



Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, April 18, 2017 5:30 PM (EDT)
765 Newman Springs Rd. Lincroft New Jersey 07738
Student Life Center - Navesink Rooms

- I. Call to Order, Reading of Statement and Roll Call - Chair Guzzo
- II. Pledge of Allegiance - Chair Guzzo
- III. Adoption of Agenda - Chair Guzzo
- IV. Recognition of Coca-Cola New Century Scholar - Kelsey Gigenbach - Dr. Stout
The student receiving the highest All-USA Community College Academic Team application score in each state is named a Coca-Cola New Century Scholar and represents his/her state at the annual Presidents Breakfast at the American Association of Community Colleges Convention.
- V. Faculty Tenure & Promotion Recognition - Dr. Reed
- VI. Professional Staff Association Performance Recognition - Ms. Pat Sensi
- VII. Reports from the Board Committees and Liaisons - Chair Guzzo
 - A. Executive Committee - April 11, 2017 - Chair Guzzo
 1. Annual Signing of Board of Trustees Code of Ethics
 - B. Policy & Education Committee - April 13, 2017 - Trustee Abby-White
 - C. Finance & Facilities Committee - April 11, 2017 - Trustee Kaufmann
 1. Monthly Financial Reporting
 - D. NJCCC and BCC Foundation
 1. NJCCC - Vice Chair Crupi
 2. BCC Foundation - Trustee Abby-White
 - E. Student's Perspective - Trustee Przystawski
 - F. Report from the Engineer of Record - Mr. Charles Rooney
Capital Project Report submitted in Financial Dashboard
- VIII. Approval of Public Business Meeting Minutes - March 21, 2017 - Chair Guzzo
 - A. Approval of Executive Session Minutes - March 21, 2017 - Chair Guzzo
- IX. Review of Consent Agenda - Chair Guzzo
**Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees*
 - A. Acceptance of Consent Agenda - Chair Guzzo
- X. Public Comment on Agenda Items - Chair Guzzo
- XI. President's Report - Dr. Murphy

- A. MSCHE Update - Dr. Nancy Kegelman
- XII. Consent Agenda - Chair Guzzo - 5 minutes
 - A. Approval of Human Resources
 - B. Acceptance of Grants
 - Programs Serving Youth for the County of Monmouth – Out-of-School Youth (OSY) - Total Grant Award - \$380,550*
 - GenCyber Program - Total Grant Award - \$45,698*
 - C. Acceptance of Gifts
 - D. Approval of Clinical Partnership Affiliations
 - E. Purchases in Excess of \$35,000 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500
 - F. Open Invoice Payment Requests for Vendor, Student and Employee Payments
 - G. Monthly Financial Dashboards
- XIII. Approval of Change Order Request
- XIV. Authorization to seek FY18 Chapter 12 Funding for Infrastructure and Deferred Maintenance Projects - Chair Guzzo
- XV. Acceptance of Hospitality Management Associate in Science program - Chair Guzzo
- XVI. Acceptance of Social Sciences Associate in Arts Criminal Justice Option - Chair Guzzo
- XVII. Public Comment - Chair Guzzo
- XVIII. Old/New Business - Chair Guzzo
- XIX. Resolution to Hold a Closed Meeting - Chair Guzzo
- XX. Motion to Re-Open the Meeting to the Public - Chair Guzzo
- XXI. Adjournment - Chair Guzzo
- XXII. Appendix - Board Materials

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
Public Business Meeting Minutes

March 21, 2017

Brookdale Community College

Brookdale Lincroft
Student Life Center - Navesink Rooms
765 Newman Springs Rd.
Lincroft, NJ 07738

- A. Chair Guzzo called the meeting to order at 5:40 P.M. and the group made the Pledge of Allegiance.
- B. Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
 - 1. On March 15, 2017 at 3 PM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 - 2. On March 13, 2017, at 7 PM advance written notice of this meeting was emailed to *The Asbury Park Press* and the *Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Ms. Latonya Brennan, Trustee	Dr. Nancy Kegelman
	Mr. Paul Crupi, Vice Chair	Dr. David Stout
	Ms. Madeline Ferraro, Trustee (5:42 PM)	Dr. Anita Voogt
	Mr. Bret Kaufmann, Trustee	Ms. Avis McMillon
	Dr. Maureen Murphy, Secretary	Ms. Marie Lucier-Woodruff
	Mr. Kevin Przystawski, Trustee	Dr. Matthew Reed
	Ms. Marta Rambaud, Trustee	Ms. Pat Sensi
	Dr. Les Richens, Trustee	Mr. Joe Pingitore, Acting VP Finance & Facilities
	Dr. Carl Guzzo, Chair	
Absent	Ms. Abby-White, Trustee	
	Mr. Daniel Becht, Trustee	
	Mr. Hank Cram, Trustee	
	Mr. Joe DiBella, Trustee(On leave of absence)	Ms. Cynthia Gruskos, Recorder
		Mr. Charles Rooney, Engineer of Record
College Counsel	Mr. Matthew Giacobbe, Esq., General and Labor Counsel; (5:40 PM - 6:20 PM)	Mr. Mitchell Jacobs, Esq., General Counsel

C.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Adoption of Agenda for Public Business Meeting –</p>	<p>A motion to amend the agenda to accept the resignation of President Murphy as of June 30, 2017 and to adopt the amended agenda was made by Vice Chair Crupi and seconded by Trustee Rambaud.</p> <p>YES: Trustees Brennan, Crupi, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Resolution to Hold a Closed Meeting – Chair Guzzo</p> <p>Mr. Giacobbe to read the resolution to hold a closed meeting. (<i>Attachment A</i>)</p>	<p>A motion to accept the resolution to hold an executive session was made by Trustee Richens and seconded by Vice Chair Crupi.</p> <p>YES: Trustees Brennan, Ferraro, Crupi, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Re-open the meeting to the public.	<p>A motion was made to re-open the meeting to the public by Trustee Richens and seconded by Trustee Kaufmann.</p> <p>YES: Trustees Brennan, Ferraro, Crupi, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Committee Reports and Liaisons</p> <p>Executive Committee – March 13, 2017 Chair Guzzo reported on a productive Executive Committee.</p> <ol style="list-style-type: none"> 1. Annual Signing of Board of Trustees Code of Ethics – The board will sign the code of ethics next month after the new trustees have had an opportunity to review it with Mr. Jacobs. 2. Change of Locations for May and June meetings – Chair Guzzo announced the change in locations for the May and June Board of Trustees Public Business meetings. The ribbon cutting ceremony and board meeting that was scheduled at our new Wall building in May has been changed to June 20. The May 16 Board of Trustees meeting will be held in Lincroft, in the student life center. <p>Finance & Facilities Committee – March 14, 2017 Trustee Kaufmann reported on the Finance & Facilities meeting and highlighted the following:</p> <ul style="list-style-type: none"> • Finances are trending the same. He reported on the monthly comparisons between 2016 and 2017. • Change Orders – The college has exceed its \$100,000 contingency fund for the MAS lab renovation project and it is approximately 50% completed. The Finance & Facilities committee is currently reviewing the change order of \$25,000 and all prior change orders with the Director of Facilities, the engineer of record and Spiezle the designing architects. • HFA Memo – A recent analysis of the college’s finances was conducted by HFA to determine the causes of restatements from prior years and audits. The Board of Trustees requested this review after concerns were brought to the trustees’ attention by the current audit firm, O’Connor and Drew about the method used to calculate net investment in capital assets. O’Connor and Drew’s concern which the board has confirmed is that the net investment in capital assets is materially misstated in the year ending June 30, 2016 financial statements and has been misstated to different degrees since 2002. He expressed concern because the restatements change the apparent financial strength of the college and may have contributed to excess declines in reserves over the last decade or more. In addition, he indicated that the college may have limited ability to meet its short term liabilities and could have liquidity problems as soon as July. 		

Minutes of the Public Business Meeting, March 21, 2017 DRAFT

Page | 3

He indicated that recent cost saving steps and increasing revenue efforts by the administration are impressive but have proven to be inadequate to shore up the college's finances. He noted that within the last 3 years the college has reduced both its budget and full time personnel by 16% and closed a 9.5M operating deficit. It is because of this situation that the Board of Trustees and keeping with their role of financial oversight has asked Robert Allison of Holman Frenia Allison, P.C. to consult with the college to help with reliable forecasting so the college can develop the necessary strategies to close short term gaps and improve our finances. He reported that the Administration has several contingency plans ready to implement once forecasting has been completed. He stated this work will take a deliberate long term effort on the part of the administration with input and support of the Board of Trustees.

NJCCC & BCC Foundation

1. **NJCCC** – Vice Chair Crupi attended the NJCCC Trustee Seminar with Dr. Murphy, Dr. Reed and Trustees Rambaud and Brennan which was held on Feb. 27 2017. He reported on the presentation made by David Baine, Senior Vice President of Government Relations and Policy Analysis, ACCT. His presentation focused on the community college agenda for the Trump administration. In addition, Vice-Chair Crupi encouraged the trustees to review the Fact Book that is issued by the NJCCC.
2. **BCC Foundation** – President Murphy reported on the upcoming Foundation meetings. She elaborated on the plans for the 50th Anniversary Gala which will be held on June 9. She announced the honorees - Bob and John Rechnitz, Jack Privetera, Anabel Foundation, and Zodiac Aeospace.
 - a. Honorary Degree Nominations – President Murphy announced the two honorary degree nominations – Carol Stillwell and Carlos Rodriquez.
 - b. Distinguished Alumni Awards at Commencement 2017 – President Murphy announced our Distinguished Alumni are Brian Hanlon and Deborah Josko.
3. **Student's Perspective** – Trustee Przystawski thanked Trustee Brennan for attending the student club and activities meeting and he gave her a tour of the Lincroft campus. He expressed his concern with reducing the funding of clubs, because he feels it encourages student involvement and ultimately student retention.
4. **Report from the Engineer of the Record** – Mr. Charles Rooney (Capital Project Report submitted in Financial Dashboard)

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of Minutes of the February 21, 2017 Public Business Meeting. There were no revisions to the minutes.	A motion to approve the February 21, 2017 minutes of the Public Business Meeting was made by Trustee Ferraro and seconded by Trustee Richens. YES: Trustees Brennan, Ferraro, Crupi, Kaufmann,	

	Przystawski, Rambaud, Richens and Chair Guzzo NAYS: None ABSTENTIONS: None	
Approval of Minutes of the February 21, 2017 Executive Session. There were no revisions to the minutes.	A motion to approve the February 21, 2017 Executive session minutes was made by Trustee Ferraro and seconded by Trustee Brennan. YES: Trustees Brennan, Ferraro, Crupi, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo NAYS: None ABSTENTIONS: None	
Review of Consent Agenda – Chair Guzzo Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees. No items were removed from the consent agenda.	A motion to adopt the consent agenda was made by Trustee Brennan and seconded by Trustee Rambaud. YES: Trustees Brennan, Ferraro, Crupi, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo NAYS: None ABSTENTIONS: None	
Public Comment on Agenda Items – Chair Guzzo No public comment was made.		
President’s Report - Dr. Murphy reported on President Trump’s “Skinny Budget” proposal and the possible impact on higher education and the short term action items the college has implemented as a		

result of the budget announcement. She also reported on Governor Christie’s Budget and the NJCCC Advocacy priorities in response to the budget. In addition, she provided an enrollment update and announced upcoming college events. **(Full Report – Attachment B).**

Faculty Sabbaticals – Dr. Murphy announced that the recommendation of Martin McDermott and Brian Oland to be each granted a Faculty Sabbatical to pursue their educational projects.

MSCHE Report – Dr. Kegelmann announced that the college was notified today that our MSCHE Team Leader will be Dr. Belinda Miles, President of Westchester College. She reported on the chapter drafts which will be available on the MSCHE SharePoint site for review and feedback by all constituents starting with Standard IV, Support of the Student Experience. She described the breakdown of the chapters and the timeline of the process. **(Full report – Attachment C).**

Employee Demographics – Chair Guzzo announced the employee demographics report is provided in the board packet as an informational item to be reported twice a year.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Consent Agenda- Chair Guzzo <ol style="list-style-type: none"> 1. Approval of Human Resources 2. Acceptance of Gifts 3. Acceptance of Grants <i>Career and Technical Education (CTE) and Certificate of Eligibility Educator Preparation Program (CEEP) (Year 1 of 5)</i> 4. Approval of Budget Modification to the New Jersey Department of Education, Office of Career Readiness 5. Purchases In Excess of \$35,000 and New Jersey “Pay to Play” bids, and the Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500 6. Open Invoice Payment Requests for Vendor, Students and Employee Payments 7. Monthly Financial Dashboards 	<p>A motion to approve the consent agenda was made by Vice-Chair Crupi and seconded by Trustee Ferraro.</p> <p>YES: Trustees Brennan, Ferraro, Crupi, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
Approval of Change Order Request	<p>A motion to accept the change order request was made by Trustee Brennan and seconded by Trustee Ferraro.</p> <p>YES: Trustees Brennan,</p>	

	<p>Ferraro, Crupi, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of increased scope of work for professional services of Holman, Frenia, Allison, P.C.</p>	<p>A motion to approve the resolution to engage the increased scope of work for professional services from Holman, Frenia, Allison, P.C. was made by Vice-Chair Crupi and seconded by Trustee Ferraro.</p> <p>YES: Trustees Brennan, Ferraro, Crupi, Kaufmann, Przystawski, Rambaud, and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: Trustee Richens.</p>	
<p>Acceptance of Brookdale Community College's FY16 Financial Statement Audit</p>	<p>A motion was made to accept the Brookdale Community College's FY16 Financial Statement Audit by Trustee Rambaud and seconded by Trustee Brennan.</p> <p>YES: Trustees Brennan, Ferraro, Crupi, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	

Public Comment – Chair Guzzo

Mr. Jacobs read the statement on public comment.

Debbie Mura, Associate Professor – She addressed the board on the topics of increased retention through student involvement, and that the board's presence on campus demonstrates their support of our students. She invited the board to attend the Muslim Panel sponsored by Chhange to be held on March 22 at 7 PM in the Student Life Center. . She asked the board to address the early tweets of Trustee DiBella and his accusation of the faculty hacking his twitter account.

Brian McKeon, Math Department – He addressed the board about the response of our legal counsel to a faculty member who was sued by a student. He wanted to know if there would be a time that the employees could assess the college attorney at the time of the renewal of the contract. He also addressed the board on the issue of Trustee DiBella. He suggested the board and administration apology for giving Trustee DiBella a standing ovation at the board meeting and write letters to the newspaper to show that they stand against the content of Trustee DiBella's twitter account.

Jack Ryan, Professor – He wished Dr. Murphy good luck in her new position. He addressed the board on the issues of the Frank Lawrence litigation case and Trustee DiBella's twitter account. He strongly urged the board to make a stand against Trustee DiBella rather than wait for his term to expire. He stated that his tweets were against the mission and values of the college. He also felt that the board should not burden the next president of the college with these ongoing issues.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Acceptance of Dr. Murphy's resignation</p> <p>The trustees expressed their appreciation for her service to the college. Trustee Richens voted no on the acceptance of her resignation and wished her well; he expressed the sentiment that she will be missed not only at the college but also in New Jersey.</p> <p>.</p>	<p>A motion was made by Vice-Chair Crupi to accept by resolution, Dr. Murphy's resignation as of June 30, 2017 and seconded by Trustee Ferraro.</p> <p>YES: Trustees Brennan, Ferraro, Crupi, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p>NAYS: Trustee Richens</p> <p>ABSTENTIONS: None</p>	

Old/New Business –

Chair Guzzo announced the new appointment of Trustee Daniel Becht to the board and he appointed him to the Finance & Facilities committee.

Chair Guzzo announced the appointment of an ad-hoc committee for the transition of the board and he

appointed himself, Vice-Chair Crupi and Trustees Ferraro, Kaufmann and Cram.

Dr. Richens requested that the process be inclusive of the entire board and within the college community and he stated that he could not be supportive of the process unless it was inclusive. Ms. Brennan agreed with him and wanted them to all work together for the future of the college.

Dr. Murphy suggested the board review the policy on the hiring of a president of the college and requested AVP Sensi to distribute to the entire board the options available to them to appoint an interim president and an outline of the search process. In addition, she spoke with our MSCHE liaison, about her transition, and reported that our liaison, Dr. Perfetti, communicated that MSCHE will be monitoring the process and will want to make sure they engage in a bona fide search.

Resolution to Hold a Closed Meeting Mr. Jacobs read the resolution to hold a closed meeting. (Attachment D) Mr. Jacobs stated that the meeting will reconvene and the board may take action.	A motion to accept the resolution to hold an executive session was made by Vice Chair Crupi and seconded by Trustee Richens. YES: Trustees Brennan, Ferraro, Crupi, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo NAYS: None ABSTENTIONS: None	
Re-open the meeting to the public.	A motion was made to re-open the meeting to the public by Vice Chair Crupi and seconded by Trustee Richens. YES: Trustees Brennan, Ferraro, Crupi, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo NAYS: None ABSTENTIONS: None	
	A motion was made by Vice-Chair Crupi to accept the negotiated settlement agreement reached between our insurance	

	<p>carrier and Student RN and seconded by Trustee Ferraro.</p> <p>YES: Trustees Brennan, Ferraro, Crupi, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
	<p>A motion was made by Trustee Richens and seconded by Vice-Chair Crupi to approve the settlement of litigation with student JG.</p> <p>YES: Trustees Brennan, Ferraro, Crupi, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Adjournment – Chair Guzzo</p> <p>The meeting was adjourned at 10:10 PM</p>	<p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Vice-Chair Crupi and unanimously approved.</p>	

Respectfully submitted



Maureen Murphy, Ph.D., Secretary

BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLUTION AUTHORIZING EXECUTIVE SESSION

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that **2** 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 21, 2017 at approximately 5:30 PM.**

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 AUTHORIZING EXECUTIVE SESSION
March 21, 2017 – 5:30 PM**

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"(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."

☐

"(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

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"(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 _____

☒

"(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is **possible litigation and contract negotiations with Holman, Frenia, Allison, P.A. and Circle A Construction Company.**

☐

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

☐

"(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

**–RESOLUTION AUTHORIZING EXECUTIVE SESSION
March 21, 2017 – 5:30 PM**

WHEREAS, the length of the Executive Session is estimated to be 30 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 may be taken.

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

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

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

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

**–RESOLUTION AUTHORIZING EXECUTIVE SESSION
March 21, 2017 – 5:30 PM**

President's Report March 21, 2017

Attachment B– Public Business Minutes – March 21, 2017 President Trump's "Skinny Budget" Proposal

The President's budget proposal, while not fleshed out, has proposed reductions in two areas that affect Brookdale Community College.

1. U.S. Department of Education: Provides \$59 billion in discretionary funding, a \$9.2 billion or 13.5% reduction
2. U.S. Department of Labor: Provides \$9.6 billion in discretionary funding, a \$2.5 billion or 20.7% reduction

Higher Education Impact

Proposed Change	Potential Brookdale Impact
Provides level discretionary funding for the Pell Grant program while proposing a cancellation of \$3.9 billion from unobligated carryover funding.	Makes year-round Pell unlikely Brookdale receives over \$16M annually in Pell
Eliminates the Federal Supplemental Educational Opportunity Grants (SEOG) program	Brookdale receives near \$500,00 in SEOG
Provides \$808 million for TRIO Programs	We do not have any TRIO programs
Provides \$219 million for Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) continuation awards only, pending the completion of an evaluation of a portion of the program.	We do not have GEAR Up
Provides \$492 million for existing programs that serve high percentages of minority students	These are largely directed at HBCUs
Eliminates Teacher Quality Partnership Grants and International Education Programs	Given growing teacher shortage, this could be problematic
Reduces Work-Study funding	Brookdale receives \$200,000 in Work-study funds

U.S. Department of Labor/Workforce Training Impact

Proposed Change	Potential Brookdale Impact
Provides \$9.6 billion, a \$2.5 billion or 20.7% reduction below the 2017 CR level	Almost all Brookdale's workforce training is funded through DOL
Reduces funding job training grants including, eliminates the Senior Community Service Employment Program (SCSEP), for a savings of \$434 million from the 2017 CR level and decreases support for job training and employment service formula grants, shifting more responsibility for funding these services to States, localities, and employers	Specifics unknown, but could be significant.
Helps States expand apprenticeship programs	Possible opportunity



President's Report March 21, 2017

Attachment B – Public Business Minutes – March 21, 2017

Short-term Actions:

- Inventory all federal funding sources
- Apply immediately for pertinent FY 2017 grants
- Develop advocacy plan

New Jersey State Budget

Governor Christie's Budget did not include additional operating aid to community colleges. \$1M in college Readiness; increase to TAG, which benefits privates

NJCCC Advocacy Priorities:

1. Additional \$6M in operating aid to sector
2. Relief from health benefits costs by treating community colleges equally to state colleges
3. Adjustments to Tuition Assistance Grant program
 - a. Community college student awards range from \$1100 to \$2600 annually
 - b. State colleges student awards range from \$3500 - \$6900 annually
 - c. Private institution student awards range from \$7200 - \$12,000 annually
 - d. Joint advocacy among all public higher education sectors

Enrollment Update

Student Planning is working. Enrollment numbers for all summer sessions and Fall is up over last year. Goal was for 80% of existing students to register through self-service; current percentage is over 90%. This results in a significant reduction in wait times, which was a goal for the Student Success Division.

Upcoming Events:

- March 22: Chhange is hosting "Muslim women in our Community" at 7:00 pm in the Navesink Rooms
- March 23: Scholarship Recognition Ceremony in the Collins Arena at 5:00 pm
- March 31: 50th Anniversary Retiree Brunch at 9:00 am in the Navesink Rooms

Brookdale Community College

Middle States Update

March 21, 2017

Dr. Perfetti notified the College today that Dr. Belinda Miles, President of Westchester Community College (NY), will serve as our MS Evaluation Team Chair. At this point we need to establish a date for Dr. Miles visit as well at the Middle States team visit in Spring 2018.

