in academic courses
  - 28 received grant funded computer training

# FAST FACTS – CONTINUING & PROFESSIONAL STUDIES

## COMMUNITY OUTREACH – FY 15

9,629 enrollments in enrichment programs and opportunities for community residents, ages 8 to 80; including academic summer camps, regional day trips, conferences, lectures and workshops.

### Services to Schools

- ✓ 11 school districts signed up to be members of the Math, Science, Technology and Literacy Professional Development Networks for K-12 Teachers
  - 37 workshops offered at the Wall Campus
  - 491 teachers attended these workshops throughout the year
- ✓ 59 districts sent students on field trips through the Ocean Institute
  - 3,222 students took part in these environmental education field trips to Sandy Hook and surrounding areas

### Lifelong Learning

- ✓ Over 5,230 enrollments annually in programs and events covering topics in the humanities, arts, literature, recreation, languages and current topics of interest
  - Tour & Talk: 55 day trips to regional destinations: 2,350 travelers
  - Summer Scholars
  - Come to Campus

### Programs for the Developmentally Disabled

- ✓ Run in conjunction with the ARC of Monmouth County; 3 unique programs are offered to meet the needs of the developmentally disabled who have aged out of the public school system.
  - Kach – Serves 12 applicant-selected students. This 3 year program for high achieving students with developmental disabilities provides a true college experience while students audit credit classes.
  - Great Expectations – 40 participants attend weekly life skills classes on the Lincroft campus
  - Evening Enrichment Program – 42 students attend twice weekly evening classes combining academics and life skills

### Academic Summer Camps

- 95 sections offered annually; topics include: science, math, digital arts, history, studio arts, the law and more
- 1,177 enrollments in summer of 2015

## ACADEMIC AND CAREER TRANSITIONS (ACT) – FY 16

### Success Saturdays

- ✓ Launched at the Long Branch HEC in Fall '15 and continuing in Spring '16
  - 6 academic classes-58 enrollments
  - 6 non-credit courses-84 enrollments
  - 15 academic classes scheduled for Long Branch and Lincroft for Fall '16
  - Total tuition and fees generated \$32,877, 7.2 FTE

### Adult Open House

- ✓ Expanded a college-wide event to highlight programs and services of special interest to the adult learner
  - 76 registered participants
    - 15 enrolled in College classes

## FAST FACTS – CONTINUING & PROFESSIONAL STUDIES

### College Readiness Program

- ✓ Run in partnership with the Freehold Regional HS district; funded by Title I
  - 34 eligible high school seniors enrolled to take Accuplacer prep classes two nights a week, fall term
  - 16 (47%) passed all or part of Accuplacer in January, 2016
  - 14 enrolled in academic courses while finishing up their senior year

### **FITNESS CENTER – FY 16**

- ✓ Established a new fee structure for community, employees and students
  - 476 members
  - Implemented payroll deduction
- ✓ Developed and implemented a tactical marketing plan
  - 2 open houses; radio ads; website, electronic sign at entrance and CPS Lifelong Learning bulletin
- ✓ Expanded community fitness offerings
  - Added 9 new classes/opened to public
- ✓ Modified operating hours and staffing plan
- ✓ \$6,145 revenue over operating expenses for the first 6 months of FY16

### **GRANTS – FY 15**

Grant funds were awarded to and administered by CPS from the following sources in FY 15 (Grant dollars calculated on college fiscal year, actual amounts may vary depending on grant cycle):

- ✓ Federal:
  - Adult Basic Education (ABE) \$604,000
  - Health Professional Opportunity (HPOG) \$480,172
  - Trade Act \$236,812
  - SBDC \$253,345
  - Total: **\$1,574,329**
- ✓ State:
  - Displaced Homemakers \$155,027
  - Career & Technical Education \$210,352
  - WDB – Job Developer \$39,790
  - Total: **\$405,169**
- ✓ Direct Student Aid:
  - Pell Grants \$78,894
  - WDB Student Sponsorships \$57,737
  - Private Scholarships (patron funded) \$11,400
  - Total: **\$148,031**
- ✓ Total Grants – FY 15 **\$2,127,529**

### **FINANCES – FY15**

College operating budget: \$2,827,453  
Grants awarded/administered: \$2,127,529  
Operating expenses: \$2,789,468  
Gross revenue: \$2,769,006

### **STAFFING**

- ✓ 44 individuals work across all CPS program areas:
  - 19 positions funded through college operating budget
  - 3 part time hourly staff funded through college operating budget
  - 22 positions and hourly staff funded through grants listed above



# FAST FACTS – CONTINUING & PROFESSIONAL STUDIES

## CAREER TRAINING

### BUSINESS / PROFESSIONAL

Project Management\*  
Nonprofit Management  
Certified Bookkeeper\*  
Lean Six Sigma Black Belt\*  
Supervisory Leadership  
Horticulture Fundamentals  
Interpreting: Judicial & Medical  
Facility Management Professional-FMP\*  
Real Estate Principles & Practices\*  
Small Animal Massage  
Practitioner Certification\*  
Security Guard\*