The draft chapter for Standard IV, Support of the Student Experience, was disseminated to the college community on March 9 and will be shared with the students later this month. Each constituent is being encouraged to read the draft and provide feedback, correction and suggestions. Dr. David Stout and Dr. Beth Boylan co-chaired the working group whose extensive report is the basis of this chapter.

In compliance with our mission, this chapter addresses our policies and processes we employ based on students' needs to facilitate their success. Our process recognizes our students' diverse interests, abilities, experiences, and goals. Chapter IV is likely to be one of the largest chapters as it addresses our students experience and the many facets of information and services we provide. As is the case with each standard, the chapter address a set of criteria related to the topic of the standard. The last criteria in each chapter is a periodic assessment of the effectiveness of our operations related to the standard.

In Chapter IV, you will read about:

- Dissemination of information regarding college expenses, financial aid, scholarships, grants, loans, repayments and refunds.
- Testing and placement of students in courses for which they are academically prepared
- Orientation, advisement, and counseling
- Processes designed to enhance the students' successful achievement of their educational goals
- Awarding of transfer credit and for other forms of learning for incoming students
- Security and maintenance of confidential student information
- Athletics, student life, and other extracurricular activities
- Review and approval of third party vendors for student services such as text alerts, online transcripts, AdvisorTrac, etc.

Additionally, each chapter will address individual charges related to achieving the goal of restoring the middle class in Monmouth County and retaining our students in the county. This chapter describes:

- Ways the College assists students in discovering learning opportunities:
 - Early Bird, Jump Start, new student orientation, First Year Experience and First Year Seminar, and academic Advising and Counseling.
- The mechanism for the College to be aware of employment opportunities
 - Career Coach (Emsi), labor market data, and members of the Career and Leadership Development Office on program Advisory Boards
- Assistance with program selection and career guidance
 - Academic Counselors and Advisors and Career and Leadership Development Office

The writers of the report envision the future of student services through a combination of “high tech/high touch” student support in each of the division’s many departments. Goals of service excellence, efficient use of technology, effective outreach, organizational structure, promotion of student success and existing and new programs drive the division’s strategic priorities. The detailed plan of implementation is found in the Appendix to Standard IV.

The following three recommendations were proffered:

- Enrollment Services should establish a five-year rotational assessment cycle for each Student Services component.
- Appropriate resources for professional development of staff for future operations as outlined in the chapter both in new technologies and cross-training is provided.
- Revisit and update the Strategic Enrollment Management Plan.

The Middle States Co-Chairs continue to convert the reports into draft chapters for the remaining six standards. Standard VII, Governance, Leadership and Administration, will be next. The draft chapter will be shared with the working group including our two Board liaisons before dissemination for feedback. The Co-Chairs are endeavoring to have the Standard VII Chapter report out for college wide review by the end of March. The remaining five chapters will follow the same process, one at a time, throughout April.

BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLUTION AUTHORIZING EXECUTIVE SESSION

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that **5** issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **March 21, 2017 at approximately 7:20 PM**

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 AUTHORIZING EXECUTIVE SESSION
March 21, 2017 – second session**

☐

"(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."

☐

"(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 _____

☒

"(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is **possible litigation with Kirkland Academy, litigation involving student JG and student RN, and matters falling within the attorney client privilege .**

☒

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

☐

"(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

**–RESOLUTION AUTHORIZING EXECUTIVE SESSION
March 21, 2017 – second session**

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 may be taken.

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

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

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

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

**–RESOLUTION AUTHORIZING EXECUTIVE SESSION
March 21, 2017 – second session**

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 216 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires	Recommendations
Administrative	1
Support Staff	1
Adjuncts	1
B. Change of Status	Recommendations
Faculty	1
Administrative	3
C. Separations	Recommendations
Faculty	2
Administrative	1
D. Reappointment of Tenured Faculty with Promotion	10 Recommendations
E. Reappointment of Non-Tenured Faculty to Tenure with Promotion	8 Recommendations
F. Reappointment of Non-Tenured Faculty to Tenure	1 Recommendation
G. Reappointment of Non-Tenured Faculty	24 Recommendations
H. Reappointment of All Other Tenured Faculty	160 Recommendations
I. Performance Recognition	3 Recommendations

A. HIRES**ADMINISTRATIVE**

1. Name: Carla Vanzant
Department: Continuing & Professional Studies
Position: Case Manager/Student Support Specialist, grant-funded position
Salary: \$20,364 prorated from an annual base of \$48,874, not including FY18 increase
Effective: 5/1/17 through 9/30/17, extension pending grant extension

SUPPORT STAFF

1. Name: James Flynn
Department: Physical Plant/Utilities
Position: Operating Engineer, 40 hrs/wk
Salary: \$41,686
Effective: 5/1/17

ADJUNCTS

1. Name: Anthony Celi
Department: Philosophy

ADJUNCT DEGREE SUMMARY

Masters

1

B. CHANGE OF STATUS**FACULTY**

1. Name: Barbara Boyington
Department: Business
Position: Professor
Action: 60% reduction in schedule
Effective: Spring 2017 semester

ADMINISTRATIVE

1. Name: Kevin Nolan
Department: Enrollment Management
Position: Associate Director, One-Stop
Action: Interim to regular A4 position
Effective: 7/1/17

2. Name: Gerry Russell
 Department: Academic & Career Transitions
 Position: Evening & Weekend Administrator, ACT
 Action: Change in title and reporting structure
 Effective: 4/1/17

2. Name: Joan Scocco
 Department: Continuing & Professional Studies
 Position: Director of Operations
 Action: Monthly stipend of \$550 for assuming ACT responsibilities
 Effective: 7/1/17 until further notice but not later than 6/30/18

C. SEPARATIONS**FACULTY**

1. Name: Carl Francese
 Department: History
 Position: Professor
 Action: Deceased, March 30, 2017

2. Name: Gail Harrigan
 Department: Nursing
 Position: Professor
 Action: Retirement
 Effective: 6/30/17

ADMINISTRATIVE

1. Name: Carl Wiltsee
 Department: Recruitment
 Position: Admissions Representative
 Action: Resignation
 Effective: 3/31/17

D. REAPPOINTMENT OF TENURED FACULTY WITH PROMOTION – Effective 9/1/17. Supporting documentation is provided as an attachment.

1. Name: Mary Beth Boylan
 Department: Psychology
 Position: Professor
2. Name: Brent Costleigh
 Department: Psychology
 Position: Associate Professor
3. Name: Dara Evans
 Department: English
 Position: Associate Professor
4. Name: Helen Heinmets
 Department: Nursing
 Position: Associate Professor
5. Name: Eleanor Horgan
 Department: Counseling
 Position: Professor
6. Name: Olga Malpica Proctor
 Department: Mathematics
 Position: Professor
7. Name: Susan Monroe
 Department: Mathematics
 Position: Associate Professor
8. Name: Bonnie Ross
 Department: Nursing
 Position: Associate Professor
9. Name: Robert Thomas
 Department: Philosophy
 Position: Associate Professor

10. Name: Michelle Zuppe
Department: Culinary Arts
Position: Professor

E. REAPPOINTMENT OF NON-TENURED FACULTY TO TENURE WITH PROMOTION – Promoted to the rank of Assistant Professor, effective 9/1/17. Supporting documentation is provided as an attachment.

1. Name: Sara Barnett
Department: Psychology
2. Name: David Bassano
Department: History
3. Name: Basem Hassan
Department: Graphic Design
4. Name: Stephen Hiamang
Department: Mathematics
5. Name: Kelsey Maki
Department: English
6. Name: Jaclyn Wilt
Department: Reading
7. Name: Tiffany Wojcicki
Department: Reading
8. Name: Ashley Zampogna-Krug
Department: History

F. REAPPOINTMENT OF NON-TENURED FACULTY TO TENURE – Faculty at the rank of Assistant Professor, no change in rank;; tenure is effective 9/1/17 unless otherwise indicated.

1. Name: Robert McClure
Department: Automotive Technology

G. REAPPOINTMENT OF NON-TENURED FACULTY – Effective 9/1/17, unless otherwise indicated.Fifth Year Contracts

1. Name: Juliette Goulet
Department: Environmental Science
2. Name: Michele Halat
Department: Nursing
3. Name: Kathleen Taggart
Department: Radiologic Technology

Fourth Year Contracts

1. Name: Karina Aliaga
Department: Mathematics
2. Name: Ivan Anderson
Department: Automotive Technology
3. Name: Michael Cohen
Department: Psychology
4. Name: Maureen Dellocono
Department: Allied Health
5. Name: Peter Geiselman
Department: Computer Science
6. Name: Ann Marie Hughes
Department: Fashion Merchandising/Marketing
7. Name: Cameron Mount
Department: English
8. Name: Thomas Riley
Department: Chemistry
9. Name: Michele Locandro
Department: English

Third Year Contracts

1. Name: Patricia D'Aloia-Gandolfo
Department: Nursing
Date: 1/19/18
2. Name: Mara McAuley
Department: Allied Health
3. Name: Matthew Montemorano
Department: Communication Media
4. Name: Jennifer Salvo
Department: Reading

Second Year Contracts

1. Name: Samantha Doluweera
Department: Mathematics
2. Name: Michael Nolan
Department: Mathematics
3. Name: Kristen Petersen
Department: Biology
4. Name: Arianne Ross
Department: Mathematics
5. Name: Jacquelynn Seely
Department: Criminal Justice
Date: 1/17/18
6. Name: Lauren Tatulli
Department: Economics
7. Name: Judith Ungar
Department: Library
Date: 1/17/18
8. Name: Thomas Vorbach
Department: Business

H. REAPPOINTMENT OF ALL OTHER TENURED FACULTY – 160 - Effective 9/1/17

Joseph	Accurso	Professor	Music
Roseanne	Alvarez	Professor	English
Chad	Anderson	Associate Professor	Communication Media
Torina	Armstrong	Assistant Professor	Counseling
Barbara	Baron	Professor	Speech Communication
Barbara	Barrella	Associate Professor	English
Brooke	Batchler	Assistant Professor	Reading & Learning Dis
Rosemarie	Bello-Truland	Assistant Professor	Sociology
Claire	Berg	Professor	Business Management
Thomas	Berke	Professor	Chemistry
Catherine	Blackburn	Professor	Speech Communication
Antonio	Blaser	Professor	Fine Art
Bettejane	Bolan-Kenney	Professor	English
Marc	Bonagura	Professor	English
Valerie	Bonilla	Assistant Professor	Library
Diane	Booker	Assistant Professor	Nursing
Joanne	Boyd	Assistant Professor	Respiratory Therapy
Barbara	Boyington	Professor	Business Management
William	Boyke	Assistant Professor	Chemistry
Joseph	Boyle	Professor	Sociology
Michael	Broek	Associate Professor	English
John	Bukovec	Professor	Theater
Barbara	Burk	Professor	Nursing
Richard	Burke	Professor	English
Caroline	Calogero	Assistant Professor	Sociology
Carole	Carney	Associate Professor	Mathematics
Celeste	Chirichello	Professor	Interior Design
Thomas	Cioppa	Professor	Political Science
Amy	Clark	Associate Professor	Library
James	Cody	Professor	English
Douglas	Coil	Professor	Anthropology
James	Crowder	Professor	Biology
Karen	D'Agostino	Professor	English
Nathalie	Darden	Assistant Professor	Mathematics

Deborah	DeBlasio	Associate Professor	Languages/ESL
Shay	Delcurla	Professor	Library
Eugene	DeRobertis	Professor	Psychology
Richard	Dery	Assistant Professor	English
Patricia	Dillon	Professor	Biology
Alice	Dressner-Ehrlich	Professor	Counseling
Kenneth	Duffie'	Professor	Accounting
Michael	Elmes	Assistant Professor	Mathematics
Bernice	Eng	Professor	Computer Science
Cheryl	Fencik	Assistant Professor	Biology
Maria	Fernandez	Professor	Sociology
Howard	Finkelstein	Professor	Sociology
Robert	Fiore	Assistant Professor	Mathematics
Donna	Flinn	Professor	English
Carey	Fox	Professor	Biology
Marlena	Frank	Assistant Professor	Psychology
Daijuan	Gao	Assistant Professor	Human Geography
Geri	Girard	Associate Professor	English
Diana	Glynn	Associate Professor	Psychology
Eric	Goll	Professor	Chemistry
Barbara	Gonos	Professor	Criminal Justice
Cathleen	Goode	Professor	Counseling
Brandon	Gramer	Associate Professor	English
Christine	Greco-Covington	Assistant Professor	Psychology
Lisa	Hailey	Professor	Engineering & Technology
Lawrence	Hartzell	Professor	History
Teresa	Healy	Professor	Mathematics
William Keith	Heimann	Associate Professor	Music
Charles	Heuser	Associate Professor	Accounting
Linda	Hoffman	Professor	Nursing
Hanli	Huang	Assistant Professor	Mathematics
Carol	Hunter	Professor	Speech Communication
Alex	Idavoy	Associate Professor	Languages/ESL
Nicole	Jackson-Walker	Assistant Professor	Psychology
Barbara	Jones	Professor	Anthropology
Abdul Rahman	Kamara	Assistant Professor	Mathematics

Jennifer	Kaminski	Assistant Professor	English
Isaac	Kanu	Associate Professor	Anthropology
Thomas	Kapsak	Assistant Professor	Criminal Justice
Kathleen	Kennedy	Associate Professor	English
Terry	Konn	Professor	Radiologic Technology
Marcia	Krefetz-Levine	Professor	English
Gitanjali	Kundu	Assistant Professor	Biology
Ave	Latte	Associate Professor	Education
Sarah	Leahy	Associate Professor	Economics
Jess	LeVine	Professor	History
Daniel	Leyes	Professor	Speech Communication
Gregory	Liano	Professor	Mathematics
Colleen	Lineberry	Associate Professor	English
Xiaoxiang	Liu	Professor	Physics
Dina	Long	Assistant Professor	English
Daniel	Lopez	Associate Professor	Mathematics
Marilee	Luick	Professor	Nursing
Marie	Maber	Professor	Art
Darlene	Macomber	Professor	Philosophy
Arthur	Marshall	Professor	Education
Robert	Martens	Assistant Professor	Biology
Laura	McCullough	Professor	English
Martin	McDermott	Associate Professor	Speech Communication
Robert	McGovern	Assistant Professor	English
Brian	McKeon	Professor	Mathematics
Charles	Mencel	Assistant Professor	English
John	Mensing	Associate Professor	Computer Science
Geanna	Merola	Professor	Photography
Debbie	Meyer	Professor	Economics
Howard	Miller	Associate Professor	Speech Communication
Diditi	Mitra	Assistant Professor	Sociology
Gerry	Monroy	Professor	Languages/ESL
Jonathan	Moschberger	Associate Professor	Political Science
Sally	Mulvey	Assistant Professor	Mathematics
Deborah	Mura	Associate Professor	Communication Media
Andrea	Murowski	Associate Professor	Accounting

Margaret	Natter	Assistant Professor	English
Dominick	Nigro	Professor	Counseling
Nancy	Noe	Professor	English
Glenn	Noe	Professors	Mathematics
Brian	Oland	Associate Professor	Counseling
Elaine	Olaoye	Professor	Psychology
Edward	O'Neill	Professor	Architecture
Andrew	Panitz	Associate Professors	Mathematics
Suzanne	Parker	Associate Professor	English
Anthony	Pellicane	Professor	Criminal Justice
Shahin	Pirzad	Professor	Chemistry
James	Poinsett	Assistant Professor	Mathematics
Donna	Pope	Assistant Professor	English
Stephen	Propert	Professor	Counseling
Michael	Qaissaunee	Professor	Engineering & Technology
George	Reklaitis	Associate Professor	History
Joseph	Robinson	Professor	Education
Spyro	Roubos	Assistant Professor	Mathematics
Rebecca	Rozario	Assistant Professor	Mathematics
John	Ryan	Assistant Professor	English
Joan	Santa Croce	Assistant Professor	Nursing
Angela	Saragusa	Associate Professor	English
Carol	Schedel	Professor	Respiratory Therapy
Kurt	Scheffler	Professor	English
Jane	Scimeca	Professor	History
Linda	Servidio	Professor	Nursing
Thomas	Setaro	Professor	Computer Science
Phyllis	Shafer	Professor	Business Management
Mohammad	Shanehsaz	Professor	Engineering & Technology
Robin	Smith	Professor	Nursing
Maryann	Smith	Associate Professor	Biology
Claire	Smuga	Assistant Professor	Fine Art
Anthony	Snyder	Professor	History
Richard	Sorrell	Professor	History
Gabriela	Sprague	Assistant Professor	Mathematics
Edward	Stein	Professor	Fine Art

Michael	Sullivan	Assistant Professor	Paralegal
Ashley	Tasy	Assistant Professor	Mathematics
Ana	Teodorescu	Assistant Professor	Mathematics
Michael	Toomey	Professor	Fitness
Paul	Tucker	Professor	Automotive
Lori	Uffer	Professor	Fine Art
Christine	Vasquez	Associate Professor	English
Jeanne	Vloyanetes	Professor	Library
Linda	Wang	Professor	Mathematics
Townsend	Weeks	Associate Professor	Environmental Sciences
Douglas	Welsh	Professor	Automotive
Nambrath	Wesley	Associate Professor	Psychology
Arminda	Wey	Professor	Mathematics
Fidel	Wilson	Associate Professor	Counseling
David	Wiseman	Professor	Psychology
Margo	Wolfson	Assistant Professor	Biology
Caroline	Wong	Associate Professor	Biology
Joseph	Zavaglia	Professor	Legal Studies

I. PERFORMANCE RECOGNITION – Effective 7/1/17. Supporting documentation is provided as attachments.

1. Name: Margaret Agha
Department: Continuing & Professional Development
2. Name: John Magliacane
Department: Computer Science
3. Name: Tatiana Shabat
Department: Mathematics

TABLE I
ANALYSIS OF PROMOTIONS
2017-2018

TOTAL FACULTY	203
LESS FULL PROFESSOR	84
NUMBER OF AUTOMATIC PROMOTIONS IN CONJUNCTION WITH TENURE	8
FACULTY RECOMMENDED FOR TENURE (no promotion in rank)	1
FACULTY RECOMMENDED FOR PROMOTION TO PROFESSOR	4
FACULTY RECOMMENDED FOR PROMOTION TO ASSOCIATE PROFESSOR	6
AUTOMATIC PROMOTIONS TO ASSISTANT PROFESSOR	8
TOTAL PROMOTIONS	18

APRIL, 2017

TABLE II
PROMOTIONS RECOMMENDED FOR 2017-2018

<u>Business & Social Science</u>	<u>Recommended by President</u>	
	Sara Barnett*	to Assistant
	David Bassano*	to Assistant
	Mary Beth Boylan	to Professor
	Brent Costleigh	to Associate
	Robert Thomas	to Associate
	Ashley Zampogna-Krug*	to Assistant
	Michelle Zuppe	to Professor
<u>Health Science</u>	<u>Recommended by President</u>	
	Bonnie Ross	to Associate
	Helen Heinmets	to Associate
<u>Humanities</u>	<u>Recommended by President</u>	
	Dara Evans	to Associate
	Basem Hassan*	to Assistant
	Kelsey Maki*	to Assistant
	Jaclyn Wilt*	to Assistant
	Tiffany Wojcicki*	to Assistant
<u>STEM</u>	<u>Recommended by President</u>	
	Stephen Hiamang*	to Assistant
	Olga Malpica Proctor	to Professor
	Susan Monroe	to Associate
	Robert McClure**	Assistant
<u>Student Success/Counseling</u>	<u>Recommended by President</u>	
	Eleanor Horgan	to Professor

***Promotion granted in conjunction with tenure**

****Tenure only**

April, 2017

TABLE III

SUMMARY OF FACULTY BY RANK2017-2018

	<u>Instructor</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>	<u>Total</u>
Rank Distribution Before Current Promotions	30	50	39	84	203
Percent	15%	25%	19%	41%	100%
Current Promotions	-8	8 -6	6 -4	4 4	18
Rank Distribution After Current Promotions	22	52	41	88	203
Percent	11%	26%	20%	43%	100%

April, 2017

TABLE IV

DISTRIBUTION OF FACULTY RANK BY UNIT
BEFORE CURRENT PROMOTIONS

2017-2018

	<u>Instructor</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>	<u>Total</u>
Business & Social Science	7 13%	12 21%	11 20%	26 46%	56 100%
Health Science	5 28%	5 28%	0 0%	8 44%	18 100%
Humanities	8 13%	11 18%	16 27%	25 42%	60 100%
Library	0 0%	2 50%	1 25%	1 25%	4 100%
STEM	10 18%	19 33%	8 14%	20 35%	57 100%
Student Success/Counseling	0 0%	1 13%	3 38%	4 50%	8 100%
TOTAL	30 15%	50 25%	39 19%	84 41%	203 100%

April, 2017

TABLE V

DISTRIBUTION OF FACULTY RANK BY UNIT
AFTER CURRENT PROMOTIONS

2017-2018

	<u>Instructor</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>	<u>Total</u>
Business & Social Science	4 7%	13 23%	11 20%	28 50%	56 100%
Health Science	5 28%	3 17%	2 11%	8 44%	18 100%
Humanities	4 7%	14 23%	17 28%	25 42%	60 100%
Library	0 0%	2 50%	1 25%	1 25%	4 100%
STEM	9 16%	19 33%	8 14%	21 37%	57 100%
Student Success/Counseling	0 0%	1 13%	2 25%	5 63%	8 100%
TOTAL	22 11%	52 26%	41 20%	88 43%	203 100%

April, 2017

TABLE VI

FACULTY PROMOTIONS - (8 year History)
Post Institutional Realignment

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

April, 2017

DR. MARY BETH BOYLAN

Dr. Mary Beth Boylan is recommended for promotion from Associate Professor to Full Professor. Dr. Boylan was hired as a Student Development Specialist in January of 2001 and transitioned to the Psychology Department in 2015. Dr. Boylan received an associate's degree in Social Science from Essex County College, a bachelor's degree in Psychology from Seton Hall University, a master's degree in Clinical Psychology from Long Island University, and a doctoral degree in Educational Leadership from Rowan University.