### HOSPITALITY

Food Safety  
Bartending  
ServSafe\*  
Meeting & Event Planning & Management

### HEALTH CARE

Certified Home Health Aide\*  
Certified Nurse Aide in Long Term Care\*  
Diagnostic Medical Sonography\*  
Veterinary Assistant\*  
Refresher Course for RN's\*  
Dental Assistant  
Dental Radiology\*  
Alzheimer's & Dementia Certificate\*  
Healthcare Provider CPR\*  
Heart Saver CPR\*  
EKG/Monitor Technician\*  
Personal Trainer\*  
Hemodialysis Technician\*  
Massage Therapy\*

Medical Billing  
Medical Assistant\*  
Patient Care Technician\*  
Pharmacy Technician\*  
Phlebotomy Technician\*  
Sterile Processing Technician\*  
Dialysis Nurse\*  
Yoga Teacher \*

### INFORMATON TECHNOLOGY

Business Office Support Specialist  
CompTIA™ A+ \*  
CompTIA™ Network+ \*  
Microsoft Office Level 1  
Web Development & Design  
QuickBooks

### TEACHING

Infant & Toddler Certificate\*  
Substitute Teacher Certification\*  
CTE-Career & Technical Education\*  
New Pathways Alternate Route Teacher Certification\*

### TRADES / MANUFACTURING

Entry Welder Level 1\*  
CNC/Metal Fabrication\*  
Solar Energy: Entry Level Photovoltaic \*  
Electrical Inspector\*  
Fire Inspector\*  
Subcode Official \*  
Construction Official\*  
Building Inspector\*  
Plumbing Inspector\*  
LEED (Leadership in Energy & Environmental Design)\*  
BPI training-Building Analyst, Building Envelope, Heating Professional \*  
Construction Management

*\*External Credential*

**BACKGROUND**

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

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

Atlantic Imaging Center  
Bayshore Health Care Center  
Bayshore Rehabilitation in Holmdel  
Care One Holmdel  
Care One King James  
CentraState Medical Center  
Children's Specialized Hospital - Toms River  
Coastal Ear Nose and Throat  
Cybergistics  
Deborah Medical Center (respiratory care only)  
EMO Middletown  
Hazlet Family Care  
Healthy Woman OBGYN Associates  
Hope Academy - Asbury  
JFK at Home  
JFK Medical Center  
JFK Medical Center – Edison (respiratory care)  
Majestic Rehabilitation and Nursing Center in Red Bank  
Medical Associates in Neptune  
Meridian Healthcare Centers: Bayshore, Jersey Shore, Ocean Medical, Riverview Medical  
Meridian Nursing and Rehab Center (both the Wall and Shrewsbury campuses)  
Monmouth Medical Center (Barnabas Health)  
Monmouth Medical Center South (was Kimball)  
Monmouth Medical, Raritan Bay, Southern Ocean County  
Monmouth Ocean Pulmonary  
Red Bank Veterinary Hospital  
Robert Wood Johnson Medical Center  
Shore Gastroenterology  
Shrewsbury Pediatric Dentistry  
Somerset Medical Center  
Stepping Stone Pediatrics  
Urology Associates  
Victoria Health Care Center – Matawan

**Continuing & Professional Studies  
Career Training & Professional Development**

<p><b>BUSINESS/PROFESSIONAL</b>  Project Management*  Nonprofit Management  Certified Bookkeeper*  Lean Six Sigma Black Belt*  Supervisory Leadership  Horticulture Fundamentals  Interpreting: Judicial &amp; Medical  Facility Management Professional-FMP*  Real Estate Principles &amp; Practices*  Small Animal Massage Practitioner  Certification*  Security Guard*</p> <p><b>HOSPITALITY</b>  Food Safety  Bartending  ServSafe*  Meeting &amp; Event Planning &amp; Management</p> <p><b>HEALTH CARE</b>  Certified Home Health Aide*  Certified Nurse Aide in Long Term Care*  Diagnostic Medical Sonography*  Veterinary Assistant*  Refresher Course for RN's*  Dental Assistant  Dental Radiology*  Alzheimer's &amp; Dementia Certificate*  Healthcare Provider CPR*  Heart Saver CPR*  EKG/Monitor Technician*  Personal Trainer*  Hemodialysis Technician*  Massage Therapy*  Medical Billing  Medical Assistant*  Patient Care Technician*  Pharmacy Technician*  Phlebotomy Technician*  Sterile Processing Technician*  Dialysis Nurse*  Yoga Teacher*</p>	<p><b>INFORMATION TECHNOLOGY</b>  Business Office Support Specialist  Comp TIA™ A+*  CompTIA™ Network+*  Microsoft Office Level 1  Web Development &amp; Design  QuickBooks</p> <p><b>TEACHING</b>  Infant &amp; Toddler Certificate*  Substitute Teacher Certification*  CTE-Career &amp; Technical Education*  New Pathways Alternate Route Teacher  Certification*</p> <p><b>TRADES/MANUFACTURING</b>  Entry Welder Level 1*  CNC/Metal Fabrication*  Solar Energy: Entry Level Photovoltaic*  Electrical Inspector*  Fire Inspector*  Subcode Official*  Construction Official*  Building Inspector*  Plumbing Inspector*  LEED (Leadership in Energy &amp;  Environmental Design)*  BPI Training-Building Analyst, Building  Envelope, Heating Professional*  Construction Management</p> <p style="text-align: right;">*External Credential</p>
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April 14, 2016

**Continuing & Professional Studies: Online Training**

Administrative Professional/MS Office 2013 Master\*  
Android Application Developer  
AutoCAD 2015 Certified User\*  
Cisco CCNA® \*  
CompTIA™ Healthcare IT Technician\*  
Comp TIA™ Security+\*  
Digital Arts Certificate  
Forensic Computer Examiner\*  
Management for IT Professionals  
Microsoft Access 2013 Certification Training\*  
Microsoft Certified Solutions Associate (MCSA): Server 2012\*  
Microsoft Certified Solutions Associate (MCSA): Windows 7\*  
MS Certified Solutions Expert Private Cloud\*  
Microsoft Excel 2013 Certification Training\*  
Microsoft Office 2013 Master\*  
Microsoft Office Specialist 2013\*  
Microsoft Outlook 2013 Certification Training\*  
Microsoft PowerPoint 2013 Certification Training\*  
Microsoft SharePoint 2013 Certification Training\*  
Multimedia Arts Certificate OMCP® Digital Analytics/Conversion Professional\*  
OMCP® Paid Search Professional\*  
Systems Security Certified Practitioner Training\*

\*External Credential

April 14, 2016

### **Academic Credit Certificates & Certificate of Achievement**

Accounting Academic Credit Certificate  
Criminal Justice Academic Credit Certificate  
Culinary Arts Academic Credit Certificate  
Dental Assisting Academic Credit Certificate  
Medical Coding Academic Credit Certificate  
Paralegal Studies Academic Credit Certificate  
Pastry Arts Academic Credit Certificate  
Webmaster Administration Academic Credit Certificate  
Advanced Automotive Technician Academic Credit Certificate of Achievement  
Automotive Brakes, Steering, Suspension and Alignment Specialist  
Automotive Electrical/Power Systems Specialist  
Academic Credit Certificate of Achievement  
Automotive Engine Performance Specialist  
Academic Credit Certificate of Achievement  
Automotive Transmission Systems Specialist  
Academic Credit Certificate of Achievement  
Computer Repair Academic Credit Certificate of Achievement  
Cybersecurity Academic Credit Certificate of Achievement – CYBSEC  
Digital Drawing for Interior Design & Architecture  
Academic Credit Certificate of Achievement  
LAN/WAN Academic Credit Certificate of Achievement  
Social Media Academic Credit Certificate of Achievement  
Social Services Academic Credit Certificate of Achievement

April 14, 2016

### FY16 Spring Semester Forecast Budget Adjustments

The Brookdale Community College operating budget approved in June by the Board of Trustees each year is based on projected revenues and expenditures. Of the three primary revenue streams (tuition, state aid, and county aid), only county aid is known for certain at that time. Tuition revenue and state aid are tied directly to enrollment.

Twice each year, the College adjusts its operating budget based on census date enrollment. At that time, administration adjusts staffing, usually adjunct salaries, up or down based on need.

Community college enrollment cycles tend to run counter to the business cycle. A bad economy creates good community college enrollment, and *vice versa*. Brookdale Community College is serving approximately the same number of students; however, they are taking fewer credit hours.

Area for Adjustment	Projected Adjusted Reduction
Reduction in number of Spring sections offered, based on enrollment.	\$17,000
17 FT administrative and staff positions unfilled for at least 2 months	\$298,500
13 FT faculty positions unfilled for Spring 2016	\$406,000
<b>Total Adjustments</b>	<b>\$721,500</b>

In addition, non-salary related expenditures are also adjusted based on need and include items like postage, sponsorships, consulting fees, and information technology.

In total, the spring semester forecast projects an adjustment to the operating budget which will result in a savings of \$1.19 M. This amount will help offset unmet and emergent capital costs, including the water main replacement project.

**Spring Semester Financial Forecast  
Enrollment Summary  
FY16**

<b>FTES BY TERM</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Budget</b>	<b>FY16 Projected</b>
<b>SUMMER III TERM:</b>					
Summer III	315	313	299	293	303
Total Summer III term	315	313	299	293	303
<b>FALL TERMS:</b>					
Fall - 11	185	144	185	182	179
Fall - regular	4,891	4,776	4,555	4,539	4,499
Total Fall terms	5,076	4,920	4,740	4,721	4,678
<b>WINTERIM &amp; SPRING TERMS:</b>					
Winterim	50	56	59	58	60
Spring - 10	194	198	184	178	175
Spring - regular	4,280	4,178	4,028	3,992	3,927
Total Winterim & Spring terms	4,524	4,432	4,271	4,228	4,162
	89.13%	90.08%	90.11%	89.56%	88.97%
<b>SUMMER I &amp; II:</b>					
Summer I	490	494	473	473	467
Summer II	409	416	402	432	397
Total Summer terms	899	910	875	905	864
<b>TOTAL CREDIT FTES</b>	<b>10,814</b>	<b>10,575</b>	<b>10,185</b>	<b>10,147</b>	<b>10,007</b>