TEACHING EFFECTIVENESS

Dr. Boylan has demonstrated teaching effectiveness in the First Year Seminar and Psychology courses as evidenced by her consistently high ratings on Student Opinion Reports (SORs) and favorable supervisor evaluations. Dr. Boylan's counseling background assists in her interactions with students and underscores her commitment to student retention and success. Dr. Boylan has made significant contributions to the College's First Year Experience programming and to curriculum development efforts in the Introductory Psychology courses that foster grit and resilience in Brookdale students.

COLLEGE SERVICE

Dr. Boylan serves as a Co-chair for the Middle States Self-Study, Standard IV (Support for the Student Experience). Dr. Boylan actively participates in college-wide governance as a member of Academic Standards. Dr. Boylan serves on the Student Conduct Board and was the Department Chair of Counseling before moving to Psychology. Dr. Boylan served on several faculty hiring committees and was named to the First Semester Experience Redesign Committee and elected co-chair by her colleagues. Dr. Boylan participates in the College Open House events and is Co-advisor to the Outdoor Sports Club where she has planned events such as kayaking in the Pine Barrens and skiing in the Catskills.

PROFESSIONAL DEVELOPMENT

The transition from Counseling to Psychology was a significant professional development feat for Dr. Boylan. Dr. Boylan regularly seeks professional development opportunities. Dr. Boylan further demonstrates interest in the history, vitality, and future of the American Community College via lectures and workshops at the Community College Research Center at Teachers' College, Columbia University.

COMMUNITY SERVICE

Dr. Boylan and her family regularly volunteer with Bridge of Books, a Monmouth County-based organization which provides books to needy children all over New Jersey. Dr. Boylan participates with her family in Clean Ocean Action's bi-annual beach sweeps. As the mother of a busy teenage lacrosse player, Dr. Boylan is active in the Ocean Township Girls Lacrosse Organization, a club that encourages girls of all ages to learn and love the sport of lacrosse with an emphasis on skill building and teamwork.

BRENT FOSTER COSTLEIGH

Mr. Brent Foster Costleigh is recommended for promotion from Assistant Professor to Associate Professor. Mr. Costleigh was hired to teach Psychology in 2008. Mr. Costleigh earned a bachelor's degree in Psychology and a master's degree in Experimental Psychology from Seton Hall University.

TEACHING EFFECTIVENESS

Mr. Costleigh teaches a wide range of psychology courses. Students respond to Mr. Costleigh's teaching positively, consistently responding "strongly agree" or "agree" on all SORs questions. Noting his teaching effectiveness, Dean Patricia Gallo wrote "Brent is a professional who cares about his students and wants them to receive the best foundation possible." Dean Franklyn Rother, wrote "He uses repetition and humor to keep students participating and lower their anxiety" with a "very energetic and enthusiastic presentation style" and that his "relaxed demeanor and reinforcement strategies help his students to understand the material." Mr. Costleigh serves as PSYC 208 Curriculum Coordinator where he works to improve the Lifespan Development curriculum by conducting periodic assessments with the Department Chair. Mr. Costleigh is involved with departmental curriculum, discussions and assessment, working to better course and program learning outcomes and his own personal teaching effectiveness.

COLLEGE SERVICE

Mr. Costleigh has a long history of collegial service. Mr. Costleigh was recently elected by the college community as Governance Vice-Chair and will serve as Chair in AY17/18. Mr. Costleigh completed two, three-year terms on the General Education Committee, serving as Chair and Co-Chair twice. Mr. Costleigh served as the Academic Affairs Council Chair, and in this role, he served on the Steering Committee. Mr. Costleigh served three years as the Academic Standards Committee Co-Chair. Mr. Costleigh is currently serving on the Middle States Self-Study Committee for *Standard 3: Design and Delivery of the Student Learning Experience*. Mr. Costleigh served on the President's Institute Redesign Team for the Business and Social Sciences Institute. Mr. Costleigh served as the Social Science AA Meta-Major Redesign Committee Chair. Mr. Costleigh serves on the Human Services Advisory Board. Mr. Costleigh served as the Social Sciences Five-Year Program Review Committee Chair and currently as a member on the AY16/17 Five-Year Program Review for this program. Mr. Costleigh served as a Psychology Option Five-Year Program Review member. Mr. Costleigh has mentored numerous adjunct instructors and recently mentored Dr. Beth Boylan as she transitioned to the Department of Psychology.

PROFESSIONAL DEVELOPMENT

Mr. Costleigh maintains his professional growth via membership in professional organizations such as, the AAAS, APS, STP, and Psi Chi. Mr. Costleigh attended many professional conferences. Mr. Costleigh fosters greater professional engagement through his work on BCCFA and was selected to the NJEA's inaugural Local Leadership Development Institute.

COMMUNITY SERVICE

Mr. Costleigh serves as the Chair/Co-Chair and Emcee for the annual Careers in Psychology and Human Services Symposium, which brings professionals from the community to campus to speak to students and community members about professions related to degrees in psychology, human services, and social work.

DARA COURTNEY EVANS

Ms. Dara Courtney Evans is recommended for promotion from Assistant Professor to Associate Professor. Ms. Evans was hired to teach English in 2008. Ms. Evans earned a bachelor's degree in English Literature from Rutgers, The State University of New Jersey, and a master's degree in English Literature from Monmouth University.

TEACHING EFFECTIVENESS

Ms. Evans's Student Opinion Reports (SORs) and supervisor evaluations reflect classroom effectiveness via a variety of modalities including f2f, hybrid, online, two-week, six-week, and eleven-week courses. Ms. Evans developed one-third of Brookdale's Social Media Certificate Program, ENGL-170: Introduction to Social Media, a course she updates every week of the semester due to the ever-changing content. Ms. Evans discussion-based, project-centered courses include ENGL-121: The Writing Process, ENGL-122: Writing & Research, ENGL-099: The Accelerated Learning Program, ENGL-235: World Literature I, and ENGL-245: American Literature I.

COLLEGE SERVICE

Ms. Evans served as Governance Chair, the English Department's 122 Co-Coordinator, the SAGE (Seniors Actively Growing Educationally) Chair and supported the college's Learning Management System transition as a Canvas liaison. Ms. Evans was a member of the Teaching Possibilities Cohort, the first Open Educational Resources (OER) Cohort, and she created interview podcasts with colleagues to further the college-wide conversation about teaching. Ms. Evans served as English 122 Learning Outcomes Assessment Committee Co-chair, on the Scholars Day Committee, on the Faculty Negotiations Team, created the "We Love Brookdale Faculty Campaign" on Facebook, and serves as a member of the Middle States, Standard III: Design and Delivery of the Student Experience Workgroup, co-writing reports for two of the noted sub-standards – General Education and Design, Delivery, and Assessment with Brent Costleigh.

PROFESSIONAL DEVELOPMENT

Ms. Evans provided several ENGL-122 and Canvas workshops for the English Department, as well as other workshops. Ms. Evans trained faculty, in a peer-to-peer model, on the new Canvas LMS, and held one-on-one open lab hour sessions for faculty of all disciplines. Ms. Evans presented at Scholars Day three times, designed an interactive poster session with Dr. Diana Glynn for NJEdge, and was featured with Professor Roseanne Alvarez at the NJEA's 20/20 View of Higher Education Conference, where they provided a "Coping with the App Generation" presentation and workshop. Ms. Evans attended several AWP: Associated Writers and Writing Programs and is heavily involved in MOOCs and Webinars on Social Media.

COMMUNITY SERVICE

Ms. Evans has been a Chair of the SAGE (Seniors Actively Growing Educationally) group since 2013.

HELEN HEINMETS

Ms. Helen Heinmets is recommended for promotion from Assistant Professor to Associate Professor. 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 nursing program's final semester. Ms. Heinmets uses multiple strategies to engage students and enhance learning. Ms. Heinmets effectively used simulation in the classroom and the clinical settings and developed five simulations which are built into the clinical component of the course. Ms. Heinmets developed and implemented the first London Study Abroad Program for nursing students. As a BIG Grant recipient, Ms. Heinmets worked with Bonnie Ross to implement retention strategies for first semester nursing students. Completion rates for this cohort of students improved, and "Gatherings," the group meetings used to enhance retention, has been implemented in all nursing courses. Ms. Heinmets implemented various pedagogies in the classroom and spearheaded a number of educational initiatives resulting in graduates who become registered nurses. Ms. Heinmets made invaluable contributions to the Health Science Institute and the college community.

COLLEGE SERVICE

Ms. Heinmets served as advisor to the Student Nurses Association for three years and is a member of the following department committees: the Nursing Faculty Committee, the Retention Committee, and co-chair of the Planning and Assessment Committee which ensures the nursing department meets the Accreditation Committee for Education in Nursing Standards. Ms. Heinmets is serving as co-chair of the Middle States Planning Group Standard 6 which addresses college compliance with the assessment and allocation of resources. Ms. Heinmets is a member of the Institutional Planning and Assessment Committee, the Honors Advisory Committee, and the VPL Faculty Advisory Committee. Ms. Heinmets served on the Governance Steering Committee and participated on a subcommittee for the International Education Center which revised the Travel Abroad Student Handbook.

PROFESSIONAL DEVELOPMENT

Ms. Heinmets attended conferences and presented at the NJEdge Best Practices Conference, Scholar's Day, and the nursing department's Adjunct Faculty Day. Ms. Heinmets is a Leadership Brookdale graduate. Ms. Heinmets is participating in the National League for Nursing national study which is addressing intra/interrater reliability in evaluating simulations in nursing education.

COMMUNITY SERVICE

Ms. Heinmets volunteers at the Asbury Park Women's Weekend and the Mikey D Foundation, performing blood pressure screenings. Ms. Heinmets assisted at the Chemistry Carnival and attended Brookdale Open Houses. Ms. Heinmets volunteered in Brookdale's Super Storm Sandy relief assisting victims in Shark River Hills. Ms. Heinmets developed and presented nursing education to local long term care facilities. Ms. Heinmets worked with underprivileged children teaching science and assisting in building a school annex in Belize.

ELEANOR S. HORGAN, LMFT

Ms. Ellie Horgan is recommended for promotion from Associate Professor to Full Professor. Ms. Horgan was hired as a counselor in 2002. Ms. Horgan earned a bachelor's degree in Elementary Education from Seton Hall University and a master's degree in Masters in Marriage and Family Therapy from Hahnemann University (now Drexel University). Ms. Horgan maintained a private practice until 2002.

TEACHING EFFECTIVENESS

Ms. Horgan consistently received outstanding Student Opinion Reports (SORs) in her HUDV 107 classes and Student Survey ratings at the highest level which indicate Ms. Horgan's positive rapport with students and her thoroughness and sensitivity to student needs. Ms. Horgan's supervisor evaluations continue to be excellent. Ms. Horgan has been involved in curriculum revisions, updates, and assessments. Ms. Horgan facilitates training of adjuncts and round table discussions for HUDV 107. Ms. Horgan had a leadership role in the training of former generalists, new advisors, and adjuncts in the Advisement and Counseling Department. Ms. Horgan was the recipient of the Award for Counselor Excellence (ACE) by the New Jersey Association for Community College Counselors (NJ3C).

COLLEGE SERVICE

Ms. Horgan has been the Counseling Coordinator and is the Chair of the Foundational Studies Committee. Ms. Horgan served as a counselor for honors and disability students. Ms. Horgan is a member of the Disabilities Services Advisory Team and on multiple advisory boards in the Business/Social Science Institute. Ms. Horgan served on numerous committees such as, the Elaine Baron Scholarship, the Professional Standards, the Middle States Accreditation - Standard IV, and the College Wide Promotion. Ms. Horgan was instrumental in establishing Brookdale's Crisis Hot Line, revised the Crisis Policies and Procedures Manual, and provided student crisis counseling. Ms. Horgan was honored as one of the Barringer Award recipients by the Brookdale Alumni Association.

PROFESSIONAL DEVELOPMENT

As a licensed Marriage and Family Therapist, Ms. Horgan attends conferences and workshops. Ms. Horgan is a clinical member of American Association for Marriage and Family Therapy, the Learning Disability Association, Children and Adults with Attention Deficit Hyperactivity Disorder, NEA, and NJEA. Ms. Horgan presented at Scholar's Day on suicide prevention and at the NJ3C mini-conference. Ms. Horgan is the Secretary and will be assuming the role of NJ3C President in June 2017.

COMMUNITY SERVICE

Ms. Horgan participates in Family Promise at St. Anselm's Roman Catholic Church by providing food for the homeless. Ms. Horgan is a supporter of Holiday Express, the Monmouth County Food Bank, and The Center.

OLY MALPICA PROCTOR

Ms. Malpica Proctor is recommended for promotion from Associate Professor to Full Professor. Ms. Malpica Proctor was hired to teach Mathematics in 2003. Ms. Malpica Proctor earned a bachelor's degree in Mathematics Education from Instituto Universitario Pedagógico de Caracas, Venezuela and a master's degree in Mathematics from University of Arizona.

TEACHING EFFECTIVENESS

Ms. Malpica Proctor led the development and revision of curriculum in courses ranging from foundational studies to college level. Ms. Malpica Proctor serves as MATH 022 and PreCalculus Coordinator.

COLLEGE SERVICE

Ms. Malpica Proctor has been a member of the college-wide Basic Skills committee, a member and chair of College Life, and CANVAS liaison between the Teaching and Learning Center and the Mathematics Department. In 2010 and in 2016, Ms. Malpica Proctor chaired the review for the Math AS program. Ms. Malpica Proctor served as Assistant Department Chair in the Mathematics Department since 2010. As such, Ms. Malpica Proctor has placed great efforts on the professional development of departmental adjunct faculty. Under Ms. Malpica Proctor's leadership, the department has developed summer professional days which have been attended by faculty state-wide. Currently, Ms. Malpica Proctor leads the Math Lab and the support of the use of technology in the department. Ms. Malpica Proctor was the recipient of the Brookdale Community College 25th Outstanding Colleague Award.

PROFESSIONAL DEVELOPMENT

Ms. Malpica Proctor facilitated a number of presentations and workshops related to the topics of pedagogy and technology in mathematics education. Ms. Malpica Proctor presented to the college and department numerous times, and trained departmental and college faculty in the use of the different technologies which enhance teaching and communication.

COMMUNITY SERVICE

Ms. Malpica Proctor presented for SAGE (Seniors and Adults Growing Educationally), acted as High School Mentor (High Tech High School), and participated in a number of parent presentations and Brookdale Open Houses.

Ms. Malpica Proctor co-chairs the college-wide Transportation Committee with Executive Dean Anita Voogt. This committee has partnered with NJ Transit and the Monmouth County Planning Board to facilitate the introduction of new bus services, the extension of evening and weekend bus services, and the addition of a bus stop at the Hazlet Higher Education Center to an existing line.

DR. SUSAN MONROE

Dr. Susan Monroe is recommended for promotion from Assistant Professor to Associate Professor. Dr. Monroe was hired to teach Mathematics in 2006. Dr. Monroe earned a bachelor's degree in Mathematics from Colgate University and a Ph.D. in Applied Mathematics from Stony Brook University.

TEACHING EFFECTIVENESS

Dr. Monroe is committed to the mission of community college. Dr. Monroe teaches a wide variety of classes and has part of her teaching load and office hours at the Neptune Higher Education Center. Dr. Monroe supports her department as course coordinator and on curriculum projects and assessments. Dr. Monroe is committed to all students in all majors and is passionate about making mathematics less scary and relevant for students. Dr. Monroe motivates students to take additional courses in mathematics especially those who are attracted to the analytical side of business. Dr. Monroe draws upon her background as a strategic analyst in her courses.

COLLEGE SERVICE

Dr. Monroe is an effective communicator who has worked to increase communication across all the departments in the STEM Institute. Dr. Monroe is the current co-coordinator of the NASA grant that Brookdale received through the New Jersey Space Consortium. The grant has supported 16 STEM Fellows, created and maintained a STEM Lounge, introduced peer tutoring, and sponsored a number of club activities, speakers, and outreach events. As part of this grant, Dr. Monroe brought 60 middle school students to Brookdale for a STEM Day and worked with many faculty to create a meaningful day for all. Dr. Monroe runs an after school program in Asbury Park for middle school students. Dr. Monroe is the advisor to the Women in Engineering, Science, and Technology Club (WEST). WEST's purpose is to recruit and maintain female students in STEM fields.

PROFESSIONAL DEVELOPMENT

Dr. Monroe maintains membership in professional organizations, presented at local and national conferences, and has been asked to serve on the review of the PARCC mathematics test. Dr. Monroe has some of the PARCC material.

COMMUNITY SERVICE

Dr. Monroe is in her second three year term as a member on the Bradley Beach Board of Education, where she currently serves as President. Dr. Monroe volunteers with the Women in Engineering group of the local IEEE Chapter and is the Brookdale liaison to the Northern Monmouth Chapter of the AAUW. In all these activities, Dr. Monroe serves as an enthusiastic ambassador for Brookdale Community College.

DR. BONNIE ROSS

Dr. Bonnie Ross is recommended for promotion from Assistant Professor to Associate Professor. Dr. Ross was hired to teach Nursing in 2008. Dr. Ross earned a bachelor's degree in Nursing from University of Delaware, a master's degree in Nursing Administration from New York University, and a doctoral degree in Educational Leadership from Rowan University.

TEACHING EFFECTIVENESS

Dr. Ross currently teaches beginning nursing students, consistently receiving outstanding Student Opinion Reports (SORs) that note her enthusiasm and unwavering support of students' needs. Dr. Ross received a Brookdale Innovation Grant to design and implement faculty led, monthly "Gatherings" to promote early acculturation for beginning nursing students. Dr. Ross co-designed a "Guided Pathways" course, "Health Care Career Exploration," enabling new students to learn about healthcare and career options thus ultimately promoting a better understanding of the pathway which would suit their unique needs and abilities.

COLLEGE SERVICE

Dr. Ross is the Department Chair of Nursing, serving since 2013. Dr. Ross currently serves as Co-chair of the Middle States Standard 1 working group, is a member of the VP for Learning's Faculty Advisory Committee, and has volunteered to receive professional development to enhance the intercultural competencies of the faculty and staff. Dr. Ross has been a member and former Co-chair of Governance's Student Development Committee, and a member of Governance Steering. Dr. Ross presented at several conferences, most recently highlighting her collaborative work developing "Health Care Career Exploration" at the NJ Best Practices Conference.

PROFESSIONAL DEVELOPMENT

Dr. Ross earned a Doctoral Degree in Educational Leadership from Rowan University, a program designed specifically for NJ's community college leaders. Recent conferences Dr. Ross attended include: the Middle States Commission for Higher Education, the 41st American Assembly for Men in Nursing, and the National Council State Boards of Nursing (NCSBN) NCLEX.

COMMUNITY SERVICE

Dr. Ross served as part of a team representing Brookdale, working with Rutgers University and their practice partners to develop a seamless articulation model with the goal of increasing the number of baccalaureate nurses in NJ by the year 2020. Dr. Ross is the primary liaison between Brookdale and ten other clinical agencies in Monmouth and Ocean County, and has served as guest speaker for Rowan undergraduates on the dissertation experience.

ROBERT THOMAS

Mr. Robert Thomas is recommended for promotion from Assistant Professor to Associate Professor. Mr. Thomas was hired to teach Philosophy in 2005. Mr. Thomas earned a bachelor's degree in Philosophy & Political Science from University of Tampa, a master's degree in Political Science from The London School of Economics & Political Science, a master's degree of Letters in Philosophy from University of St. Andrews and a master's degree in Philosophy from Cambridge University, where he was awarded the prestigious Cambridge Commonwealth Trust Scholarship.

TEACHING EFFECTIVENESS

As both a professor and student of philosophy, Mr. Thomas has demonstrated an unflagging commitment to the spirit of intellectual inquiry and has held the deepest respect for the importance of enlightenment. Since joining the Department of Philosophy, Mr. Thomas has dedicated himself to fostering an interdisciplinary and collegial learning environment in which his students are challenged to clearly understand how the courses taken at the baccalaureate level exist interdependently. One of Mr. Thomas' main goals as a professor of philosophy has been to illustrate to his students that the very nature of knowledge and truth require us to both understand and respect how everything we learn at the baccalaureate level must always fit together to create a coherent interdisciplinary whole.

COLLEGE SERVICE

Since his promotion to the rank of Assistant Professor, Mr. Thomas served on several committees, including but not limited to the following: Business & Social Science Outstanding Student Award Committee, Diversity Standing Committee, 10-Year Master Plan Facilities Committee, and International Education Advisory Committee. Mr. Thomas held the following leadership positions throughout the College community: Co-Chair of the History & Philosophy Department, Co-Chair Philosophy & Political Science Department, Co-Chair of the Liberal Arts/Humanities Re-Design Committee, Social Science Representative for the Faculty Association, Chair/Co-Chair of the Philosophy 5-Year Program Review Committee, Faculty Representative for the Jack Kent Cooke Community College Scholarship, and Faculty Advisor of the Brookdale Philosophical Society.