**Spring Semester Financial Forecast**  
**Analysis of Operating Fund**  
**FY16**  
**As of 3/15/16**

	<b>FY15 Actual</b>	<b>FY16 Revised Budget</b>	<b>Additional Excess / Needs</b>	<b>FY16 Projected Budget</b>
<b>Revenues:</b>				
Tuition	\$ 40,098,393	\$ 41,105,238	\$ (654,379)	\$ 40,450,859
State	10,350,862	10,352,862	26,078	10,378,940
County	20,027,019	20,027,019	-	20,027,019
General Service Fees	4,557,397	4,667,620	(85,848)	4,581,772
Continuing & Prof. Serv.	2,663,773	3,052,625	(292,625)	2,760,000
Interest Income	47,449	85,000	(85,000)	-
Other Fees	1,439,909	1,597,296	(121,042)	1,476,254
Other Income	949,522	850,000	(138,691)	711,309
Appropriation from Reserve	-	92,920	(92,920)	-
<b>Total Revenue</b>	<b>80,134,324</b>	<b>81,830,580</b>	<b>(1,444,427)</b>	<b>80,386,153</b>

**Expenditures:**

Learning Division	-	33,168,629	(972,722)	32,195,907
Continuing & Prof. Serv.	-	3,121,953	(11,882)	3,110,071
Student Success Div	-	5,975,883	(176,725)	5,799,158
President's Div	-	575,718	(10,000)	565,718
Finance & Operations	-	10,628,702	(293,934)	10,334,768
Human Resources & Safety	-	2,263,510	(108,821)	2,154,689
Advancement Div	-	1,499,035	(149,724)	1,349,311
Planning & Inst. Effectiveness	-	594,037	(43,710)	550,327
Utilities	-	2,884,162	(109,325)	2,774,837
Benefits	-	16,396,723	(605,978)	15,790,745
General Expenses	-	4,722,228	(155,247)	4,566,981
<b>Total Expenditures</b>	<b>82,710,583</b>	<b>81,830,580</b>	<b>(2,638,068)</b>	<b>79,192,512</b>

Excess Revenue/(Expenditure:	(2,576,259)	-	1,193,641	1,193,641
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Appropriation from reserves  
at 9/30/15

\$	(2,576,259)	-	\$	1,193,641	\$	1,193,641
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**Appropriation to (from) Reserves:**

Operating	\$ 1,193,641
Capital	(3,777,712)
<b>Total</b>	<b>\$ (2,584,071)</b>





Brookdale Community College  
Board of Trustees Public Business Meeting  
Tuesday, April 19, 2016 7:30 PM (Eastern Standard Time)  
765 Newman Springs Rd. Lincroft New Jersey 07738  
Lincroft Campus, Student Life Center, Navesink Rooms

- I. Call to Order, Reading of Statement and Roll Call - Chair Guzzo - 5 minutes
- II. Pledge of Allegiance - Chair Guzzo - 5 minutes
- III. Public Comment on Agenda Items - Chair Guzzo
- IV. Approval of Workshop and Public Business Meeting Minutes - March 15, 2016 - Chair Guzzo - 3 minutes
  - A. Approval of Executive Session Minutes - March 15, 2016 - Chair Guzzo - 3 minutes
- V. Consent Agenda - Chair Guzzo - 5 minutes
  - A. Acceptance of Gifts
  - B. Approval of Human Resources
  - C. Open Invoice Payment Requests for Vendor, Student and Employee Payments
  - D. Monthly Financial Report
- VI. President's Report - President Murphy - 3 minutes
- VII. Approval of Change Order Request - RES160018 - Chair Guzzo
- VIII. Approval of A.S. Business Administration - Chair Guzzo - 5 minutes  
*The College is realigning the Business Administration A.A. to an A.S. program.*
- IX. Approval of Massage Therapy Program - Chair Guzzo - 3 minutes
- X. Lodging/Approval of Board Policy 5.0002 - Educational Programs - Chair Guzzo - 3 minutes
- XI. Public Comment - Chair Guzzo
- XII. Old/New Business - Chair Guzzo
- XIII. Resolution to Hold a Closed Meeting - Chair Guzzo - 5 minutes  
*If needed.*
- XIV. Motion to Re-Open the Meeting to the Public - Chair Guzzo - 5 minutes
- XV. Adjournment - Chair Guzzo
- XVI. Appendix - Board Materials

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

**Tuesday, March 15, 2016**

**Brookdale Community College**  
**Freehold Campus, Rooms 103 & 104**  
**3680 Highway 9 South**  
**Lincroft, New Jersey 07738**

- A.** Chair Guzzo called the meeting to order at 5:35 PM
- B.** Ms. Gruskos then read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
1. On March 9, 2016, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
  2. On March 9, 2016, advance written notice of this meeting was emailed to *The Asbury Park Press* and *the Star Ledger*.
  3. On March 9, 2016, advance written notice of this meeting was filed with the Clerk of the County of Monmouth."

Roll Call:

<b>Present</b>	<b>Trustees</b>	<b>Administration:</b>
	<b>Ms. Tracey Abby-White, Trustee</b>	Ms. Marie Lucier-Woodruff
	<b>Dr. Hank Cram, Trustee</b>	Mr. Robert Francis
	<b>Mr. Paul Crupi, Trustee</b>	Dr. Matthew Reed
	<b>Mr. Joe DiBella, Trustee</b>	Ms. Avis McMillon
	<b>Mr. Paul Geissler, Trustee</b>	Mr. Joseph Pingitore
	<b>Mr. Bret Kaufmann, Trustee</b>	Ms. Cynthia Gruskos, Recorder
	<b>Dr. Maureen Murphy, Secretary</b>	
	<b>Mr. Gary Tolchin Trustee</b>	
	<b>Dr. Carl Guzzo, Chair</b>	
<b>Absent</b>	<b>Ms. Lora Campbell, Trustee</b>	
	<b>Mr. William Dalton, Trustee</b>	
	<b>Mr. David Flaherty , Trustee</b>	
	<b>Dr. Les Richens, Trustee</b>	
<b>College Counsel</b>	<b>Mr. Matthew Giacobbe, Esq., General and Labor Counsel;</b>	

**D.** A motion was made by Trustee Abby-White and seconded by Trustee DiBella to adopt resolution RES160013 (**Attachment A**) to authorize the Board to hold an Executive Session. Ms. Giacobbe read the resolution.

Motion carried by the following vote:

YES: Trustees Abby-White, Cram, Crupi, DiBella, Geissler, Kaufmann, Tolchin and Chair Guzzo

NAYS: None

ABSTENTIONS: None

**E. Reopen Meeting to the Public**

A motion was made to reopen the meeting by Trustee Crupi and seconded by Trustee Abby-White.

Motion carried by the following vote:

YES: Trustees Abby-White, Cram, Crupi, DiBella, Geissler, Kaufmann, Tolchin and Chair Guzzo

NAYS: None

ABSTENTIONS: None

Chair Guzzo announced no action was taken on any of the items discussed in closed session.

**F. Adoption of Agenda for Workshop and Public Meeting**

A motion was made to adopt the workshop and public business meeting agendas by Trustee Crupi and seconded by Trustee Abby-White.

Motion carried by the following vote:

YES: Trustees Abby-White, Cram, Crupi, DiBella, Geissler, Kaufmann, Tolchin and Chair Guzzo

NAYS: None

ABSTENTIONS: None

**G. Reports from the Board Committees and Liaisons**

- ❖ **Executive** – Chair Guzzo reported that the Executive committee held on March 7 was productive and they had reviewed the board materials.

- ❖ **Finance & Facilities** -Trustee DiBella reported on the Finance & Facilities committee held on March 8.

- Vice Chair DiBella reported on concerns for limited participation in our RFP process. Mr. Pingitore specifically responded to the exact reasons why vendors did not respond to the Leica Microscopes, Bid No. 16-16. Mr. Pingitore commented that we are seeing an overall improvement in our response rate. Mr. Pingitore had provided an email to the Finance & Facilities committee outlining why 15 vendors had not responded.
- Mr. Pingitore to report back at the June Finance & Facilities meeting on our bid response rate improvements.
- Vice-Chair DiBella reported that considerable time was spent at the committee meeting planning for the Special Finance & Facilities meeting to be held on March 21 at 6 PM. The committee will bring back their recommendations to the full board. Trustee Abby-White requested that any notes from the Special Meeting to be circulated to the full board. President Murphy will distribute background financial information to the entire board.

- Vice Chair DiBella brought attention to the Fast Facts provided by Finance & Operations.
- ❖ **Governance** – Trustee Crupi reported on the Governance committee meeting held on March 7.
  - The committee focused on improving the president and trustee self-evaluation process; the goal is to create a more efficient, transparent and accurate process.
  - The committee chose to use the ACCT president survey template. It will require a \$3000.00 fee to tailor the survey and analyze the results. .
  - President Murphy reported that ACCT is willing to provide a bridge instrument based on the president's goals for this fiscal year, as part of the fee.
  - The Board of Chosen Freeholders will join us at our April 19 Board of Trustees meeting.
  - The president provided an update on her goals in the packet.
  - President Murphy reported she had requested College Relations to report on how we monitor social media in our May meeting.
- ❖ **Discussion of Board Policy 1.7060, Code of Ethics for Trustees of Brookdale Community College**  
Trustees signed the acknowledgment for code of conduct.
  - Mr. Giacobbe counseled that if you have any concerns regarding potential personal ethical situations to contact him and he will provide specific counsel.
- ❖ **Foundation**
  - Trustee Abby-White reported on a point of entry event planned for June 22 at 6 PM in the CVA gallery. Trustees are encouraged to bring 2 individuals who are interested in learning more about the college and with the goal they will begin to help the college financially or with their time.
- ❖ **NJCCC**
  - Trustee Abby-White reported on the last NJCCC meeting and had distributed the minutes via email. She announced that the Director of Communications at NJCCC, Jake Farbman, successfully defended his dissertation on the first year of a community college trustee. He had interviewed Trustee Abby-White for his research.
  - Trustee Geisler updated the trustees on his experience at the NJCCC new trustee orientation at Ocean County College. Overall, it was a very informative and inspirational event. It solidified his interest in pursuing trusteeship beyond his time at Brookdale and he feels any trustee can benefit from attending these events. He affirmed it was 100% worth it
  - President Murphy informed the trustees of the honoree degree nominations and the two distinguished alumni awards to be presented at the college commencement.
- ❖ **Update on Cuba Trip** – Vice President Reed provided an update on the Cuba trip and addressed concerns of the trustees regarding the upcoming trip.
- ❖ **H. Report from the Engineer of the Record**
  - Mr. Charles Rooney did not have anything to report.
- I. **Review of Consent Agenda and Business Meeting Agenda**  
No items were removed from the consent agenda.