PROFESSIONAL DEVELOPMENT

Mr. Thomas has been committed to attending lectures, colloquia, and conferences at various institutions, including but not limited to the following: McGill University, New York University, New York Public Library, National Arts Club, University St. Andrews, and The Arts Club of Washington. Mr. Thomas has been steadfastly committed to promoting public dialogue concerning Brookdale's recent political climate by writing the following columns in the Asbury Park Press: "The Spirits of Socrates, Kant are gone at Brookdale" (10-5-16), "What Brookdale leaders can learn from Aristotle" (12-13-14), and "Don't treat Brookdale like a widget factory" (12-10-14).

COMMUNITY SERVICE

On Election Day, November 8th 2016, Mr. Thomas served as an Election Poll and Exit Poll Monitor for The Asian American Legal Defense and Educational Fund.

MICHELLE ZUPPE, MSRDN

Ms. Michelle Zuppe is recommended for promotion from Associate Professor to Full Professor. Ms. Zuppe was hired to teach Culinary Arts in 2001. Ms. Zuppe earned a bachelor's degree in Nutrition and Dietetics from the University of Delaware and master's degrees in Registered Dietitian Nutritionist from University of Medicine and Dentistry and in Hospitality Management from Fairleigh Dickinson University. Ms. Zuppe is a Professional Culinarian in the American Culinary Federation and is a Registered Dietitian/Nutritionist.

TEACHING EFFECTIVENESS

Ms. Zuppe teaches Culinary Nutrition, International Cuisine, and Introduction to Culinary Arts. Ms. Zuppe oversees that the competencies from the American Culinary Federation are implemented in the Culinary Arts curriculum as well as the latest techniques. Ms. Zuppe teaches Nutrition and Health for the Health Sciences Institute. Ms. Zuppe places approximately 50 culinary students into paid externships each summer. Ms. Zuppe has written the curriculum for the new Hospitality Program at Brookdale.

COLLEGE SERVICE

Ms. Zuppe has been the Department Chair for the Culinary Arts Department for 11 years. Ms. Zuppe serves as the Program Coordinator for the Culinary Arts Program for which she was instrumental in obtaining nationally recognized accreditation from the American Culinary Federation. Ms. Zuppe developed an entire new program for the college, an AS in Hospitality Management which is slated to begin in the fall of 2017. Ms. Zuppe serves on the union negotiations committee and is the Chair for the Outstanding Student Committee for the Business and Social Science Institute. Ms. Zuppe is a member of the VPL Faculty Advisory Committee.

PROFESSIONAL DEVELOPMENT

Ms. Zuppe attends American Culinary Federation and Nutrition conferences. Ms. Zuppe is a member of the Center for the Advancement of Food Service Education, the Commission of Dietetic Registration, the Academy of Nutrition and Dietetics, Jersey Shore Chefs Association, and is a Serv Safe instructor for the National Restaurant Association.

COMMUNITY SERVICE

Ms. Zuppe is an advisor for the Epicurean Club which has won Gold Star Awards for the past four years and participates in many community service activities. Ms. Zuppe is a member of the Joseph Romanowski Culinary Education Foundation which provides scholarships to the culinary students. Ms. Zuppe is an active member of the Juvenile Diabetes Research Foundation.

SARA BARNETT
(Tenure Candidate)

Ms. Sara Barnett is recommended for tenure and promotion from Instructor to Assistant Professor. Ms. Barnett was hired to teach Psychology in 2012. Ms. Barnett earned a bachelor's degree in History from Harvard University, dual master's degrees in Counseling Psychology (M.A. and Ed.M) from Columbia University, and a master's degree (M.S.) in Education from Mercy College.

TEACHING EFFECTIVENESS

Ms. Barnett's professional passions center on psychology and education. Ms. Barnett began her teaching career in Boston and New York City public schools. Ms. Barnett is published in the areas of urban education and multicultural counseling competence. Ms. Barnett is an adjunct-lecturer in the Special Education Department at Hunter College. Ms. Barnett has counseled children and adolescents, bringing this experience to her teaching of human services and psychology courses. Ms. Barnett is driven to arm college students with a comprehensive understanding of human thought and behavior via robust educational programming.

COLLEGE SERVICE

Ms. Barnett led the syllabi revision for introductory psychology courses - PSYC 105 and PSYC 106, helped create introductory psychology course exams, spearheaded an investigation into the validity of English course co-requisites for introductory psychology courses, co-constructed standards and assignments for the High Impact Practices initiative, contributed to the development of a new cultural psychology course, revised curriculum and wrote new syllabi for Introduction to Human Services - PSYC 111 and Community Agencies and Human Service Systems-PSYC 112, co-authored the Human Services Program Handbook and helped redevelop program and portfolio standards for human services majors.

Ms. Barnett facilitated the Psychology Department's website redesign, conducted classroom observations and mentored instructors new to the Psychology Department. Ms. Barnett served as Co-Advisor to the Psychology and Human Services Club and Co-Chair for the Mid-Atlantic Consortium for the Human Services (MACHS) Conference Planning Committee. Ms. Barnett chaperoned students at multiple regional and national human services conferences. Ms. Barnett attended numerous BCC Open Houses and a College Major Fair. Ms. Barnett has attended all Psychology Department and Human Services Program Advisory Board meetings since her hiring. Ms. Barnett served on the Academic Advisor, Psychology Full-Time Faculty Search and Scholars Day Committees. Ms. Barnett currently serves on the VPL's Faculty Advisory, Teaching Possibilities Team, Foundational Studies Committee, and CHHANGE's Advisory Board. Ms. Barnett has presented at a Psi Beta Club meeting and Scholars Day.

PROFESSIONAL DEVELOPMENT

Ms. Barnett earned her Board Certification as a Human Services Practitioner (BC-HSP). She earned her On-line Teaching Certification from the Innovation Center. Ms. Barnett has attended multiple regional and national psychology and human services conferences. Ms. Barnett has served as a proposal reader for the Beacon Conference. Ms. Barnett currently serves as Secretary of MACHS and recently presented at the regional conference.

COMMUNITY SERVICE

Ms. Barnett counseled and led psycho-educational workshops at Young Eisner Scholars (YES), a non-profit that provides tutoring, counseling, and college preparedness to low-income students in Harlem. Ms. Barnett participated in the Volunteer Match Program and volunteers at Habitat for Humanity of Monmouth County.

DR. DAVID BASSANO
(Tenure Candidate)

Dr. David Bassano is recommended for tenure and promotion from Instructor to Assistant Professor. Dr. Bassano was hired to teach History in 2012. Dr. Bassano earned a bachelor's degree in Communication from William Paterson College, a master's degree in History, and a Ph.D. in History from SUNY Albany.

TEACHING EFFECTIVENESS

Developing class syllabi and teaching philosophy is Dr. Bassano's aim. Dr. Bassano developed six survey classes and two 200-level classes which is the entire body of the department's survey classes in US and World History. Dr. Bassano completed a Canvas Online Teaching Certification and developed three online classes. Dr. Bassano is developing online courses with new discussion topics and techniques of interaction with students in online classes so they'll feel more connected. Dr. Bassano's Student Opinion Reports (SORs) reflect that his students feel he is an effective instructor. SOR excerpts: *"I have never met a teacher here at Brookdale as educated on his subject matter as well as passionate at the same time."* *"Dr. Bassano is very effective and engaging when teaching. He has the ability to make the students want to learn."* *"He is extremely kind and generous, Professor Bassano helped me out when I came to him in a time that I needed someone to be understanding, and he was willing to work with me."*

COLLEGE SERVICE

Dr. Bassano served as Center for WWII Studies and Conflict Resolution co-chair where he supervised student workers/volunteers, planned events, budgeted, did community outreach, and oversaw the book and memorabilia collection. Dr. Bassano is a consultant to the new WWII Center's director. Dr. Bassano worked with the Honors Committee, the Global Citizenship Project, and Institutional Planning and Evaluation. Dr. Bassano presented at Scholars Day on Global Health, helped write the GCP's Spring Newsletter, and is the IPEC co-chair.

PROFESSIONAL DEVELOPMENT

By attending conferences and publishing Dr. Bassano continues his professional development, realizing new content and pedagogical techniques learned outside Brookdale will be useful in the classroom. Dr. Bassano presented on "Mental and Physical Boundaries in the Sierra Huichol" at the World History Theory and Practice Conference. **Dr. Bassano attended the "World War I: Dissent, Activism, and Transformation" and the Mid-Atlantic World History Association Conferences.** **Dr. Bassano published his first academic journal article, "The Boomerang Pattern: Verification and Modification" in *Peace and Change: A Journal of Peace Research*, Vol. 39-1 and published his dissertation, *Fight and Flight: The Central American Human Rights Movement in the United States*.** Forty-one libraries around the world carry it. **Dr. Bassano's** novel, *Trevelyan's Wager*, was released last year. Dr. Bassano is working with jazz bassist Gary Peacock on his memoirs.

COMMUNITY SERVICE

Dr. Bassano participated in CHHANGE events: *Harvest of Empire* Big Read film series public discussion, *In the Time of the Butterflies* Big Read planning and serving on panels, and on Indigenous Rights and Ethical Consumerism where he stressed the importance of voting in all elections, not just Presidential elections.

BASEM HASSAN
(Tenure Candidate)

Mr. Basem Hassan is recommended for tenure and promotion from Instructor to Assistant Professor. Mr. Hassan was hired to teach Graphic Design in 2012. Mr. Hassan earned a bachelor's degree in Communication Design from the Fashion Institute of Technology and master's degrees in Gallery Arts from Rutgers, Mason Gross School of the Arts and in Art Education in Visual Culture research from Teacher's College, Columbia University. Mr. Hassan is working towards his Doctor of Art Education degree from Teacher's College, Columbia University.

TEACHING EFFECTIVENESS

Mr. Hassan has shown effective teaching through restructuring of the all Graphic Design curriculum using new methods in pedagogy based on his research through Columbia University and experiences as educator in Guggenheim Museum. Mr. Hassan integrates the inquiry method of discussion into seminars, practicing hybrid, and flipped classroom modes of learning. Mr. Hassan integrates traditional fine arts handcrafted with cutting edge technology resources won through years of grant writing.

COLLEGE SERVICE

Mr. Hassan served on the Promotion, Accreditation Review, and Advisory Committees. Mr. Hassan pursues independent projects elevating cross-program offerings and collaborations. Mr. Hassan created marketing videos for the PAC, and teamed up with departments such as Interior Design and the Library for collaborative projects like redesigning brand identity for Monmouth Medical Center and logo creation for Bankier Library. Mr. Hassan advised on the redesign of the BCC's Institute logos and is developing a comprehensive catalog showcasing all Brookdale's creative programs.

PROFESSIONAL DEVELOPMENT

Mr. Hassan maintains professional expertise through continuous engagement with his own personal clientele seeking creative solutions to complex business problems. Mr. Hassan consults with individuals, teams, and corporations to develop various skill sets spanning fundamentals of visual communication to advanced marketing strategies. Mr. Hassan keeps abreast of new theories of pedagogy, human development for adult learners, and technology advancements affecting industry competitiveness through participation in conferences and forums. Mr. Hassan routinely presents research based theory at national conferences such as Columbia University Scholastic Press.

COMMUNITY SERVICE

Mr. Hassan gives back to the community through his mentorship of Brookdale Alumni focusing in the art communities of Red Bank and Asbury Park. Mr. Hassan participates in the logistics of art events and coaches volunteers based on his experience in event execution and exhibitions. Mr. Hassan works with elementary schools and nonprofits to excite first grade through fifth grade students into the arts.

STEPHEN HIAMANG
(Tenure Candidate)

Mr. Stephen Hiamang is recommended for tenure and promotion from Instructor to Assistant Professor. Mr. Hiamang was hired to teach Mathematics in 2012. Mr. Hiamang earned a bachelor's degree in Mathematics from University of Cape Coast, Ghana, and master's degrees in Physics from Clark Atlanta University and in Financial Mathematics from Monmouth University.

TEACHING EFFECTIVENESS

Mr. Hiamang is rated highly on the Student Opinion Reports (SORs) and received excellent evaluations from peers and supervisors. Mr. Hiamang is a Pre-Algebra Math-012 coordinator and Statistics MATH-131 co-coordinator. Mr. Hiamang teaches Elementary Differential Equations Math-274 and developed online homework for it. As MATH 012 coordinator, Mr. Hiamang created and maintained the Learning Object Repository which all MATH 012 instructors have access. Mr. Hiamang held 30 test review workshops for MATH 015, 021, 131, 151, 152, 171, and 172. These workshops were attended by 30 plus students per session and feedback was positive. Mr. Hiamang was a contributor in the statistic course revision and textbook search. Hiamang participated in the Mathematics Department Boot Camp initiatives and for Intermediate Algebra-MATH 151 for students who had D's (65-69) and took a comprehensive final. Mr. Hiamang participated in the mathematics department Super Saturday initiative as a result of Hurricane Sandy and he served on several departmental committees.

COLLEGE SERVICE

Mr. Hiamang served on the Mathematics Department Search Committee for Math Academic Tutor positions in the math lab. Mr. Hiamang is a Mathematics Department's representative on the Diversity Committee. Mr. Hiamang attends the Mathematical Association of America and the Association of Mathematics for Two Year Colleges in New Jersey (MATYCNJ) conferences. Mr. Hiamang was a co-presenter on "Understanding Exam Anxiety" at the MATYCNJ conference. Mr. Hiamang attended Brookdale's Open Houses and taught at the Freehold Branch Campus and Hazlet Higher Education Center during spring, fall, and summer semesters.

PROFESSIONAL DEVELOPMENT

Mr. Hiamang is a member of the American Mathematical Association of Two-Year Colleges, the Mathematical Association of Two-Year Colleges in New Jersey, the Mathematical Association of America, and the Association of Black Physicists.

COMMUNITY SERVICE

Mr. Hiamang is an active member of the West Africa Association of New Jersey (WAANJ) which is a social group that counsels internationally from Africa.

KELSEY MAKI
(Tenure Candidate)

Ms. Kelsey Maki is recommended for tenure and promotion from Instructor to Assistant Professor. Ms. Maki was hired to teach English in 2012. Ms. Maki earned a bachelor's degree in Literature from University of California at Santa Cruz and a master's degree in English from Rutgers University.

TEACHING EFFECTIVENESS

Kelsey Maki takes a holistic approach to teaching composition by validating her students' perspectives and honoring their discursive practices while pushing them to think more critically and communicate more effectively. Ms. Maki enhances her teaching with the meaningful integration of technology, making multimodal, asynchronic lessons for students in her online and face-to-face classes, a practice that enables her to devote more time to the individual needs of her students.

COLLEGE SERVICE

As the faculty liaison for the International Education Center, Ms. Maki organized the first-ever, campus-wide "Global Read." Ms. Maki chairs the "Global Citizenship Project," is co-chair of the "International Education Advisory Committee," and participates in governance via the Diversity Council. Ms. Maki was a course coordinator for English 095 and was responsible for digitizing the curriculum, mentoring and observing adjunct instructors, and creating a wealth of online materials that full-time and adjunct faculty can freely use.

PROFESSIONAL DEVELOPMENT

Ms. Maki has presented at regional and national conferences. Ms. Maki's article "Using Insight from the Social Sciences to Engage Basic-Skills Community College Students in Grammar and Editing" was published in ATEG's national journal. Ms. Maki has been a member of NCTE (National Council of Teachers of English) for five years. Ms. Maki has published travel articles to a multinational audience and her short story "Open Space" was anthologized alongside the works of nationally recognized authors.

COMMUNITY SERVICE

Ms. Maki regularly contributes to environmental and humanitarian causes. Ms. Maki has donated to local organizations such as *Catholic Charities* in Tinton Falls and *The Lunch Break* in Red Bank.

ROBERT G. McCLURE
(Tenure Candidate)

Mr. Robert McClure is recommended for tenure. Mr. McClure was hired to teach Automotive Technology in 2012. Mr. McClure earned a bachelor's degree and a master's degree in Industrial Education from The College of New Jersey.

TEACHING EFFECTIVENESS

Mr. McClure takes both online and hands on courses at the General Motors Training Center to keep abreast of the current technology for the benefit of his students. Much of this information is incorporated into Brookdale automotive curriculum, lab sheets, and exams. It enables Brookdale students to remain competitive in the workplace as well as assist in maintaining Brookdale's NATEF (National Automotive Technicians Educational Foundation) certification. Mr. McClure encourages students to take ASE certification tests and has had several students who have successfully passed areas he teaches, such as air conditioning, brakes, steering and suspension, and automatic transmissions.

COLLEGE SERVICE

Mr. McClure serves on the College Life Council and was instrumental in helping to write the Unattended Children on Campus Policy. His work continues in an effort to gain approval and funding for charging stations on campus for electric and hybrid vehicles. Mr. McClure is active within his department organizing, attending, and participating in the Brookdale Auto Tech Advisory Committee meetings which are necessary in maintaining NATEF certification.

PROFESSIONAL DEVELOPMENT

Mr. McClure has continued to maintain his Master ASE (Automotive Service Excellence) Certification in all eight areas as well as being 100% certified in all eight General Motors certifications. These certifications enable Mr. McClure to teach GM students in the GM ASEP program at the highest level. Mr. McClure serves as an Evaluation Team Leader for NATEF and is charged with evaluating high school and post-secondary institutions ensuring they are using an approved curriculum and have the proper tools and equipment to meet national standards.

COMMUNITY SERVICE

Mr. McClure presented for the First STEM Day held at Brookdale in which he taught groups of elementary school students the concepts of automotive gear ratios as they relate to mathematics and engineering; in addition, they discussed careers in these fields. Mr. McClure presented at a Career Expo at the Jamesburg Training School for Boys where he discussed careers in the automotive industry and programs available at Brookdale in hopes of providing residents with a path to a productive life style.

JACLYN WILT
(Tenure Candidate)

Ms. Jaclyn Wilt is recommended for tenure and promotion from Instructor to Assistant Professor. Ms. Wilt was hired to teach Reading in 2012. Ms. Wilt earned a bachelor's degree in Elementary Education from Pennsylvania State University and master's degrees in Reading from Shippensburg University and in English from Bowling Green State University.

TEACHING EFFECTIVENESS

Ms. Wilt observed, taught, and is fully experienced with the entirety of course options offered in the Reading Department and she has taught ENGL 121. Ms. Wilt developed a new course, READ 094, which accelerates selected students through the typical two-semester course sequence of READ 091/092 allowing them to complete their developmental coursework in one semester. Ms. Wilt incorporates the pedagogical approach of a flipped classroom in this new course offering to help meet the needs of her developmental students. In addition to teaching, Ms. Wilt was the READ 091 course coordinator where she served as a mentor to new adjunct instructors and a contact person to returning adjunct instructors. As part of her role as READ 091 course coordinator, Ms. Wilt organized READ 091 End of the Semester workshops for Instructors and Instructional Assistants in order to promote collegiality and best practices in reading pedagogy. Ms. Wilt collaborated on a complete redesign of the READ 091 curriculum to incorporate student success skills strongly focusing on student self-regulation skills along with teaching the reading skills developmental students need in order to be successful in a college setting. Ms. Wilt supported the inclusion of the First Year Experience (FYE) program in her courses and, working closely with colleagues in the Reading Center, focused on initiatives including monitoring and student support.

COLLEGE SERVICE

Ms. Wilt has served as a member of the Foundational Studies committee since her second year of tenure track. Ms. Wilt joined the Student Development Committee, later volunteering to be co-chair, and then chair. Ms. Wilt is active in the College's governance structure. Ms. Wilt served as a representative for the Reading Department at numerous College Open Houses. Ms. Wilt served as a member on two Scholars Day panels and at the New Faculty Orientation. Ms. Wilt presented at the New Jersey Council of County Colleges Best Practices Conference where she highlighted the success of the READ 094 course she developed.

PROFESSIONAL DEVELOPMENT

Ms. Wilt is a member of several professional organizations which help to guide her teaching. Ms. Wilt keeps current by attending conferences and participating in webinars. Ms. Wilt completed the College's certification program for an Online Teaching Certification. It was during her tenure that Ms. Wilt earned a second master's degree through Bowling Green State University with an MA in English with Specialization in Teaching.

TIFFANY WOJCICKI
(Tenure Candidate)

Mrs. Tiffany Wojcicki is recommended for tenure and promotion from Instructor to Assistant Professor. Mrs. Wojcicki was hired to teach Reading in 2012. Mrs. Wojcicki earned a bachelor's degree in Elementary Education and a master's degree in Literacy Education from The Sage Colleges.

TEACHING EFFECTIVENESS

Mrs. Wojcicki teaches in the Reading and Learning Disabilities Departments. Mrs. Wojcicki serves as curriculum coordinator for READ 092 and communicates with all faculty and adjuncts in that course. In the other READ courses, Mrs. Wojcicki worked with colleagues to update the curriculum, textbooks, and course materials. Mrs. Wojcicki is an adjunct mentor and participated in workshops for reading adjuncts and instructional assistants. Mrs. Wojcicki encourages students to become involved in the college's FYE program and coordinated activities such as trips to the movie theatre, Monmouth Museum, and Two River Theatre. Mrs. Wojcicki participated in college-wide activities such as "The Big Read." Mrs. Wojcicki is the Learning Disabilities Department Coordinator and Director. In that role, Ms. Wojcicki revises and plans the ACAD courses curriculum. Mrs. Wojcicki oversees all tutors, adjuncts, and hourlies in the Learning Disabilities Department. Mrs. Wojcicki is the instructor for the hybrid course, ACAD 089, and works to incorporate technology into her classes. Mrs. Wojcicki attended CANVAS trainings and completed the online certification class offered through the Innovation Center.

COLLEGE SERVICE

As Coordinator of the Learning Disabilities Department, Mrs. Wojcicki leads workshops for adjuncts and tutors. Mrs. Wojcicki works with students to see they have tutoring, course materials access, and oversees the daily operation. Mrs. Wojcicki works with the Office of Disability Services and serves on the Disability Advisory Team which presents to incoming students/parents about services offered at Brookdale. Mrs. Wojcicki served on Foundational Studies, Outstanding Student, and interview committees. Mrs. Wojcicki attends open houses representing the Learning Disabilities Department. As a member of Foundational Studies and Coordinator of the Department of Learning Disabilities, Mrs. Wojcicki presented at the Foundational Studies Outreach Nights about ACAD courses. Mrs. Wojcicki presented on Scholar's Day about college readers.

PROFESSIONAL DEVELOPMENT

Mrs. Wojcicki stayed up to date with the current research and terminology by completing 15 credits in Learning Disabilities. Mrs. Wojcicki attended conferences including the NJ Writing Conference, Developmental Education Summit, and the College Reading and Learning Association Conference.

COMMUNITY SERVICE

Mrs. Wojcicki serves her community mainly through her daughter's school where she loves helping and volunteering at the various activities. Mrs. Wojcicki has judged 4-H competitions.

DR. ASHLEY ZAMPOGNA-KRUG
(Tenure Candidate)

Dr. Ashley Zampogna-Krug is recommended for tenure and promotion from Instructor to Assistant Professor. Dr. Zampogna-Krug was hired to teach History in 2012. Dr. Zampogna-Krug earned a bachelor's degree in Education from University of Pittsburgh-Johnstown, a master's degree in History from Youngstown State University, and a Ph.D. in History from University of Wisconsin-Milwaukee.

TEACHING EFFECTIVENESS

Dr. Zampogna-Krug has taught U.S. and World History survey courses in both face-to-face and online formats. Dr. Zampogna-Krug has also resurrected HIST 235: Immigration and Ethnicity in U.S. History.

COLLEGE SERVICE

Dr. Zampogna-Krug served as a member of Academic Council and as Co-Director of the Center for World War II Studies and Conflict Resolution. Dr. Zampogna-Krug participates in UndocuAlly, the Global Citizenship Project, the CHHANGE Center faculty advisory board, and the Bankier Library Research Award selection committee. Dr. Zampogna-Krug works collaboratively with faculty and staff across the college in these efforts. Dr. Zampogna-Krug is the faculty advisor of the Dreamers+ club.

PROFESSIONAL DEVELOPMENT

Dr. Zampogna-Krug maintained an active professional development agenda which includes an article publication and conference presentation on her research concerning Italian immigration. Dr. Zampogna-Krug is active in developing and maintaining the knowledge required to appropriately advise undocumented students by attending conferences and networking with other agencies which aid undocumented youth.

COMMUNITY SERVICE

Dr. Zampogna-Krug offered community service while Co-Director of the Center for World War II Studies and Conflict Resolution as the center's programming is part of Brookdale's Lifelong Learning. Dr. Zampogna-Krug currently works with the community, particularly Red Bank, to foster connections between undocumented high school students and Brookdale Community College. Dr. Zampogna-Krug collaborates with the SOURCE at Red Bank Regional, the Monmouth County Council for Young Children, and UndocuJersey. Dr. Zampogna-Krug is a contact person for undocumented students considering an academic career at Brookdale Community College.

2017 Performance Recognition Award Winners

Margaret Agha, Account Specialist – Continuing & Professional Studies

Margaret is extremely student centered and possesses a primary objective to have a positive impact on student retention as well as student success. She empowers the students to take charge of their own educational success by providing them the knowledge, guidance and skills they need. Margaret, through her knowledge of Spanish and Arabic has also made the course process less complex to several students with a limited knowledge of the English language. She also participates in the Brookdale Volunteer Connection, volunteers in campus wide initiatives both on and off campus, embracing after hour events and weekend programs and certainly reaches far beyond the scope of her responsibilities. With Margaret's packet, you come away with the sense that she genuinely cares for the students, as well as her co-workers, and goes above and beyond to support them however she can. She puts her heart and soul into the work she does, does not shy away from learning new skills and welcomes any challenge set before her.

John Magliacane, Academic Tutor - Computer Science

John has worked at Brookdale Community College over 40 years, first in the capacity of Learning Assistant in Engineering and Technology, and most recently as an Academic Tutor in Computer Science. John is a dedicated employee who goes above and beyond his job description. John has embraced his position to mentor students for success upon their graduation from Brookdale Community College. This is supported by his lifelong dedication to our students in pursuing and achieving their goals of transferring to four year institutions and/or securing employment after their BCC studies. He initiated conversation and tours of AT&T, helping secure employment for BCC graduates. John provides preventative maintenance on lab equipment, applying his extensive knowledge of engineering to repair and/or refurbish valuable and expensive equipment, saving the College money and resources. John is an Engineering Club Advisor, Electronics Advisory Board Member, and participated on the adjunct instructor selection committee. John engages the students in numerous activities including, but not limited to: Rocket Science (the observation of a Department of Defense rocket launch), the Lab Volt, Wind Energy Trainer, and the Amateur Radio Club. John is student-centered and embraces teaching excellence. He keeps current with technology and maintenance skills and has several of his articles published.

Tatiana Shabat, Academic Tutor - Mathematics

Tatiana submitted a well-organized and informative packet. She inspires student success with her commitment to excellence in teaching and support services. Tatiana is student-centered and seeks out students by visiting classrooms and holding workshops and creates a friendly learning environment for them. She embraces current technology by keeping math mainstream, using social media. She seeks interesting opportunities for students, such as math based art competitions, and encourages students to become tutors and mentor each other. Tatiana embraces the commitment to the "open-door" policy, to provide all individuals with a reasonable opportunity for success in fulfilling their academic goals. Tatiana is involved in College Governance, serving on the Student Life Committee. She also participated on the search committee for the STEM Dean. Her professional development is sustained throughout her tenure at Brookdale, with an emphasis on working with diverse populations. In 2016, Tatiana received the Outstanding Staff Award.

TABLE I
ANALYSIS OF PERFORMANCE RECOGNITION
July 1, 2017 Awards

Total Staff	184
Less Ineligible Group	102
Employees with less than four years' service	
Employees without "exceeds" on three of the last 4 years	
Employees with less than one year in new position	
Staff who have received Performance Recognition in the last four years	
Number of Eligible Staff	82
Number of Eligible Staff Applying	5
Staff Recommended for Performance Recognition – N5	2
Staff Recommended for Performance Recognition – N4	1
Staff Recommended for Performance Recognition – N3	0
Staff Recommended for Performance Recognition – N1/N2	0
% of Applications of Eligible Group (5/82)	6%
% of Applications of Total Staff (5/184)	2.7%

April 2017

TABLE II
Performance Recognition – July 1, 2017 Awards

SUMMARY OF STAFF BY BAND

	N1/N2	N3	N4	N5	Total
Distribution by Band	10	30	87	57	184
Percent	5.4%	16.3	47.3%	31%	100%
Eligible by Band	2	13	35	32	82
Eligible Percent Of Total Unit	20%	43.3%	40.2%	56.1%	44.5%
Current Performance Recommendations	0	0	1	2	3

April 2017

TABLE III
PERFORMANCE RECOGNITION HISTORY

	TOTAL IN BAND	7/1/06	7/1/07	7/1/08	7/1/09	7/1/10	7/1/11	7/1/12	7/1/13	7/1/14	7/1/15	7/1/16	7/1/17	CURRENT YEAR % OF TOTAL W/I BAND	TOTAL RECIPIENTS
N5	57	5	5	5	5	3	2	4	2	6	2	3	2	3.5%	44
N4	87	4	2	2	0	1	2	2	2	1	1	2	1	1.1%	20
N3	30	3	4	3	2	2	0	1	2	4	1	1	0	0.0%	23
N2/N1	10	1	2	2	0	1	0	0	0	0	0	0	0	0.0%	6
TOTAL	184	13	13	12	7	7	4	7	6	11	4	6	3	1.6%	93
Applicant #		33	31	22	13	13	15	16	14	22	7	11	5		

April, 2017

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

2.1 Acceptance of Grants

Executive Summary

Programs Serving Youth for the County of Monmouth – Out-of-School Youth (OSY)

Brookdale has been awarded a grant from the County of Monmouth, Workforce Investment Board under its Programs Serving Youth for the County of Monmouth – Out-of-School Youth (OSY). The program will target service areas of Neptune, Long Branch, Asbury Park and the Bayshore area. The OSY Program will provide 75 disengaged youth between the ages of 16 and 24 with instruction and support to achieve the program Performance Measures for 2016-17 including: placement into employment or education; attainment of a degree or certificate including the HSE; and achievement of measurable skills gains. Brookdale will serve students at four locations including college's regional locations in Long Branch (25 students), Neptune (12), and Hazlet (25) and the Asbury Park Parent Center (13). Linda Roma, Director of Adult Basic Education, will administer the program.

The total grant award is **\$380,550** and does not require a match from the college.

GENCYBER PROGRAM

Brookdale has been awarded a grant from the National Security Agency (NSA) in partnership with the National Science Foundation (NSF) under its GenCyber grant program. The purpose of the grant is to provide support for Cyber education. Brookdale will host two week-long GenCyber Jersey Blues Summer Camps in July 2017, targeting forty high-school-age boys and girls from traditionally under-represented minority populations. Campers will participate in hands-on and lab activities which support Cyber education. The project will be administered by Michael Qaissaunee, Department Chair, Engineering and Technologies.

The total grant award is **\$45,698** and does not require a match from the college.

Recommendation:

The President recommends that the Board of Trustees adopt a resolution accepting the funds listed and authorizing the President to sign funding notification forms and any appropriate amendments.

April 18, 2017: Director of Grants and Institutional Development, Laura Qaissaunee

RESOLUTION

WHEREAS, the Board of Trustees of Brookdale Community College has applied for the grant funds listed below:

	<u>Amount</u>
Programs Serving Youth for the County of Monmouth – Out-of-School Youth (OSY)	\$380,550
GenCyber Program	\$45,698

WHEREAS, the College has been notified that the funds have been approved; and

WHEREAS, Board Policy 2.0000 requires Board acceptance of all grants received by Brookdale Community College; and

WHEREAS, the President recommends acceptance of said grant funds;

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Brookdale Community College authorizes the President to accept the grant funds listed above and to sign the funding notification forms and any appropriate amendments thereto.

April 18, 2017: Director of Grants and Institutional Development, Laura Qaissaunee

**1.51 Acceptance of Gifts
Background**

Board Policy 2.0000 provides that the President may accept unconditional gifts for the College and that acceptance of such gifts shall be reported to the Board of Trustees each month. The most recent report to the Board of Trustees was made at the March 21, 2017, meeting.

The College continues to receive a variety of useful and welcome gifts from many sources. These are generally donated by private individuals, business firms, students, and staff whose continued interest and support are evinced in these actions.

The following gifts have been accepted and acknowledged for Brookdale Community College by the President:

DATE	DONOR	ITEM
3/22/17	GM Technology Donations Program 1919 Technology Drive Troy, MI 48083 c/o Jennifer Morris	Donation of 2017 Buick Enclave automobile to support student training in automotive technology. This donation is part of the General Motors Service Operations on-going support of technical training.

BACKGROUND

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

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

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

CBIZ KA Consulting Services

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

Cybergistics

Deborah Medical Center (respiratory care only)

Hope Academy – Asbury

JFK Medical Center

Majestic Rehabilitation and Nursing Center in Red Bank

Meridian Health:

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

RWJ Barnabas Health:

- Children's Specialized Hospital
- Community Medical Center
- Monmouth Medical Center
- Monmouth Medical Southern Campus

Monmouth Ocean Pulmonary Medicine

Red Bank Veterinary Hospital

Somerset Medical Center

VNA Health Group

4.2 *Purchases in Excess of \$35,000 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500*

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of \$35,000. These proposed contracts have been bid in accordance with "County College Contracts Law," N.J.S. Chapter 64A-Title 18A, and Board of Trustees' Policy No. 4.2000, are under State contract or are legal exceptions to the Public Contracts Law.

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held April 11, 2017.

April 18, 2017: Vice President, Finance & Operations, Maureen Lawrence

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$35,000, or purchases with a combined total in excess of \$35,000; and

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

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

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

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

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

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

Agenda for Purchases in Excess of \$35,000

April 18, 2017

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
1	Blackboard Inc. Transact	Maintenance Renewal, RFP No. 04-12 / This contract is for the renewal of the maintenance contract for hardware and software for the One Card System and is funded by the IT capital budget. FY17 YTD \$65,703.	RFP	\$ 73,789.00
2	Anixter	Uninterruptible Power Supplies (UPS) and Battery Replacement / Exempt 18A:64A-25.9. (State Contract). This State contract is for the supply and delivery of (24) UPS and (12) battery replacements which will provide back-up power for switches and Cisco phones. This contract is funded by the IT capital budget.	Exempt	\$ 46,268.30
3	Aspire Technology Partners	Cisco Routers / Exempt 18A:64A-25.9 (State Contract). This State contract is for the supply and delivery of (4) Cisco routers, supplies, and associated licensing. These routers will be installed at Lincroft, Freehold, and Hazlet. This contract is funded by the IT capital budget.	Exempt	\$ 71,927.76
4	Virtuit Systems Inc.	Servers, Tape Library, and Equipment / Exempt 18A:64A-25.9. (State Contract). This State contract is for the supply and delivery of (10) servers , (1) tape library, (1) chassis, and other related supplies. The servers and library tape will upgrade or replace existing ones that are at the end of life. This contract is funded by the IT capital budget.	Exempt	\$ 56,186.55
5	Lexmark	Perceptive Content Upgrade, RFP No. 06-17 / Notice was sent to 4 vendors, received 2 replies. This contract is for professional and technical services required to upgrade the existing Enterprise Content Management Solution (ImageNow) from 6.7 to 7.1x. This contract is funded by the IT capital budget.	RFP	\$ 25,000.00

6	Grant	National Public Radio	Programming Services and Membership Fees / Exempt 18A:64A-25.5.a.(16) (Entertainment). This contract is for the payment of FY17 programming, interconnect fees, and membership dues to the National Public Radio (NPR). The membership is used exclusively for the acquisition, production, promotion, and distribution of national programming, with strict adherence to objectivity and balance of programs. This contract is funded by the Community Service grant. FY16 \$35,796.58.	Exempt	\$	33,150.00	
7	Operating	***See attached list of pre-approved vendors	Printing Services, RFQ No. 02-2017 / This is the 2nd year of a 2 year contract for pre-qualified vendors to provide printing services. The contracts are funded by the Institutional Marketing budget. FY17 YTD \$63,896.	RFQ	\$	80,000.00	*
8		***See attached list of pre-approved vendors	Graphic Design Services, RFQ No. 01-2018 / Notice was sent to 34 vendors, received 8 replies. This is a one year contract with an option for a 2nd year renewal for 8 pre-qualified professionals to provide graphic design services. The contracts are funded by the Institutional Marketing budget. FY17 YTD \$4,770.	RFQ	\$	10,000.00	*
9		Powerhouse Signworks	Banners and Signage, Bid No. 17-31 / Notice was sent to 31 vendors, received 3 replies. This is a one year contract with an option for a 2nd year renewal for the supply, delivery, and installation of banners and signage for the marketing department. This contract is funded by the Institutional Marketing budget. FY17 YTD \$25,787.50.	Bid	\$	25,000.00	*
10		Positive Expectations Altice Media Solution Clarus Corporation Comcast Inc. Intersection Fire Engine Red	Student Recruitment Advertising / Exempt 18:64A-25.5.a.(20) (Recruitment and advertising). These contracts are for print, internet, outdoor, and television recruitment advertising for FY18. These contracts are funded by the Institutional Marketing budget. FY17 YTD \$400,390.	Exempt	\$	400,000.00	*
11		The Tree House	HP Toner Cartridges, Bid No. 17-30 / Notice was sent to 34 vendors, received 5 replies. This is a one year contract with an option for a 2nd year renewal for the supply and delivery of HP toner cartridges and is funded by various departmental budgets. FY17 YTD \$20,757.	Bid	\$	20,000.00	*

12	W.B. Mason Company, Inc.	Office Supplies, Bid No. 17-35 / Notice was sent to 4 vendors, received 3 replies. This is a one year contract with an option for a 2nd year renewal for the supply and delivery of office supplies and is funded by various departmental budgets. FY17 YTD \$48,361.	Bid	\$	25,000.00	*
13	New Jersey City University	New Pathways Alternate Route Training Program / Exempt 18A:64A-25.5.b. (contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). Brookdale is a member of the New Pathways partnership with NJCU and 14 other NJ community colleges to provide K-12 teacher certification, education, and training to students. Under the New Pathways program, the community colleges deliver the NJCU curriculum for two classes: Stage I and Stage II. Students may take the New Pathways courses on a non-credit basis or receive up to 15 graduate credits from NJCU. Brookdale pays a percentage of the tuition to NJCU on a per student basis. This contract is funded by CPS revenue generating programs. FY17 YTD \$31,306.50.	Exempt	\$	30,000.00	*
14	Kenneth L. Burns	Speaker / Exempt 18A:64A-25.5.a.(16) (Entertainment). This contract is for the payment of an event titled "American Stories: An Afternoon with Ken Burns," which is sponsored by Student Life & Activities, History Department, and Chhange. This contract is funded by Student Life & Activities.	Exempt	\$	25,000.00	
15	***See attached list of pre-approved vendors	Sign Language Interpreters, RFQ No. 01-2017 / This is the 2nd year of a 2 year contract for pre-qualified professionals to provide sign language interpretation services for students who have requested this service through the Office of Disability Services. Provision of services is in compliance with Subpart E of Section 504 of the Rehabilitation Act of 1973, which states it is the institutions responsibility to provide auxiliary aids and services in a timely manner to ensure effective participation by students with disabilities. These contracts are funded by the Disability Services budget. FY17 YTD \$23,067.36.	RFQ	\$	40,000.00	*
16	Parchment Inc.	eTranscript Services, RFP No. 06-15 / This is the 3rd year of a contract with an option for a 4th year renewal for transcript ordering and processing services. This contract is funded by student fees. FY17 Revenue \$3/transcript request.	RFP Revenue generator \$3 p/req			

17	Innovative Interfaces, Inc.	Annual Millennium Maintenance / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This contract is for the maintenance of the integrated library management software known as Millennium, which consists of several modules for managing library operations, acquisitions (requisition, receipt, and payment), cataloging, interlibrary loans, inventory control, and a web interface to the catalog of library holdings for FY18. The annual license covers upgrades, fixes, and new releases and is funded by the Library budget. FY17 \$35,528.24.	Exempt	\$	37,000.00	
18	Ebsco Subscription Services	Subscription Services / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This annual contract allows the Library to subscribe to over 400 periodicals for FY18. These items include scholarly journals, popular magazines, and newspapers. The journals support the research needs of students and the professional development of faculty This contract is funded by the Library budget. FY17 YTD \$37,766.56.	Exempt	\$	40,000.00	*
19	Yankee Book Peddler; West Publishing Corporation	Library Books / Exempt 18A:64A-25.5.a.(6) (Library materials, books, and specialized library services). These contracts are for the purchase of books and e-books for the library for FY18 and are funded by the Library budget. FY17 YTD \$46,613.	Exempt	\$	35,000.00	*
20	N.J. Institute of Technology/NJEDge.Net	Electronic Library Resource Licenses / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This contract supplies electronic library resources used by our students for research assignments and is supported by the Virtual Academic Library Environment (VALE) consortium. The resources are available from any networked College computer. Through the Millennium library management software, remote access to the resources is provided to currently enrolled students, as well as College employees. The contract is funded by the Library budget. FY17 YTD \$51,448.41.	Exempt	\$	50,000.00	*
21	ISS Facility Services, Inc.	Custodial Services, Bid No. 16-11 / This is the 2nd year of a 2 year contract for custodial services and is funded by the Facilities budget. There is no increase to this contract.	Bid	\$	1,793,508.00	*
22	Grant Supply Division of F.W. Webb Company	Plumbing Supplies, Bid No. 17-04 / This is the 2nd year of a 2 year contract for the supply and delivery of plumbing supplies and is funded by the Facilities budget. FY17 YTD \$10,059.	Bid	\$	10,000.00	*

23	Hilsen Pest Control, LLC	Pest Control Services, Bid No. 17-03 / This is the 2nd year of a 2 year contract for pest control services and is funded by the Facilities budget. FY17 YTD \$5,886.97.	Bid	\$	7,500.00	*
24	Cooper Electric Supply Co.	Electrical Supplies, Bid No. 17-18 / This is the 2nd year of a 2 year contract for the supply and delivery of electrical supplies and is funded by the Facilities budget. FY17 YTD \$41,113.95.	Bid	\$	40,000.00	*
25	Premier Enterprises, LLC	Roof Repairs, Bid No. 17-14 / This is the 2nd year of a 2 year contract for roof repairs and is funded by the Facilities budget. FY17 YTD \$109,832.40.	Bid	\$	150,000.00	*
26	Electro Maintenance, Inc.	Electrical T & M, Bid No. 17-15 / This is the 2nd year of a 2 year contract for electrical time and material and is funded by the Facilities budget. FY17 YTD \$79,471.	Bid	\$	90,000.00	*
27	Automated Building Controls, Inc.	Building Automation and Control System Service, Bid No. 15-37 / This is the 3rd year of a 3 year contract for building automation and control system services and is funded by the Facilities budget. FY17 YTD \$153,938.	Bid	\$	165,000.00	*
28	Allied Oil, LLC	Unleaded 87 Octane Gasoline and Diesel Fuel / Exempt 18A:64A-25.9. (State Contract). This State contract is for the supply and delivery of unleaded gasoline and diesel fuel for FY18. This contract is funded by the Facilities budget. FY17 YTD \$11,040.94.	Exempt	\$	15,000.00	*
29	Ascend Construction Management, Inc.	Masonry T&M, Bid No. 17-34 / Notice was sent to 12 vendors, received 5 replies. This is a one year contract with an option for a 2nd year renewal for Masonry T&M and is funded by the Facilities budget. FY17 YTD \$3,160.	Bid	\$	4,000.00	*
30	Ascend Construction Management, Inc.	Carpentry T&M, Bid No. 17-33 / Notice was sent to 13 vendors, received 5 replies. This is a one year contract with an option for a 2nd year renewal for Carpentry T&M and is funded by the Facilities budget. FY17 YTD \$23,350.	Bid	\$	20,000.00	*
31	--	Plumbing T&M, Bid No. 17-32 / Notice was sent to 4 vendors, received 2 replies. Bid was rejected due to inadequate response (only two bidders).				