**J. Adjournment.**

A motion to adjourn the Workshop meeting was made by Trustee Cram and seconded by Trustee Abby-White.

Motion carried by the following vote:

YES: Trustees Abby-White, Cram, Crupi, DiBella, Geissler, Kaufmann, Tolchin and Chair Guzzo

NAYS: None

ABSTENTIONS: None

➤ Meeting adjourned at 8:10 PM.

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Maureen Murphy', with a stylized, flowing script.

Maureen Murphy, Ph.D., Secretary

**RESOLUTION NO. RES160013**

**BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES**

**RESOLUTION AUTHORIZING EXECUTIVE SESSION**

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that 4 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **March 15, 2016 at 5:30\_P.M.**, and

WHEREAS, the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

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

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

**RESOLUTION NO. RES160013**

**–RESOLUTION AUTHORIZING EXECUTIVE SESSION**

☒ X

"(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body." **The collective bargaining contract(s) discussed are between the Board and BCCFA, BCCAA, PSA, and FOP.**

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

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

☒ X "(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are **BCC vs Frank Lurch, BCC vs Frank Lawrence and Hazlet property** and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is **an update on the ongoing litigation with Frank Lurch and Frank Lawrence and possible litigation regarding the Hazlet location.**

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

**RESOLUTION NO. RES160013**  
**—RESOLUTION AUTHORIZING EXECUTIVE SESSION**

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

**RESOLUTION NO. RES160013**  
**—RESOLUTION AUTHORIZING EXECUTIVE SESSION**



## BROOKDALE COMMUNITY COLLEGE

### Board of Trustees Public Business Meeting Minutes

Tuesday, March 15, 2016

Brookdale Community College  
Freehold Campus –  
Rooms 103 & 104  
3680 Highway 9 South  
Freehold, NJ 07728

- A. Chair Guzzo called the meeting to order at 8:10 P.M. and the group made the Pledge of Allegiance.
- B. Ms. Gruskos then read the following statement: “In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
1. On March 9, 2016, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
  2. On March 9, 2016, advance written notice of this meeting was emailed to *The Asbury Park Press* and the *Star Ledger*.
  3. On March 9, 2016, advance written notice of this meeting was filed with the Clerk of the County of Monmouth.”

Roll Call:

Present	Trustees	Administration:
	Ms. Tracey Abby-White, Trustee	Ms. Marie Lucier-Woodruff
	Dr. Hank Cram, Trustee	Mr. Robert Francis
	Mr. Paul Crupi, Trustee	Dr. Matthew Reed
	Mr. Joe DiBella, Trustee	Ms. Avis McMillon
	Mr. Paul Geissler, Trustee	Mr. Joseph Pingitore
	Mr. Bret Kaufmann, Trustee	Ms. Cynthia Gruskos, Recorder
	Dr. Maureen Murphy, Secretary	
	Mr. Gary Tolchin Trustee	
	Dr. Carl Guzzo, Chair	
Absent	Ms. Lora Campbell, Trustee	
	Mr. William Dalton, Trustee	
	Mr. David Flaherty , Trustee	
	Dr. Les Richens, Trustee	
College Counsel	Mr. Matthew Giacobbe, Esq., General and Labor Counsel;	

C.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Approval of Minutes of the February 16, 2016, Workshop and Public Business meetings.</b></p>	<p>There were no revisions to the minutes.</p> <p>A motion to approve the February 16, 2016 minutes of the Workshop and Public Business meetings was made by Trustee DiBella and seconded by Trustee Cram.</p> <p><b>YES:</b> Trustees Cram, DiBella, Geissler, Kaufmann, Tolchin and Chair Guzzo  <b>NAYS:</b> None  <b>ABSTENTIONS:</b> Trustees Abby-White and Crupi</p>	
<p><b>Approval of Minutes of the February 16, 2016 Executive session.</b></p>	<p>There were no revisions to the minutes.</p> <p>A motion to approve the February 16, 2016 minutes of the Executive session was made by Trustee DiBella and seconded by Trustee Cram.</p> <p><b>YES:</b> Trustees Cram, DiBella, Geissler, Kaufmann, Tolchin and Chair Guzzo  <b>NAYS:</b> None  <b>ABSTENTIONS:</b> Trustees Abby-White and Crupi</p>	