* Estimated expense based on historical data

\$ 3,418,329.61

*****Pre-approved Vendors for RFQ 02-2017**

Printing Services - Renewal

Board Item #8

- Intelligencer Printing
- Jersey Printing Associates, Inc.
- Master Printing Inc.
- Cenveo
- Evergreen Printing Company
- Bartash Printing
- Tretina Printing Inc.
- White Eagle Printing Company, Inc.

- Sawyer Agency
- Bev Vienckowski
- Jersey Printing Associates
- Mosaic Strategies Group
- Iris Communication
- EFK Group
- Zeal 40 Creative Agency

Board Item #9

- Barbara Walsh

*****Pre-approved Vendors for RFQ 01-2017**

Sign Language Interpreters - Renewal

Board Item #16

- Natural Languages, LLC
- Cheryl A. Huber
- Christine Snyder Martin
- Brianne C. Davidson
- Indus Translation Services
- Adrianne Adamo

4.2b *Payments to Vendors, Students, and Employees*

Payments made to vendors, students, and employees totaled \$1,982,683.07 This summarizes all payment transactions of the College and includes payments made on previously approved purchase orders as well as travel expenses and varied monthly expenses in accordance with collective bargaining contracts.

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held April 11, 2017.



4.1 Monthly Dashboard Summary Month Ending February 28, 2017

The comparative schedule compares data reported from the same time frame last year to the current time period. FY16 actual enrollment was 9,818; the forecasted enrollment for FY17 is 9,434, a decrease of 3.9 percent. Transactions are trending in accordance with the forecast.

Cash disbursements through March 23 totaled \$12,385,688.63. In addition to payroll expenses and Bookstore purchases, significant vendor payments were made for the Wall academic structure (\$909k) which included furniture and equipment purchases of (\$213k); snow guard installation (\$48k) and communications equipment (\$46k).

During the month of February, the FY17 negotiated salary increases for Administrative employees, both union and non-union, were applied in payroll; the increase was equal to the greater of \$1,175 or 1.8% and reflected the current pay period only. (Retroactive increases were applied in the next pay period, which will be noted in next month's report as will the PSA staff salary increases.)

Cash balances are lower than prior year's due to both a decrease in enrollment & the delay in reimbursement for capital expenditures. Cash on hand from January to February illustrates the difference in capital spending in prior year vs. current.

Annual Comparative Change

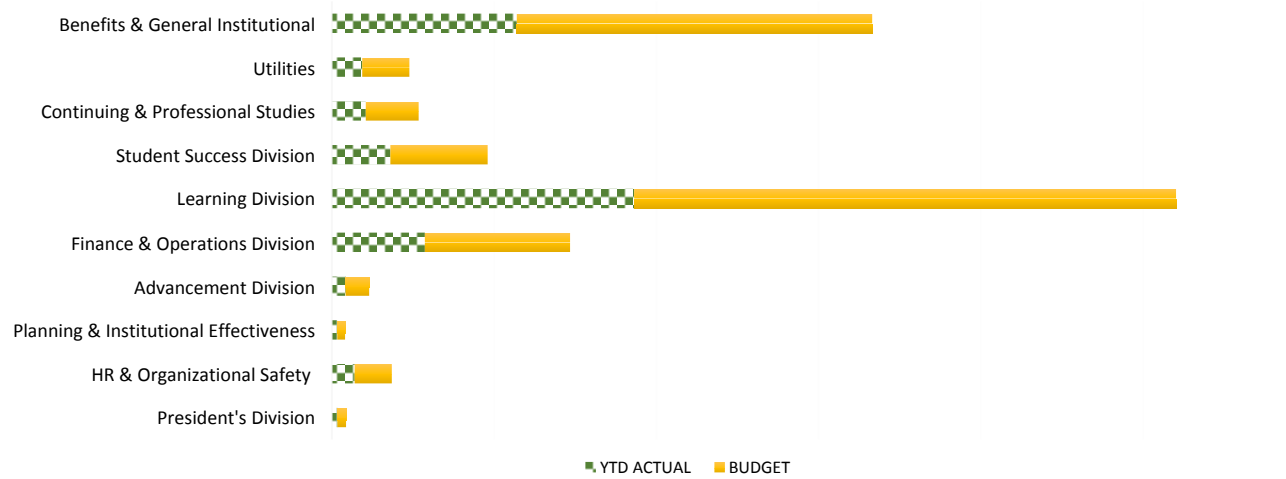
	Current Year 02/28/17	Prior Year 02/29/16	CHANGE
ENROLLMENT			
Credit FTE	9,434	9,818	(384) -3.9%
OPERATING EXPENDITURES *			
Learning Division	\$ 29,629,038	\$ 27,953,871	\$ 1,675,167
Benefits & General Institutional	12,151,818	12,531,326	(379,508)
Sub Total	41,780,856	40,485,197	1,295,659
All other divisions	22,928,777	25,193,982	(2,265,205)
Total Operating Expenses	64,709,633	65,679,179	(969,546)
OPERATING REVENUE			
Tuition	36,613,604	36,949,948	(336,344)
Fees **	4,635,963	5,551,031	(915,068)
Sub Total	41,249,567	42,500,979	(1,251,412)
State Appropriations	6,919,293	6,900,576	18,717
County Appropriations	13,351,346	13,351,346	-
All other revenue	2,808,190	1,446,119	1,362,071
Total Operating Revenue	64,328,396	65,601,492	(1,273,096)
CASH			
Cash	12,276,219	13,814,936	(1,538,717)
Total Cash	12,276,219	13,814,936	(1,538,717)
CAPITAL EXPENDITURES *			
Renewals & Replacements	17,546,604	22,757,161	(5,210,557)
Minor Capital	3,556,636	3,767,676	(211,040)
Total Capital Expenses	21,103,240	26,524,837	(5,421,597)
CAPITAL REVENUE			
State	8,163,097	3,239,075	4,924,022
County	1,802,399	760,553	1,041,846
Other	5,267,869	4,446,389	821,480
Total Capital Revenue	15,233,365	8,446,017	6,787,348

Note:

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

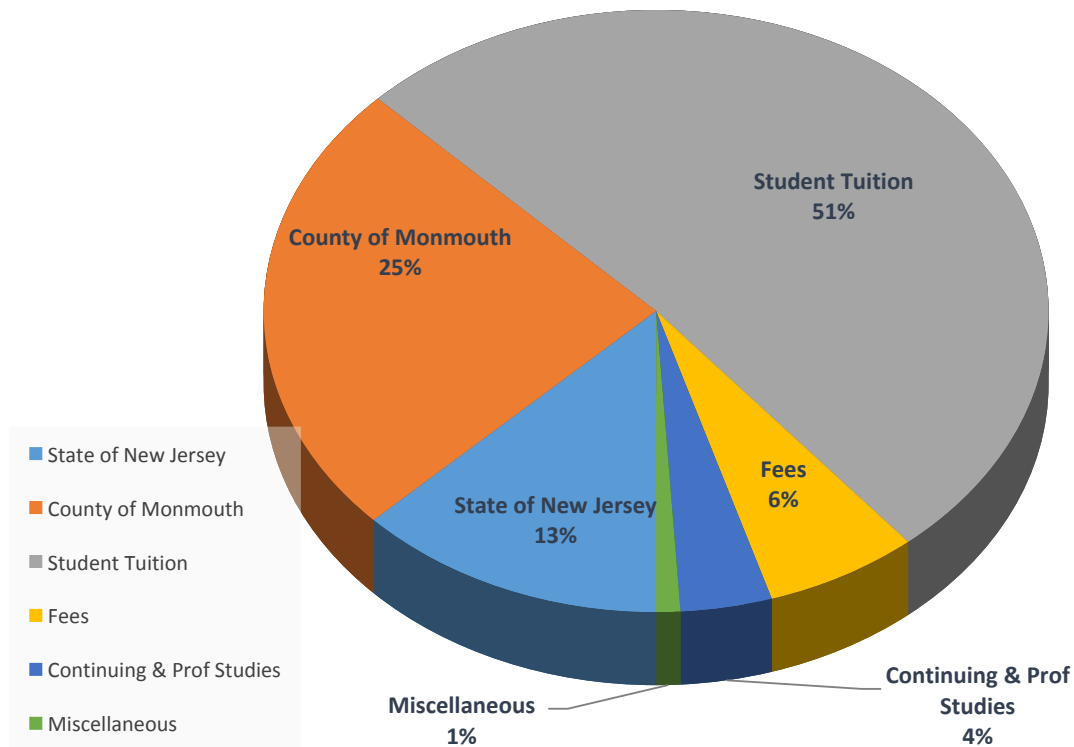
** Reduction in Fees revenue is due to a change in the funding formula. A larger portion of fee revenue collected is used to fund the capital budget, eliminating reliance on reserves.

February 2017 Operating Expenses



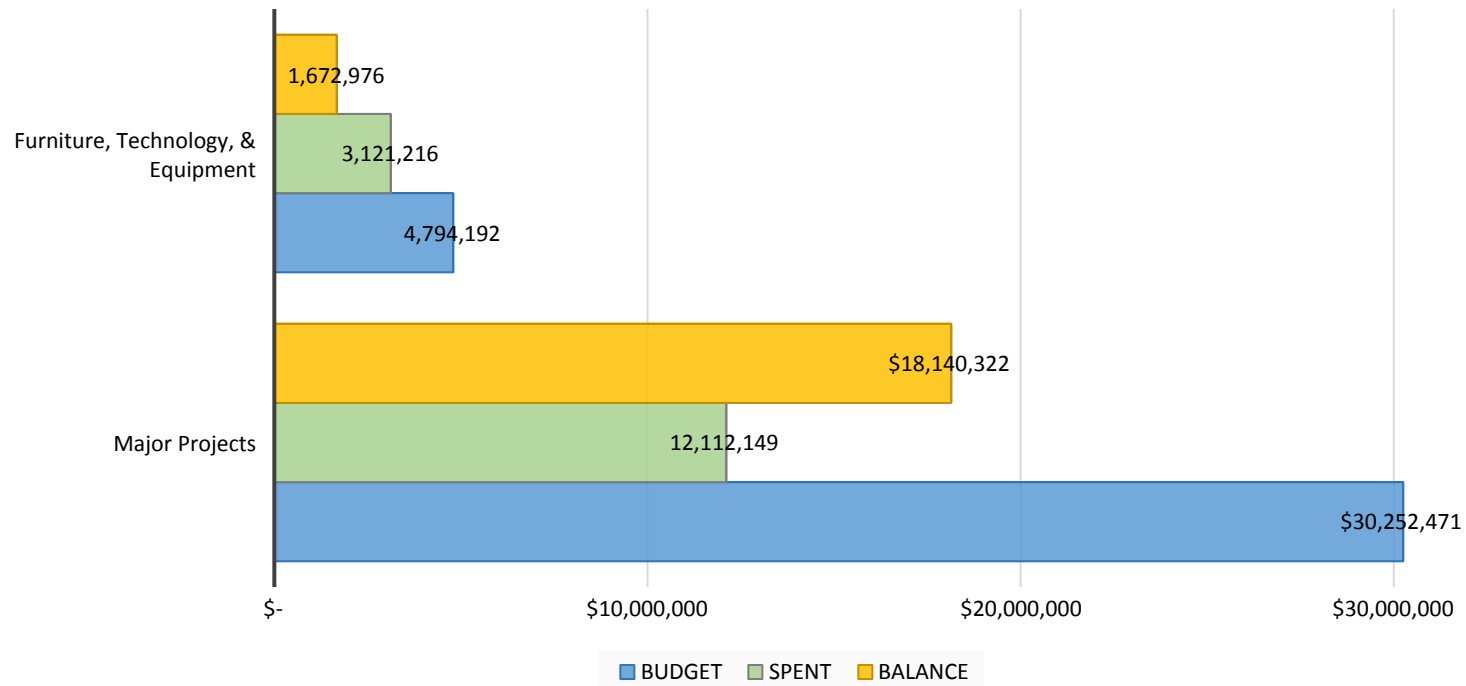
	BUDGET	YTD ACTUAL	COMMIT	BALANCE
President's Division	\$ 534,558	\$ 337,751	\$ 130,754	\$ 66,053
HR & Organizational Safety	2,291,747	1,400,846	574,567	316,334
Planning & Institutional Effectiveness	479,457	331,284	103,600	44,573
Advancement Division	1,455,137	841,974	386,336	226,827
Finance & Operations Division	8,950,700	5,728,565	2,703,832	518,303
Learning Division	33,400,432	18,627,204	11,001,834	3,771,394
Student Success Division	5,996,291	3,603,071	1,707,575	685,645
Continuing & Professional Studies	3,258,216	2,087,935	807,030	363,251
Utilities	2,905,962	1,869,056	314,601	722,305
Benefits & General Institutional	21,904,627	11,394,906	756,912	9,752,809
Total	\$ 81,177,127	\$ 46,222,592	\$ 18,487,041	\$ 16,467,494

February 2017 Operating Revenue Sources



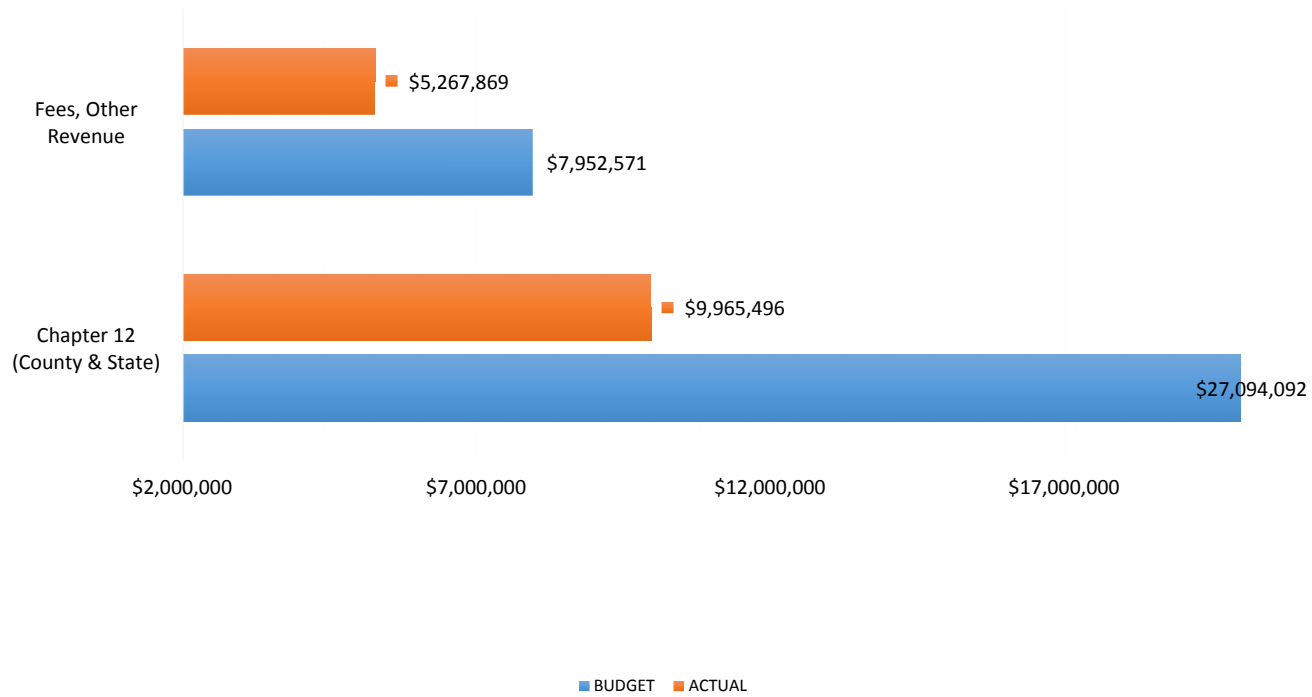
		BUDGET		YTD ACTUAL		BALANCE
State of New Jersey	\$	10,378,940	\$	6,919,293	\$	3,459,647
County of Monmouth		20,027,019		13,351,346		6,675,673
Student Tuition		41,764,827		36,613,604		5,151,223
Fees		5,142,341		4,635,963		506,378
Continuing & Prof Studies		3,060,000		2,447,919		612,081
Approp from Reserve		-		-		-
Miscellaneous		804,000		360,271		443,729
Total	\$	81,177,127	\$	64,328,396	\$	16,848,731

February 2017 Capital Fund Expenditures



	BUDGET		ALLOCATED		SPENT		BALANCE
Major Projects	\$	30,252,471	\$	9,691,673	\$	12,112,149	\$ 18,140,322
Furniture, Technology, & Equipment		4,794,192		-		3,121,216	1,672,976
Total	\$	35,046,663	\$	9,691,673	\$	15,233,365	\$ 19,813,298

Capital Funding Sources



Capital Summary

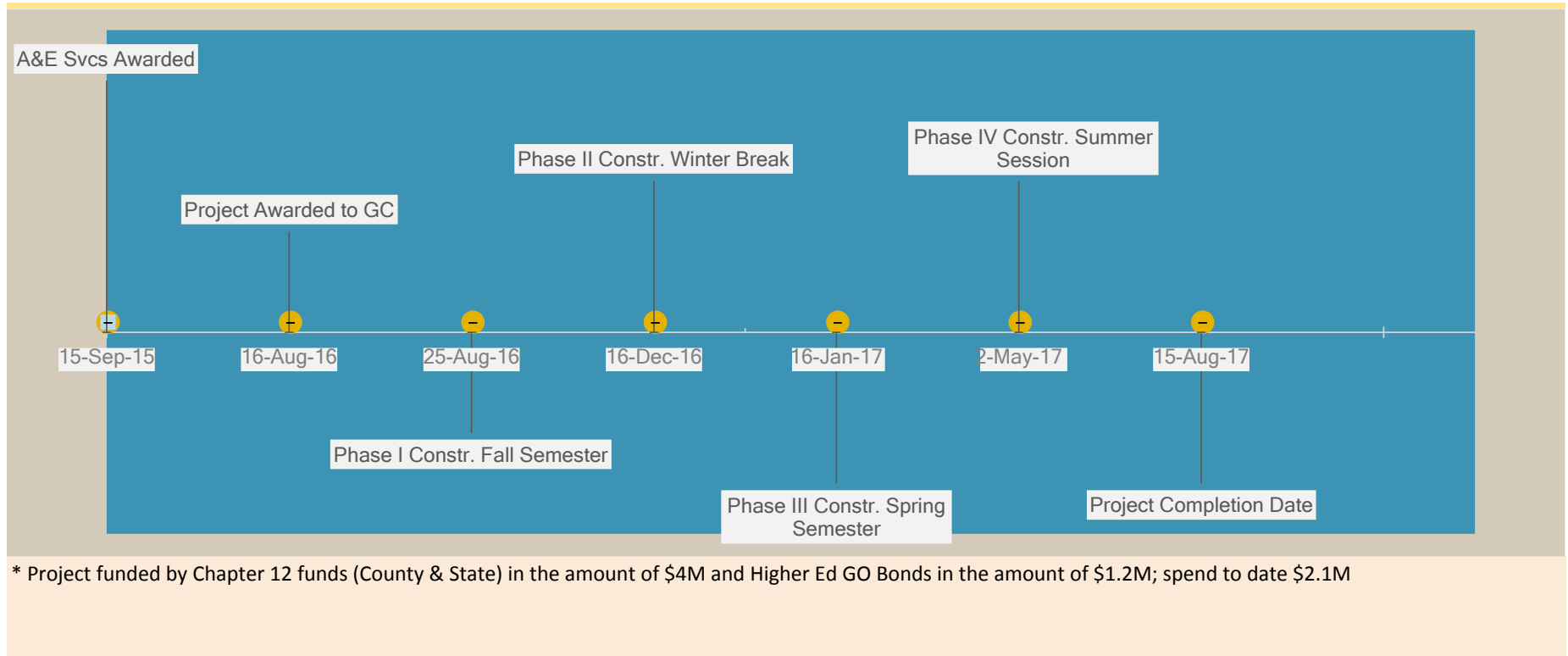
		BUDGET		ACTUAL
Chapter 12 (County & State)	\$	27,094,092	\$	9,965,496
Fees, Other Revenue	\$	7,952,571	\$	5,267,869

Capital Summary through February 28, 2017

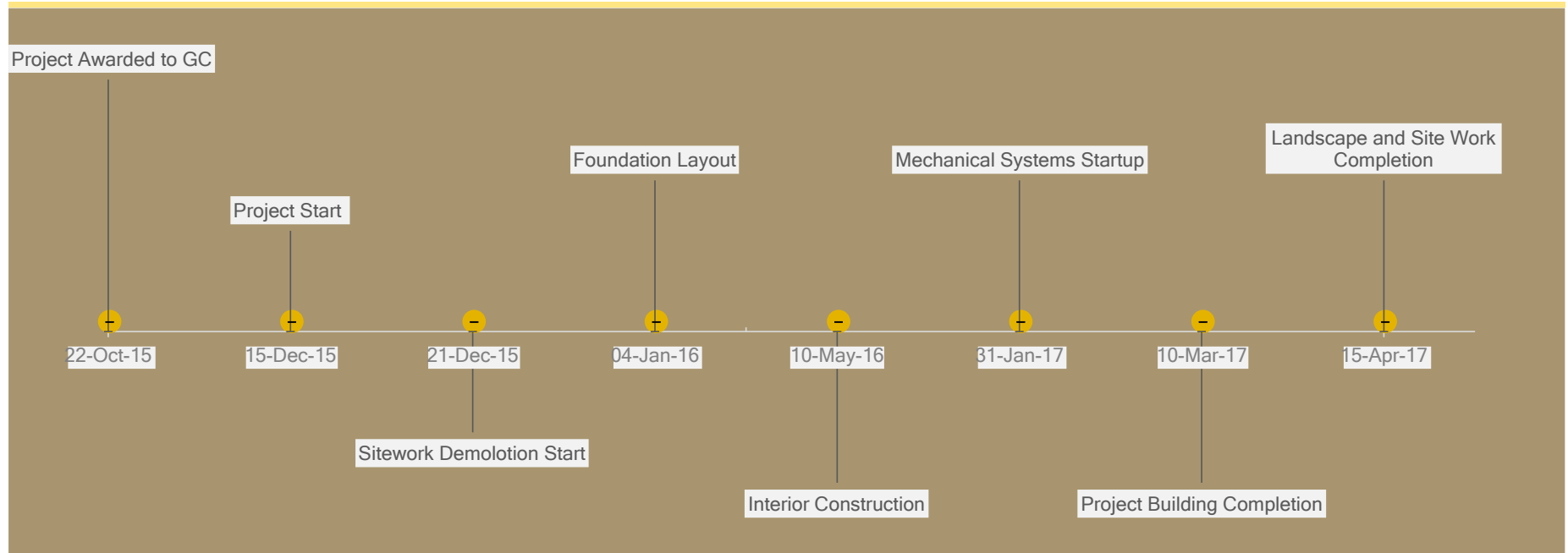
		ASSOCIATED REVENUE	ALLOCATED	ACTUAL & COMMIT	BALANCE
Chapter 12					
FY12		\$ 1,951,142		\$ -	\$ -
	8120520 - Gorman Hall	-	298	298	-
	8120545 - Back Campus Walkway	-	403,240	403,240	-
	8120550 - Wall Campus Expansion	-	1,547,604	1,347,402	200,202
		1,951,142	1,951,142	1,750,940	200,202
FY13		1,228,633	400,000	-	400,000
	8130515 - Replacement of Carpet and Flooring MAC	-	370,830	36,767	334,063
	8130530 - Infrastructure Improvements Lincroft	-	457,803	457,803	-
		1,228,633	1,228,633	494,570	734,063
FY14		3,761,898	-	-	-
	8140505 - Renovation of MAS Science Labs	-	3,742,244	3,742,244	-
	8140510 - Infrastructure Improvements Lincroft	-	19,654	9,779	9,875
		3,761,898	3,761,898	3,752,023	9,875
FY15		3,190,000	-	-	2,035,000
	8150505 - Central Utility Plant Upgrade	-	500,000	46,000	454,000
	8150510 - Infrastructure Improvements (CAR, LAH, CVA)	-	1,095,000	35,000	1,060,000
	8150515 - Infrastructure Improvements	-	1,155,000	346,191	808,809
		3,190,000	2,750,000	427,191	2,762,809
FY16 *		3,000,000	-	-	3,000,000
FY17 *		3,500,000	-	-	3,500,000
Total Chapter 12		16,631,673	9,691,673	6,424,724	10,206,949
Capital Projects					
	8131005 - Higher Ed Bond Administration - Wall	7,825,270	-	7,558,136	267,134
	8131010/8131030 - Equipment Leasing Fund (ELF)	1,287,093	-	562,986	724,107
	8131015/8131025 - Hi Ed Technology Infrastructure (HETI)	150,056	-	74,378	75,678
	8161005 - Higher Ed Bon Administration - MAS	1,200,000	-	61,170	1,138,830
	8122410 - Wall Campus Reserve	-	-	-	-
	8132450 - College Hi Ed Bond Admin Match - Wall	2,608,323	-	2,790,832	(182,509)
	8132455/8132460 - College HETI Match	150,056	-	74,378	75,678
	8162450 - College Hi Ed Bond Admin Match - MAS	400,000	-	-	400,000
Total Capital Projects		13,620,798	-	11,121,880	2,498,918
Total Major Capital		30,252,471	9,691,673	17,546,604	12,705,867
Minor Capital		4,794,192	-	3,556,636	1,237,556
Total Capital		\$ 35,046,663	\$ 9,691,673	\$ 21,103,240	\$ 13,943,423

* Pending County Bond Sale

MAS Science Lab Renovation



Wall Academic Building



* Technology infrastructure (drops, wiring, etc) funded by HETI Bonds in the amount of \$318K (50/50 bond and College) to-date spend \$159K respectively.

* Technical hardware/equipment fund by ELF Bonds in the amount of \$1.7M; spend to date \$831K.

* Parking Lot funded \$1.8M, Chapter 12 funds (County & State), total spend to date \$838K; Construction funded by Higher Ed GO Bonds (75% bond/25% College Match) total to-date spend \$13.1M

BROOKDALE COMMUNITY COLLEGE PROJECTS

A. CAPITAL PROJECTS

- 1) NEW ACADEMIC BUILDING/WALL CAMPUS- Benjamin Harvey Contract Award \$14,698,000 10/22/15
 Change Orders to date 665,876 3/21/17
 REVISED CONTRACT \$15,363,876
 Payments to Date \$13,505,853.34

SCOPE: Construction of a new 36,000 SF New Academic Building that is two stories in height with mechanical penthouse. The building contains 8 General Classrooms, Learning Commons with Testing Center, Computer Classrooms, Seminar Rooms, Science Laboratories and Support Spaces, Nursing Laboratory and Support Spaces, Administrative Spaces, and Building Support Spaces. Also included are associated site improvements including lighting, landscaping, sidewalks and 4 parking lots totaling 394 spaces.

STATUS: The building exterior and installation of interior systems are approximately 99% complete with only punch list items remaining; All Township inspections have been performed and have passed except for site improvements. All site concrete work is complete. Top soiling/seeding and landscaping is currently underway. Paving of parking lots is scheduled to begin on or about April 3rd and is scheduled to be completed by April 14, 2017 weather permitting.

Original Completion date: 11/11/16; Revised Completion Date: April 14, 2017.

- 2) MAS SCIENCE LABS RENOVATION PROJECT- Circle A Construction Contract Award \$3,632,500 8/16/16
 Change Orders to date \$25,000 3/21/17
 REVISED CONTRACT \$3,657,500

SCOPE: Phased renovation of Science Labs in MAS building:

Phase 1- Two Chemistry Labs	COMPLETED
Phase 2- Three Biology Labs; Chemical Storage Room and Prep Room	COMPLETED
Phase 3- Two General Labs	Complete by late April 2017
Phase 4- Three Chemistry Labs and Three Biology Labs	Complete by mid August 2017

STATUS: Phase I renovations are complete.

Phase 2 renovations are substantially complete except for punch list items

Phase 3 Installation of cabinets and final fit out is underway with completion anticipated late April.

3) FREEHOLD CAMPUS DRAINAGE IMPROVEMENTS- Precise Construction Inc.
Contract Award \$39,790 12/20/16

SCOPE: Due to underlying clay soil conditions, perched stormwater runoff under the parking lot pavement currently bleeds out at several locations following heavy rain events. This condition creates icing problems in the winter and over time will shorten the life of the pavement. Our office in conjunction with Tim Drury/Director of Facilities completed plans and specifications for the installation of a perimeter underdrain system along the south edge of the parking lot

STATUS: A contract with Precise Construction Inc. was awarded on December 20, 2016. The contractor substantially completed the project in early January 2017 with only re-seeding of the lawn areas and top course paving of the parking lot trench scheduled for this spring. We are currently monitoring and assessing the performance of the underdrain.

B. DESIGN/STUDIES/REPORTS

1) LINCROFT CAMPUS CENTRAL UTILITY PLANT- Design Assistance and Technical Guidance

SCOPE: Replace cooling tower and condenser water piping within plant (base bid) with possible replacement of the replacement of the cooling towers (alternate bid).

TENTATIVE SCHEDULE:

Advertise project	April 2017
Open Bids	May 2017
Award Contract	July 2017 BOT meeting
Commence Work	October 2017

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

4.2a *Change Order Request Report*

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

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

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

This item was discussed with the Finance and Facilities Committee of the Board of Trustees at a meeting held April 11, 2017.

April 18, 2017: Vice President, Finance & Operations, Maureen Lawrence

R E S O L U T I O N

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$35,000, or purchases with a combined total in excess of \$35,000; and

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

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

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

Change Order Reconciliation
April 18, 2017

		Contract Award	Change Orders Approved	Current Contract Value	Proposed C/Os	Contract Total	Proposed % Increase
Vendor Name	Description						
1 Keyboard Consultants, Inc.	Cabling upgraded to comply with code for Wall Campus and is funded by the ELF Bond.	\$ 64,571.00	\$ -	\$ 64,571.00	\$ 9,600.00	\$ 74,171.00	15%
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		\$ 64,571.00	\$ -	\$ 64,571.00	\$ 9,600.00	\$ 74,171.00	

4.3 *Authorization to seek FY18 Chapter 12 Funding for Infrastructure and Deferred Maintenance Projects*

It is estimated there will be Chapter 12 bonding capacity available in FY18, subject to the approval of the State Treasurer and the State's approved budget. All community colleges were invited to submit a request for Chapter 12 funding in an amount not to exceed \$3.8 million. The final amount available for each college will be determined after all requests are submitted.

The College Administration is recommending to the Board of Trustees that the College seek approval for the use of Chapter 12 funds in an amount not to exceed \$3.8 million for infrastructure projects at all locations and the Technical Skills Training Center (TSTC) project, which will include the renovation of the Long Branch Higher Education Center in order to offer training focused on entry-level skills in wood, glass, and metal fabrication as well as welding. Students will receive hands-on training to prepare technicians and mechanics for employment in regional manufacturing and construction support industries. The 23,000 square foot facility will include classroom space for traditional learning as well as welding stations with required ventilation, open work areas for fabrication and construction, computers for simulations, hand tools and other equipment.

The College received approval for the matching funds from the County of Monmouth at a Board of School Estimate meeting held February 23, 2017.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held April 11, 2017.

April 18, 2017: Vice President, Finance & Operations, Maureen Lawrence

RESOLUTION

WHEREAS, the Board of Trustees of Brookdale Community College is seeking approval for the use of Chapter 12 P.L. 1971, for infrastructure projects at all locations and the Technical Skills Training Center (TSTC) project; and

WHEREAS, the New Jersey Council of County Colleges has established June 2017 as the deadline for the submittal of a Board of Trustee Resolution which identifies the approved projects for Chapter 12 funding; and

WHEREAS, the College will seek from the Monmouth County Board of School Estimate a resolution agreeing to match the necessary funds, prior to the June deadline; and

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Brookdale Community College approves the use of Chapter 12, P.L. 1971 for infrastructure projects at all locations and the Technical Skills Training Center (TSTC) project located in Long Branch.

5.1 Curriculum

The faculty and administration of the College propose to implement a Hospitality Management Associate in Science program.

The Hospitality Management Associate in Science is designed as a transfer program for students seeking to complete a bachelor's degree and pursue a management career in the hospitality industry. The College is seeking articulation agreements with Fairleigh Dickinson and Stockton Universities.

In addition to general education coursework, the program curriculum includes hospitality courses in menu planning, catering and event planning, hotel operations, and travel and tourism as well as career studies electives in accounting, business, and marketing.

Leisure and hospitality is a key industry in Monmouth County making up about a tenth of the employment in the county. Job openings in this sector are expected to grow five percent by 2020 and seven percent within the next ten years. In addition to a wide variety of job prospects in the county and region, large hotel chains and corporations provide both national and international employment opportunities.

The Hospitality Management Associate in Science has been reviewed by Institute Deans, Academic Council, the General Education Committee, the Registrar, the Vice President for Learning, the President, and the Policy and Education Committee of the Board.

The President recommends that the Board of Trustees adopt a resolution approving the Hospitality Management Associate in Science.

WHEREAS, the faculty and administration of the College propose to implement a Hospitality Management Associate in Science program; and

WHEREAS, the Hospitality Management Associate in Science is designed as a transfer program for students seeking to complete a bachelor's degree and pursue a management career in the hospitality industry; and

WHEREAS, the College is seeking articulation agreements with Fairleigh Dickinson and Stockton Universities; and

WHEREAS, in addition to general education coursework, the program curriculum includes hospitality courses in menu planning, catering and event planning, hotel operations, and travel and tourism as well as career studies electives in accounting, business, and marketing; and

WHEREAS, leisure and hospitality is a key industry in Monmouth County making up about a tenth of the employment in the county; and job openings in this sector are expected to grow five percent by 2020 and seven percent within the next ten years; and

WHEREAS, in addition to a wide variety of job prospects in the county and region, large hotel chains and corporations provide both national and international employment opportunities; and

WHEREAS, the Hospitality Management Associate in Science has been reviewed by Institute Deans, Academic Council, the General Education Committee, the Registrar, the Vice President for Learning, the President, and the Policy and Education Committee of the Board;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Hospitality Management Associate in Science be and is hereby approved.

April 18, 2017

PROGRAM ANNOUNCEMENT COVER PAGE

Date: January 11, 2016

Institution:	Brookdale Community College
New Program Title:	Hospitality Management
Degree Designation:	Associate in Science
Programmatic Mission Level for the Institution	Associate
Degree Abbreviation:	A.S.
CIP Code and Nomenclature (if possible) <i>If outside the classification indicate Not Applicable</i>	520901 Hospitality Administration, Management, General
Campus(es) where the program will be offered.	Main Campus 765 Newman Springs Road Lincroft, NJ 07738
Date when the program will begin (month and year).	Fall 2017
List the institutions with which articulation agreements will be arranged:	Fairleigh Dickinson University Stockton University

Is licensure required of program graduates to gain employment? ☐ Yes ☒ No

Will the institution seek accreditation for this program? ☐ Yes ☒ No

☐ If yes, list the accrediting organization:

Program Announcement narrative:

☒ Objectives

page(s) 2

☒ Need

page(s) 9

☒ Student enrollments

page(s) 11

☒ Program resources

page(s) 11

Brookdale Community College
Hospitality Management Associate in Science

DESCRIPTIVE INFORMATION:

1. Objectives.

The Hospitality Management A.S. is a transfer program designed for students seeking a management position in the hospitality industry. This industry encompasses restaurants, hotels, event planning, theme parks, beach clubs, golf courses, resorts, cruise lines, casinos and sporting events. The program curricula includes coursework in business, management, marketing, and accounting in addition to hospitality courses in event planning, menu planning, travel and tourism and hotel operations. Monmouth County provides numerous opportunities for employment and advancement in the hospitality business. The objective of this program is to offer a new educational transfer program at Brookdale that provides career opportunities and aligns with local business and industry needs.

Faculty discussions are taking place with Fairleigh Dickinson and Stockton Universities to receive feedback on the proposed new program and to lay the groundwork for articulation agreements once the program is approved.

The program does not exceed our programmatic mission.

2. Evaluation and Learning Outcomes Assessment plan for the program.

Graduates of this program will be able to:

- Apply hospitality industry terminology, concepts and businesses
- Demonstrate safe food handling and responsible alcohol service
- Demonstrate examples of exemplary customer service skills in servicing an industry with diverse customers
- Integrate legal principles regulating a hospitality operation and supervise and coordinate personnel in a hospitality operation
- Design and evaluate hospitality menus and events, employing control systems and technologies, practicing business ethics, and fiscal responsibility
- Develop skills needed to operate a hospitality based business
- Demonstrate effective team/interpersonal skills
- Demonstrate knowledge of global travel and tourism concepts

<i>Institutional Learning Outcomes</i>	<i>Program Learning Outcomes</i>	<i>How Program Learning Outcomes Are Assessed</i>	
		<i>Course</i>	<i>Method</i>
Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens	Apply hospitality industry terminology, concepts and businesses	ECON 105, Macro Economics	Research via publications to: <ul style="list-style-type: none"> – Determine the impact of macroeconomic factors on small and large businesses – Define and explain the interrelationship
		ECON 106, Micro Economics	Research via actual interviews and publications to: <ul style="list-style-type: none"> – Determine the impact of microeconomic factors on small and large businesses – Define and explain the interrelationship
		BUSI 205, Principles of Management	Written and oral evaluation of current business situations that demonstrate student's ability to use analytical and critical-thinking skills in the context of decision-making.
		HOSP 105, Introduction to Hospitality Management	Written exams and interactive case studies that apply to hospitality industry terminology, concepts, and businesses.

<i>Institutional Learning Outcomes</i>	<i>Program Learning Outcomes</i>	<i>How Program Learning Outcomes Are Assessed</i>	
		<i>Course</i>	<i>Method</i>
		HOSP 235, Catering and Event Planning	Written exams and assignments that apply to hospitality industry terminology, concepts, and businesses.
		HOSP 225, Hotel Operations Management	Written exams and interactive case studies that apply to hospitality industry terminology, concepts, and businesses.
		MRKT 101, Introduction to Marketing	Written examinations and interactive learning assignments which evaluate students' understanding of: <ul style="list-style-type: none"> – Market process and functions – How the major elements of the marketing process are related – How they apply to actual marketing concepts and situations
		MRKT 115, Social Media Marketing	Written and online assignments that require students to: <ul style="list-style-type: none"> – Apply their knowledge of social media channels – Create a marketing plan which is judged on both the content of the plan and the quality of the composition (grammar, word usage, and organization)

<i>Institutional Learning Outcomes</i>	<i>Program Learning Outcomes</i>	<i>How Program Learning Outcomes Are Assessed</i>	
		<i>Course</i>	<i>Method</i>
	Demonstrate effective team/interpersonal skills	PSYC 106, Introduction to Psychology II: Personality & Social Aspects	The High Impact Practice written assignments that engage students in active learning: <ul style="list-style-type: none"> – One involving cultural issues – Two others on group work and social norms
		HOSP 245, Travel and Tourism	Written and visual research project with presentations that demonstrates effective team/interpersonal skills.
Students will understand the importance of a global perspective and culturally diverse peoples.	Demonstrate knowledge of global travel and tourism concepts.	HOSP 245. Travel and Tourism	Written and visual project and presentations that demonstrate students, understanding of the global perspective.
Students will analyze works in the fields of art, music, or theater; literature; and philosophy and/or religious studies; and will gain competence in the use of a foreign language.	Demonstrate examples of exemplary customer service skills in servicing an industry with diverse customers	Any Foreign Language course	Oral and written evaluation of students conversational and comprehension skills in a foreign language.

<i>Institutional Learning Outcomes</i>	<i>Program Learning Outcomes</i>	<i>How Program Learning Outcomes Are Assessed</i>	
		<i>Course</i>	<i>Method</i>
Students will think critically.	Design and evaluate hospitality menus and events, employing control systems and technologies, practicing business ethics, and fiscal responsibility	BUSI 205, Principles of Management	Written and oral evaluation of current business situations that demonstrate student's ability to use analytical and critical-thinking skills in the context of decision-making.
		BUSI 221, Business Law I	Written assignments and examinations evaluating students' knowledge of contract law and ethical decision-making using critical thinking skills.
		ECON 105	Research via publications to: <ul style="list-style-type: none"> – Determine the impact of macroeconomic factors on small and large businesses – Define and explain the interrelationship
		ECON 106	Research via actual interviews and publications to: <ul style="list-style-type: none"> – Determine the impact of microeconomic factors on small and large businesses – Define and explain the interrelationship

<i>Institutional Learning Outcomes</i>	<i>Program Learning Outcomes</i>	<i>How Program Learning Outcomes Are Assessed</i>	
		<i>Course</i>	<i>Method</i>
Students will understand ethical issues and situations.	Integrate legal principles regulating a hospitality operation and supervise and coordinate personnel in a hospitality operation	COMP 129, Information Technology	Research and submission of a paper focusing on an issue representing a threat to cyber-business activity: <ul style="list-style-type: none"> – Cyberstalking – Phishing – Keyloggers – Online Identify Theft – Search Engine Censorship – Software Piracy
		HOSP 299, Hospitality Internship	Creation of an electronic portfolio along with practical work experience in a hospitality operation.
Students will use the scientific method of inquiry, through the acquisition of scientific knowledge	Demonstrate safe food handling and responsible alcohol service	ENVR 107, Environmental Science	The lab component complements the lecture portion of the course and provides students with experience and skills in the techniques and tools used for studying environmental science. These experiences provide students with important opportunities to: <ul style="list-style-type: none"> – Test concepts and principles that are introduced in the classroom – Explore specific problems with a depth not easily achieved otherwise – Gain an awareness of the importance of confounding variables that exist in the “real world”

Institutional Learning Outcomes	Program Learning Outcomes	How Program Learning Outcomes Are Assessed	
		Course	Method
		HOSP 115, Menu Planning and Food Safety	Completion ServSafe national certification exam.
		HOSP 215, Food and Beverage Management	Completion ServSafe alcohol national certification exam.
Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.	Develop skills needed to operate a hospitality based business	ACCT 101, Principles of Accounting I	Written examinations and interactive exercises that assess students' ability to: <ul style="list-style-type: none"> – Communicate business transactions to decisions makers – Prepare financial balance sheets for sole proprietorships in accordance with generally accepted accounting principles
		ACCT 102, Principles of Accounting II	Written examinations and interactive exercises that assess students' ability to: <ul style="list-style-type: none"> – Communicate business transactions to decisions makers – Prepare financial statements for corporations in accordance with generally accepted accounting principles

<i>Institutional Learning Outcomes</i>	<i>Program Learning Outcomes</i>	<i>How Program Learning Outcomes Are Assessed</i>	
		<i>Course</i>	<i>Method</i>
		MATH 131, Statistics	Collaborative in-class laboratory exercise using a set of international data designed to give students the opportunity to discuss their lab and data with another student.