<b>Public Common on Agenda Items</b>  No public comment.		
<b>President's Report -</b> President Murphy introduced Mr. Richard Pfeffer, Executive Dean of the Freehold Campus.  Mr. Pfeffer introduced Associate Professor Dan Lopez, Advisor to the Fun Club which was established in 2013 to address the needs for student activities at the Freehold campus.  Students, Jared Friedman, Veenit Singh, Shoron Mowla and Ross Segan shared that the mission of the club is to establish friendship through volunteering. They presented on volunteer initiatives they have participated in.  Sharon Mowla is grateful that she was able to attend the Freehold campus for all of her general education requirements. She suggested the Freehold Campus and HECs increase their science offerings.  Mr. Pfeffer provided metrics on student enrollment, course offerings and initiatives offered at the Freehold campus.		
<b>Approval of Consent Agenda</b>  A revised 4.1 monthly report was provided to correct an erroneous number ( <b>Attachment A</b> ). An addendum to the 3.1 Human Resources was made to reflect the resignation of Scott A. Tait ( <b>Attachment B</b> ).  1. Acceptance of Grants – RES1600014 2. Approval of Human Resources 3. Purchases in Excess of \$35,000 and NJ Pay to Play bids, and Pursuant to the NJ Pay to Play Process, in Excess of \$17,500 – RES160015 4. Open Invoice Payment Requests for Vendor, Student and Employee Payments 5. Monthly Financial Report	A motion to approve the consent agenda was made by Trustee Crupi and seconded by Trustee DiBella.  <b>YES:</b> Trustees Abby-White, Cram, Crupi, DiBella, Geissler, Kaufmann, Tolchin and Chair Guzzo <b>NAYS:</b> None <b>ABSTENTIONS:</b> None	
<b>Approval of Honorary Degree Recipient</b>	A motion to authorize President Murphy to present to candidates Norma Hardy and Bernard Weinstein an honorary associate degree at Commencement 2016 was made by Trustee Abby-White and seconded by Trustee Cram.	

	<p><b>YES:</b> Trustees Abby-White, Cram, Crupi, DiBella, Geissler, Kaufmann, Tolchin and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Approval of Policy 5.0000 – Academic Freedom and Responsibility</b></p> <p><b>Approval of Policy 5.1000 – Standards for granting degrees and certificates</b></p> <p><b>Approval of Policy 5.0003 – Institutionalized and Specialized Program Accreditation</b></p> <p><b>Approval of Policy 5.0004 – General Education</b></p> <p><b>Approval of Policy 5.0006 – Accountability for the Effectiveness of Educational Programs</b></p>	<p>A motion was made to approve policies 5.0000, 5.1000, 5.0003, 5.0004, and 5.0006 simultaneously by Trustee DiBella and seconded by Trustee Abby-White.</p> <p><b>YES:</b> Trustees Abby-White, Cram, Crupi, DiBella, Geissler, Kaufmann, Tolchin and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Approval of Policy 1.3021 Trustee Appointments</b></p> <p><b>Approval of Policy 1.7060 Code of Ethics (Lodging was waived)</b></p>	<p>A motion to approve policies 1.3021 and 1.7060 was made by Trustee Cram and seconded by Trustee DiBella.</p> <p><b>YES:</b> Trustees Abby-White, Cram, Crupi, DiBella, Geissler, Kaufmann, Tolchin and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Public Comment</b></p> <p>Students, Danielle Banyacski and Dominic Stoeckel, invited the trustees to attend the Student Speak Out on March 22 at 11:45 AM in the SLC, Navesink Rooms.</p>		

<b>Old/New Business</b> 1. Trustee Crupi commended the 7 students who attended the student lobbying day in Trenton. 2. Chair Guzzo commented that he believes they have a mutually agreeable solution to the Audit RFP issue.		
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D. Chair Guzzo adjourned the meeting at 8:50 PM. .

Respectfully submitted



Maureen Murphy, Ph.D., Secretary

**BOARD OF TRUSTEES**

General Functions

Administration

**HUMAN RESOURCES**

Finance &amp; Facilities

Policy &amp; Education

**3.1 Human Resources Recommendations**

Hires, Change of Status & Separations - This month there are a total of 14 recommended items. A summary of the action items is listed below with supporting documentation attached.

**A. Hires**

Administrative

Support Staff

**Recommendations**

1

2

**B. Change of Status**

Support Staff

**Recommendations**

2

**C. Separations**

Administrative

Support Staff

Police

**Recommendations**

2

1

1

**D. Sabbaticals**

Faculty

Faculty - Transitional

4

1

**BOARD OF TRUSTEES**

General Functions

Administration

**HUMAN RESOURCES**

Finance &amp; Facilities

Policy &amp; Education

**HUMAN RESOURCES ADDENDUM****C. SEPARATIONS****POLICE**

1. Name: Scott Tait  
Department: Police Department  
Position: Probationary Police Officer  
Action: Resignation  
Effective: 3/14/16



## BOARD OF TRUSTEES

General Functions

Administration

Human Resources

**Finance & Facilities**

Policy & Education

### 4.1 *Monthly Financial Report*

Operating and payroll disbursements for the month ending January 31, 2016, were \$6,984,957.52.

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 Finance Committee meeting held March 8, 2016.