3. Relationship of the program to institutional strategic plan and its effect on other institutional programs at the same institution.

The Hospitality Management Associate in Science aligns with Brookdale Community College's mission to offer quality affordable educational programs that lead to transfer and career opportunities.

The College does not currently offer any programming in hospitality. The College's Business Administration A.S. is designed for students seeking careers in business management. Several business courses have been incorporated in the hospitality program as requirements or electives. The programs complement each other by offering students interested in business or management, the option of a concentration in hospitality.

4. Need. Provide justification of the need for this program.

Brookdale is the only higher education public institution in Monmouth County. With its location along the coast, one of Monmouth County's major industries is travel and tourism. There are many parks, golf courses, and historic sites in addition to restaurants, hotels, concert and theater venues, a racetrack, and boating and yacht clubs. New York City is accessible by car, bus, train and ferry.

According to a needs assessment report completed by Brookdale's Planning and Institutional Effectiveness Division, Leisure and Hospitality is a key industry in Monmouth County making up about a tenth of industry employment in the County. The accommodation and food services component which was the fourth largest industry employer in 2016 is expected to grow 7% in the next ten years. Additionally, the arts, entertainment, and recreation sector is the eighth largest industry employer and is expected to grow 9% in the next ten years.

The New Jersey Department of Labor and Workforce Development Division of Workforce Research and Analytics 2012-2022 identifies leisure and hospitality as one of the five industry sectors with the largest projected employment growth, and that professional and service occupations will dominate job growth.

The United States Department of Labor Bureau of Labor Statistics reports that the leisure and hospitality industry added 312,000 jobs over the year as of September 2016.

Brookdale is ideally situated to offer a program in hospitality. Graduates of the associate transfer program will have the opportunity to continue on to pursue a bachelor's degree in a field where there are many local employment opportunities. Discussions are in process with Stockton and Fairleigh Dickinson Universities for feedback on this new program and to lay the groundwork for articulation agreements.

A degree in hospitality management offers individuals a variety of job prospects including large hotel chains and corporations that provide employment opportunities both in this country and abroad.

Similar programs within the state and neighboring states for Hospitality Management Associate degree or certificate:

Institute	Degree Program
Atlantic Cape Community College	Hospitality Management A.A.S.
Bergen Community College	Hotel/Restaurant/Hospitality A.A.S.
Camden County College	Hospitality Technology A.A.S.
County College of Morris	Hospitality Management A.A.S.
Hudson County Community College	Hospitality Management A.A.S.
Mercer County Community College	Hotel/Restaurant/Institution Management A.A.S.
Middlesex County College	Hotel/Restaurant/Institution Management A.A.S.
Rowan College at Burlington	Food Service & Hospitality Management Technology A.A.S.
Rowan College at Burlington	Hospitality and Tourism Management A.S.
Rowan College at Burlington	Casino and Resort Management, A.A.S.
Union County College	Hotel/Tourism & Restaurant Management A.A.S.
Atlantic Cape Community College	Restaurant Supervision Professional Certificate
Atlantic Cape Community College	Hospitality Marketing Professional Certificate
Bergen Community College	Hospitality Management Certificate
Bergen Community College	Event Planning and Management Certificate
Camden County College	Food Services Management Certificate
Camden County College	Hotel & Resort Management Certificate
Camden County College	Meeting and Event Planning Certificate
Hudson County Community College	Hospitality Management Certificate
Middlesex County College	Event Planning Management Certificate
Middlesex County College	Hotel Operations Certificate
Middlesex County College	Restaurant Operations Certificate
Passaic County Community College	Hospitality/Retail Management Certificate
Raritan Valley Community College	Events Planning/Meeting Management Certificate
Rowan College at Burlington	Food Service & Hospitality Management Certificate

5. Students.

Enrollment for this program is expected to increase due to employment growth in this industry sector and as transfer agreements are established.

Projected enrollment:

2017	20-30 students
2018	30-40 students
2019	40-50 students

6. Program Resources.

As enrollment increases, one full-time faculty may be needed. In addition, printed materials, videos, and kitchen simulation supplies/equipment such as place settings will be required.

Hospitality Management A.S.

This transfer program is designed for students seeking a management position in the hospitality industry. The hospitality industry encompasses restaurants, hotels, event planning, theme parks, beach clubs, golf clubs, resorts, cruise lines, casinos, and sports teams.

General Education – 32-33 credits:

The following General Education courses are required:

Course Code	Title	Credits
ENGL 121	English Composition: The Writing Process	3
ENGL 122	English Composition: Writing and Research	3
MATH 131	Statistics	4
ENVR 107	Environmental Science	4
COMP 129	Information Technology	3
Humanities	Any foreign language course	3-4
ECON 105	Macro Economics	3
ECON 106	Micro Economics	3
PSYC 106	Introduction to Psychology II: Personality & Social Aspects	3
SPCH 115	Public Speaking	3

Career Studies – 24 credits:

HOSP 105	Introduction to Hospitality Management	3
HOSP 115	Menu Planning and Food Safety	3
HOSP 215	Food and Beverage Management	3
HOSP 225	Hotel Operations Management	3
HOSP 235	Catering and Event Planning	3
HOSP 245	Travel and Tourism	3
BUSI 221	Business Law I	3
HOSP 299	Hospitality Management Internship	3

Career Studies – 6 credits from among the following:

ACCT 101	Principles of Accounting I	3
ACCT 102	Principles of Accounting II	3
BUSI 205	Principles of Management	3
MRKT 101	Introduction to Marketing	3
MRKT 115	Social Media Marketing	3

Total credit required for degree: 62-63

Sequence:**Fall Term – 1st Semester**

HOSP 105	Introduction to Hospitality Management	3
HOSP 115	Menu Planning and Food Safety	3
ENGL 121	English Composition: The Writing Process	3
PSYC 106	Introduction to Psychology II: Personality & Social Aspects	3
COMP 129	Information Technology	3
Total credits for semester		15

Spring Term – 2nd Semester

HOSP 215	Food and Beverage Management	3
HOSP 225	Hotel Operations Management	3
Career Studies		3
ENGL 122	English Composition: Writing and Research	3
Humanities	Any General Education Foreign language course	3-4
Total credits for semester		15-16

Fall Term – 3rd Semester

HOSP 235	Catering and Event Planning	3
Career Studies		3
MATH 131	Statistics	4
SPCH 115	Public Speaking	3
ECON 105	Macro Economics	3
Total credits for semester		16

Spring Term – 4th Semester

HOSP 245	Travel and Tourism	3
HOSP 299	Hospitality Management Internship	3
BUSI 221	Business Law I	3
ENVR 107	Environmental Science	4
ECON 106	Micro Economics	3
Total credits for semester		16

New Course Descriptions:

HOSP 105 Introduction to Hospitality Management (Cr3) (3:0)

Introduce students to all the areas of hospitality industry, exploring the business and their management. Identify the latest trends and preparation needed for a career in hospitality.

HOSP 115 Menu Planning and Food Safety (Cr3) (3:0)

The course will guide students through the menu process. Planning for target markets and branding concepts including cost control, layout and design of menu planning will be applied. The course prepares students for the ServSafe National Food Safety Certification Examination which is required to pass the course.

HOSP 215 Food and Beverage Management (Cr3) (3:0)

This course will give students understanding of the food and beverage operations in all aspects of the hospitality industry including practical and theoretical understanding of quantity food and beverage production and service operations. The course prepares students for the ServSafe Alcohol Certification Examination which is required to pass the course.

HOSP 225 Hotel Operations Management (Cr3) (3:0)

A compilation of skills and knowledge requirements to manage and effectively supervise in the hotel and lodging industry. Front office, housekeeping, marketing, human resources and safety operations will be explored.

HOSP 235 Catering and Event Planning (Cr3) (3:0)

This course gives students a basic understanding of catering functions and organizing special events. Students will engage in the planning process for a spectrum of event venues. Students will explore cost control and customer service aspects of events.

HOSP 245 Travel and Tourism (Cr3) (3:0)

This course provides students the principles of tourism and travel in relation to the hospitality industry. Topics covered include providing tourism services, accommodations, food and beverage and attractions. The cultural impacts of tourism and globalization are explored.

HOSP 299 Hospitality Internship (Cr3)

Students will be placed in approved sites for 225 hours of related work experience. The student will complete an internship experience logbook pertaining to the work experience.

5.1 Curriculum

The faculty and administration of the College propose to implement a Criminal Justice Option in the Social Sciences Associate in Arts program.

The Criminal Justice Option is designed specifically for students seeking to transfer to Rutgers School of Arts and Sciences in New Brunswick for a Bachelor of Arts in Criminal Justice. The College will continue to offer the Criminal Justice Associate in Science program for students seeking to transfer to other colleges and universities.

The Option curriculum consists of 45 general education credits required for an associate in arts degree and 12 credits in criminal justice coursework. Graduates of the bachelor's program have career opportunities in law enforcement, court administration, corrections, and security.

The Social Sciences Associate in Arts Criminal Justice Option has been reviewed by Institute Deans, Academic Council, the General Education Committee, the Registrar, the Vice President for Learning, the President, and the Policy and Education Committee of the Board.

The President recommends that the Board of Trustees adopt a resolution approving the Social Sciences Associate in Arts Criminal Justice Option.

WHEREAS, the faculty and administration of the College propose to implement a Criminal Justice Option in the Social Sciences Associate in Arts program; and

WHEREAS, the Criminal Justice Option is designed specifically for students seeking to transfer to Rutgers School of Arts and Sciences in New Brunswick for a Bachelor of Arts in Criminal Justice; and

WHEREAS, the College will continue to offer the Criminal Justice Associate in Science program for students seeking to transfer to other colleges and universities; and

WHEREAS, the Option curriculum consists of 45 general education credits required for an associate in arts degree and 12 credits in criminal justice coursework; and

WHEREAS, graduates of the bachelor's program have career opportunities in law enforcement, court administration, corrections, and security; and

WHEREAS, the Social Sciences Associate in Arts Criminal Justice Option has been reviewed by Institute Deans, Academic Council, the General Education Committee, the Registrar, the Vice President for Learning, the President, and the Policy and Education Committee of the Board;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Social Sciences Associate in Arts Criminal Justice Option be and is hereby approved.

April 18, 2017

Social Sciences Associate in Arts Criminal Justice Option

The Criminal Justice Option is specifically designed for students seeking to transfer to Rutgers School of Arts and Sciences in New Brunswick, NJ for a Bachelor of Arts in Criminal Justice. The study of criminal justice provides an opportunity to learn about issues and problems in society's response to crime. Coursework provides students the opportunity to not only understand the field of criminal justice but have a well-rounded background in general education courses. Career opportunities will be explored in areas such as law enforcement, court administration, corrections, and security. Students who wish to transfer to other colleges or universities should select the Criminal Justice Associate in Science program.

Graduates of this program will be able to:

- Analyze the constitutional rights and court decisions most important to the criminal justice system
- Analyze the structure of the New Jersey and the United States court systems
- Critique the important decision points in the criminal justice process
- Construct their own personal views on controversial issues raised about the American justice system
- Examine the issues of professional responsibility and ethical standards in the criminal justice system
- Identify occupational opportunities in the three sub-systems of the criminal justice system

Requirements:

General Education 45-48 credits including:

- Cultural and Global Awareness (CG) 3 credits
[One course is required from the CG category. Students may not meet this requirement while simultaneously fulfilling the requirement for another General Education category.]

Career Studies – 12 credits as follows:

Career Studies – 6 credits required:

- CRJU 101 Introduction to Criminal Justice System 3 credits
- CRJU 125 Police Role in the Community 3 credits

Career Studies – 6 credits from among the following:

- CRJU 127 Introduction to Corrections 3 credits
- CRJU 151 Introduction to Criminology 3 credits
- CRJU 229 Criminal Due Process 3 credits

Electives 0-3 credits

Total credits required for degree: 60

Suggested sequence:

The following sequence is an example of how this degree can be completed in two years. This sequence is based on satisfaction of all Foundational Studies requirements and prerequisites and presumes a Fall

Term start date. An individual's program may vary depending on transfer institution, career objectives, or individual needs.

Semester 1 – Fall Term	Credits
• Mathematics/Science/Technological Competency	3-4 ⁽¹⁾
• ENGL 121 English Composition: The Writing Process	3
• Humanities	3
• Mathematics	3-4 ⁽¹⁾
• CRJU 101 Introduction to Criminal Justice System	3
Total Credits:	15-17
 Semester 2 – Spring Term	
• ENGL 122 English Composition: Writing and Research	3
• Mathematics or Science	3-4 ⁽¹⁾
• History	3
• Social Sciences	3
• CRJU 125 Police Role in Community	3
Total Credits:	15-16
 Semester 3 – Fall Term	
• Career Studies	3
• SPCH 115 Public Speaking	3
• Humanities	3-4
• History	3
• Science (with lab)	4 ⁽¹⁾
Total Credits:	16-17
 Semester 4 – Spring Term	
• Career Studies	3
• Humanities	3-4
• Social Sciences	3
• Cultural & Global Awareness	3
• Elective	0-3
Total Credits:	12-16

⁽¹⁾ A minimum of 12 credits is required from the Mathematics, Science or Technological Competency knowledge areas.



Strategic Priorities

2015-2017



Strategic Priorities 2015 – 2017: Goals

In fulfilling the mission of the College, the overarching goals of the Board of Trustees Strategic Priorities are to focus the College on its future and establish the groundwork for the next strategic plan.

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2017 Committee Appointments

Board Bylaw 1.4010, appointments to Standing Committee

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

Committees meeting monthly	<u>Executive Committee (5)</u> Dr. Carl Guzzo, Jr., Chair Mr. Paul Crupi, Vice-Chair Mr. Hank Cram Ms. Madeline Ferraro Mr. Bret Kaufmann Ms. Marta Rambaud	<u>Finance and Facilities (5)</u> Mr. Bret Kaufmann, Chair Mr. Paul Crupi Ms. Madeline Ferraro Mr. Daniel Becht	
Committees meeting 4 times per year	<u>Policy and Education (5)</u> Dr. Hank Cram, Chair Ms. Tracey Abby-White Ms. Madeline Ferraro Dr. Les Richens Ms. Marta Rambaud Mr. Kevin Przystawski	<u>Governance (5)</u> Mr. Paul Crupi, Chair Ms. Tracey Abby-White Ms. Latonya Brennan Mr. Hank Cram	<u>Audit Committee (4)</u> Ms. Marta Rambaud, Chair Mr. Kevin Przystawski Ms. Latonya Brennan
Committees Meeting on as needed basis	<u>By Laws Committee (5)</u> Ms. Madeline Ferraro, Chair Mr. Paul Crupi Dr. Hank Cram Ms. Marta Rambaud	<u>Nominating Committee (3)</u> Mr. Bret Kaufmann, Chair Mr. Hank Cram Ms. Marta Rambaud	<u>Ad-Hoc Transition</u> Dr. Carl Guzzo, Jr. Mr. Paul Crupi Ms. Madeline Ferraro Mr. Hank Cram Mr. Bret Kaufmann
Liaisons	<u>Liaison to New Jersey Council of County Colleges</u> Mr. Paul Crupi Mr. Kevin Przystawski	<u>New Jersey Council of County Colleges Trustees Ambassador</u> Mr. Paul Crupi Mr. Kevin Przystawski	<u>Liaison to Brookdale Community College Foundation</u> Ms. Tracey Abby-White Mr. Kevin Przystawski

* The Human Resources Committee – A committee of the whole

Committee Assignments – December 20, 2016

v1 -Leave of Absence of Joe DiBella , v2 – 3/13/17 - removed Trustee William Dalton and added Mr. Daniel Becht; v3 – 4/5/17 removed Joe DiBella added Ad-Hoc Transition

APPROVED BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2017

2017 Public Business Meetings	Executive	Governance	Finance & Facilities	Audit	Policy & Education	Foundation Board
DATES/LOCATIONS Public Business Meeting 5:30 PM	Shall meet prior to each regular meeting	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as	Shall meet a minimum of four times per year or as requested.	4:00 PM in Trustees Conference Room
Wednesday, January 18* Lincroft, SLC, Navesink II & III	January 9 5:00 PM		January 10 5:00 PM		January 9 6:00 PM	January 19
Tuesday, February 21 Neptune HEC	February 16 5:00 PM		February 16 6:00 PM	February 16 7:00 PM		
Tuesday, March 21 Lincroft, SLC, Navesink II & III	March 13 5:00 PM	March 13 6:00 PM	March 14 5:00 PM	March 14 6:00 PM		March 23
Tuesday, April 18 Lincroft, SLC, Navesink I & II	April 11 5:00 PM		April 11 6:00 PM		April 13 6:00 PM	
Tuesday, May 16 Lincroft, SLC, Navesink I & II	May 8 5:00 PM	May 8 6:00 PM	May 9 5:00 PM	May 9 May 2 6:00 PM		May 18
Tuesday, June 20 Wall	June 13 5:00 PM		June 13 6:00 PM			June 15
Tuesday, July 18 Lincroft, BAC President's Conference Room						
Tuesday, August 22 Lincroft, BAC President's Conference Room						
Tuesday, September 12 Lincroft, SLC, Navesink I & II	September 5 5:00 PM				September 5 6:00 PM	
Tuesday, October 17 Freehold Campus, 103 & 104	October 9 5:00 PM	October 9 6:00 PM	October 10 5:00 PM	October 10 6:00 PM		
Tuesday, November 14 Reorganization Meeting Lincroft, SLC, Navesink I & II	November 6 5:00 PM		November 7 5:00 PM	November 7 6:00 PM	November 6 6:00 PM	
Tuesday, December 19 Lincroft, SLC, Navesink I & II	December 11 5:00 PM	December 11 6:00 PM	December 12 5:00 PM			

Nominating Committee Appointed in September for October discussion & November vote | Human Resources is a Committee of the whole

V2 – Changes to accommodate ACCT NLS and Discussion at 12/20/16 board meeting; * Change of January Board meeting approved 12/20/16; V3 - Change to May Audit Committee meeting

BROOKDALE COMMUNITY COLLEGE
UPCOMING EVENTS

BOLD indicates off of the Lincroft campus

2017

April 11	Executive Committee Meeting – 5:00 PM, Conference Call
April 11	Finance & Facilities Committee Meeting – 6:00 PM, BAC, President's Conference Room
April 13	Policy & Education Committee Meeting – 6:00 PM BAC, President's Conference Room
April 18	BOT Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink I & II
May 2	Audit Committee Meeting – 6:00 PM BAC, President's Conference Room
May 5	Barringer Dinner – 6:00 PM, The Mill, Spring Lake
May 8	Executive Committee Meeting – 5:00 PM, Conference Call
May 8	Governance Committee Meeting – 6:00 PM, BAC, President's Conference Room
May 9	Finance & Facilities Committee Meeting – 5:00 PM, BAC, President's Conference Room
May 10	Chhange Colloquium – 9:30 AM – Arena
May 10	Allied Health Pinning – 4 PM – Arena
May 11	Scholars Day – All day on campus
May 12	Commencement – Collins Arena – 9 AM – 3 PM
May 15	Nursing Pinning – 6 PM - Arena
May 16	BOT Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink Rooms
May 18	Foundation Board Meeting – 4 PM, SLC, Trustee Conference Room
June 9	50th Anniversary Scholarship Ball – 5 PM – Eagle Oaks Country Club
June 13	Executive Committee Meeting – 5:00 PM, Conference Call
June 13	Finance & Facilities Committee Meeting – 6:00 PM, BAC, President's Conference Room
June 20	Wall ribbon cutting ceremony – Prior to Board Meeting - Wall
June 20	BOT Public Business Meeting – 5:30 PM, Wall
July 18	BOT Public Business Meeting – 5:30 PM, Lincroft, BAC, President's Conference Room
August 22	BOT Public Business Meeting – 5:30 PM, Lincroft, BAC, President's Conference Room
Sept. 5	Executive Committee Meeting – 5:00 PM, Conference Call
Sept. 5	Policy & Education Committee Meeting – 6:00 PM BAC, President's Conference Room
Sept. 12	BOT Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink I & II
Sept. 19	Foundation Golf Outing – Eagle Oaks Country Club
Sept. 25-28	ACCT Leadership Congress – Las Vegas
Oct. 9	Executive Committee Meeting – 5:00 PM, Conference Call
Oct. 9	Governance Committee Meeting – 6:00 PM, BAC, President's Conference Room
Oct. 10	Finance & Facilities Committee Meeting – 5:00 PM, BAC, President's Conference Room
Oct. 10	Audit Committee Meeting – 6:00 PM BAC, President's Conference Room
Oct. 17	BOT Public Business Meeting – 5:30 PM, Brookdale at Freehold
Nov. 6	Executive Committee Meeting – 5:00 PM, Conference Call
Nov. 6	Policy & Education Committee Meeting – 6:00 PM BAC, President's Conference Room
Nov. 7	Finance & Facilities Committee Meeting – 5:00 PM, BAC, President's Conference Room
Nov. 7	Audit Committee Meeting – 6:00 PM BAC, President's Conference Room
Nov. 14	BOT Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink I & II

Dec. 11	Executive Committee Meeting – 5:00 PM, Conference Call
Dec. 11	Governance Committee Meeting – 6:00 PM, BAC, President’s Conference Room
Dec. 12	Finance & Facilities Committee Meeting – 5:00 PM, BAC, President’s Conference Room
Dec. 19	BOT Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink I & II