March 15, 2016: Vice President, Finance & Operations, Maureen Lawrence  
Revised 3/8/16



ENCL. NO 1

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

	01/31/16	12/31/15	CHANGE
<b>OPERATING EXPENDITURES *</b>			
Learning Division	\$27,729,349	\$ 27,730,754	\$ (1,405)
Benefits & General Institutional	11,333,080	10,195,738	1,137,342
<b>Sub Total</b>	<b>39,062,429</b>	<b>37,926,492</b>	<b>1,135,937</b>
All other divisions	24,999,360	23,861,482	1,137,878
<b>Total Operating Expenses</b>	<b>64,061,789</b>	<b>61,787,974</b>	<b>2,273,815</b>
<b>OPERATING REVENUE</b>			
Tuition	36,540,938	33,551,781	2,989,157
General Service Fees	4,106,096	3,732,925	373,171
<b>Sub Total</b>	<b>40,647,034</b>	<b>37,284,706</b>	<b>3,362,328</b>
State Appropriations	6,038,004	5,175,432	862,572
County Appropriations	11,682,428	10,013,510	1,668,918
All other revenue	3,970,957	3,694,364	276,593
<b>Total Operating Revenue</b>	<b>62,338,423</b>	<b>56,168,012</b>	<b>6,170,411</b>
<b>CASH</b>			
Cash	10,454,743	10,307,904	146,839
<b>Total Cash</b>	<b>10,454,743</b>	<b>10,307,904</b>	<b>146,839</b>
<b>CAPITAL EXPENDITURES *</b>			
Renewals & Replacements	22,678,347	22,611,195	67,152
Minor Capital	3,765,335	3,001,581	763,754
<b>Total Capital Expenses</b>	<b>26,443,682</b>	<b>25,612,776</b>	<b>830,906</b>
<b>CAPITAL REVENUE</b>			
State	563,824	234,320	329,504
County	2,830,717	2,240,951	589,766
Other	3,984,918	3,401,879	583,039
<b>Total Capital Revenue</b>	<b>7,379,459</b>	<b>5,877,150</b>	<b>1,502,309</b>
<b>GRANTS</b>			
Federal Grants	1,536,769	1,336,397	200,372
State Grants	472,170	422,922	49,248
Other Grants	175,302	143,782	31,520
<b>Total Grants</b>	<b>\$ 2,184,241</b>	<b>\$ 1,903,101</b>	<b>\$ 281,140</b>

Note:

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

ENCL. NO. 2

**Brookdale Community College  
Operating Fund  
Budget Summary Report  
FY16**

AS OF JANUARY 31, 2016

	BUDGET	ADJUST*	TOTAL AVAILABLE	YTD ACTUAL	COMMIT **	BALANCE
President's Division	\$ 575,718	\$ 3,029	\$ 578,747	\$ 331,966	\$ 209,000	\$ 37,781
HR & Organizational Safety	2,263,510	8,046	2,271,556	1,246,293	763,341	261,922
Planning & Institutional Effectiveness	594,037	(65,380)	528,657	263,005	190,509	75,143
Advancement Division	1,499,035	(49,526)	1,449,509	756,683	478,972	213,854
Finance & Operations Division	10,628,702	42,353	10,671,055	5,598,349	4,387,291	685,416
Learning Division	33,168,629	56,942	33,225,571	16,514,166	11,215,183	5,496,222
Student Success Division	5,975,883	30,847	6,006,730	3,300,126	2,131,864	574,740
Continuing & Professional Studies	3,121,953	6,060	3,128,013	1,710,330	774,837	642,846
Utilities	2,884,162	-	2,884,162	1,424,285	1,432,510	27,367
Benefits & General Institutional	21,118,951	(32,371)	21,086,580	10,432,173	900,907	9,753,501
<b>Total</b>	<b>\$81,830,580</b>	<b>\$ -</b>	<b>\$81,830,580</b>	<b>\$41,577,376</b>	<b>\$22,484,413</b>	<b>\$17,768,791</b>

**Notes:**

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

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

Revised 3/8/16

**Brookdale Community College  
Operating Fund  
Income Summary Report  
FY16**

**AS OF JANUARY 31, 2016**

	<b>BUDGET</b>	<b>ADJUST</b>	<b>TOTAL AVAILABLE</b>	<b>YTD ACTUAL</b>	<b>BALANCE</b>
<b>State of New Jersey</b>	\$ 10,352,862	\$ -	\$ 10,352,862	\$ 6,038,004	\$ 4,314,858
<b>County of Monmouth</b>	20,027,019	-	20,027,019	11,682,428	8,344,591
<b>Student Tuition</b>	41,105,238	-	41,105,238	36,540,938	4,564,301
<b>General Service Fee</b>	4,667,620	-	4,667,620	4,106,096	561,524
<b>Other Student Fees</b>	1,597,296	-	1,597,296	1,328,278	269,018
<b>Continuing &amp; Prof Studies</b>	3,052,625	-	3,052,625	2,283,002	769,623
<b>Approp from Reserve</b>	92,920	-	92,920	-	92,920
<b>Miscellaneous</b>	935,000	-	935,000	359,677	575,323
<b>Total</b>	<u>\$ 81,830,580</u>	<u>\$ -</u>	<u>\$ 81,830,580</u>	<u>\$ 62,338,423</u>	<u>\$ 19,492,157</u>

Revised 3/8/16

ENCL. NO. 4

**Brookdale Community College**  
**Summary of Cash**  
**FY16**

**AS OF JANUARY 31, 2016****Cash:**

Operating  
Payroll

\$ 10,447,131.34  
7,611.73

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\$ 10,454,743.07

Revised 3/8/16