



Brookdale Community College  
Board of Trustees Public Business Meeting  
Tuesday, November 27, 2018 5:30 PM (EST)  
765 Newman Springs Rd, Lincroft, New Jersey 07738  
Lincroft Campus, Student Life Center, Navesink Rooms

- I. Call to Order, Reading of Statement and Roll Call - Chair Guzzo - 5 minutes
- II. Pledge of Allegiance - Chair Guzzo - 5 minutes
- III. Adoption of Agenda - Chair Guzzo
- IV. Board of Trustees Annual Reorganization
  - A. Nominating Committee Report - Trustee Kaufmann
  - B. Election of Officers of the Board of Trustees - Mr. Matt Giacobbe
  - C. Establishment of a Regular Meeting Schedule of the Board of Trustees - Chair
    - 1. Discussion of Board Schedule
    - 2. Adoption of 2019 Board of Trustees Annual Calendar
  - D. Appointment of Standing Committees - Chair

*Board Bylaw 1.4010, appointments to Standing Committee - As soon as reasonably practical, following the election of the Chair and Vice Chair, the full Board of Trustees shall meet to discuss Trustee assignments to standing committees, subcommittees, and any other appointed positions. The process of committee selection shall be open and collaborative and include all Board members.*
  - E. Resolution of Designation of Public Notice Requirements - Chair
  - F. Annual Report of the College - Dr. Stout
- V. Recognition of Women's Soccer Team
- VI. Resolution to Hold a Closed Meeting - Chair
- VII. Motion to Re-Open the Meeting to the Public - Chair
- VIII. Reports from the Board Committees and Liaisons - Chair
  - A. Executive Committee - Chair Guzzo
  - B. Finance & Facilities Committee - Trustee Kaufmann
    - 1. Monthly Financial Reporting
  - C. Report from the Engineer of Record - Mr. Charles Rooney
  - D. Policy & Education Committee - Trustee Richens
  - E. Audit Committee - Trustee Rambaud

- F. Student's Perspective - Trustee Cattelona
- G. Private Public Partnership Committee - Trustee Abby-White
- IX. Approval of Public Business Meeting Minutes - October 23, 2018 - Chair
- X. Approval of Executive Session Minutes - October 23, 2018 - Chair
- XI. Approval of Special Board of Trustees Meeting Minutes - November 12, 2018 - Chair
- XII. Review of Consent Agenda - Chair
  - \*Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees*
- XIII. Public Comment on Agenda Items - Chair
- XIV. Consent Agenda - Chair - 5 minutes
  - A. Acceptance of Grants
  - B. Application for Grants
  - C. Acceptance of Gifts
  - D. Approval of Human Resources
  - E. Purchases in Excess of \$35,300 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 Reports
- XV. Change Order Request - Chair
- XVI. Lodging of Policies - Chair
  - A. Lodge Revised Policy 4.4000 Investments
  - B. Lodge Revised Policy 4.5000 Construction Contracts
  - C. Lodge Revised Policy 5.0007 Establishment or Discontinuance of Programs
  - D. Lodge Revised Policy 7.0000 Program Advisory Committees
  - E. Lodge Revised Policy 3.3002 Grant Funded Positions
  - F. Lodge Revised Policy 3.4001 College Interns
  - G. Lodge Revised Policy 3.9008 Code of Ethics of Employees
  - H. Lodge New Policy 1.2051 Trustee Conduct
- XVII. Approval of New Programs
  - Kitchen and Bath Design Academic Credit Certificate of Achievement.; Game Design in Applied Science Program*
- XVIII. Approval of Discontinuance of Programs
  - Corrections Option, Criminal Justice Associate in Science; Marketing Associate in Applied Science; Advanced Automotive Technician, Automotive Brakes, Steering, Suspension and Alignment Specialist, Automotive Electrical/Power Systems Specialist, Automotive Engine Performance Specialist, and Automotive Transmission Systems Specialist Academic Credit Certificates of Achievement*
- XIX. President's Report - Dr. Stout
  - A. Academic Master Plan - Dr. Reed
- XX. Public Comment - Chair
- XXI. Old/New Business - Chair

XXII. Adjournment - Chair

XXIII. Appendix - Board Materials

## Resolution

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that the following are the meeting dates and locations of the Board of Trustees meetings for 2019.

<b>BOARD OF TRUSTEES MEETING DATES 2019</b>			
<b>MONTH</b>	<b>Day</b>	<b>DATE</b>	<b>LOCATION – Subject to Change ( Notice will be given if changed)</b>
<b>January</b>	<b>Tuesday</b>	<b>January 29, 2019</b>	<b>Wall Campus, Rooms 110 &amp; 112</b>
<b>February</b>	<b>Tuesday</b>	<b>February 26, 2019</b>	<b>Brookdale at Long Branch, Room 200,</b>
<b>March</b>	<b>Tuesday</b>	<b>March 26, 2019</b>	<b>Lincroft Campus, Student Life Center Navesink Rooms</b>
<b>March</b>	<b>Friday/Saturday</b>	<b>March 29 &amp; 30, 2019</b>	<b>Board Retreat, Location To Be Determined</b>
<b>April</b>	<b>Tuesday</b>	<b>April 30, 2019</b>	<b>Lincroft Campus, Student Life Center Navesink Rooms,</b>
<b>May</b>	<b>Wednesday</b>	<b>May 29, 2019</b>	<b>Lincroft Campus, Student Life Center Navesink Rooms</b>
<b>June</b>	<b>Tuesday</b>	<b>June 25, 2019</b>	<b>Lincroft Campus, Student Life Center Navesink Rooms</b>
<b>July</b>	<b>Tuesday</b>	<b>July 23, 2019</b>	<b>Wall Campus, Rooms 110 &amp; 112</b>
<b>August</b>	<b>Tuesday</b>	<b>August 27, 2019</b>	<b>Brookdale at Neptune</b>
<b>September</b>	<b>Tuesday</b>	<b>September 24, 2019</b>	<b>Lincroft Campus, Student Life Center, Navesink Rooms</b>
<b>October</b>	<b>Tuesday</b>	<b>October 29, 2019</b>	<b>Freehold Campus, Rooms 103 &amp; 104</b>
<b>November</b>	<b>Tuesday</b>	<b>November 19, 2019</b>	<b>Lincroft Campus, Student Life Center, Navesink Rooms</b>
<b>December</b>	<b>Tuesday</b>	<b>December 17, 2019</b>	<b>Brookdale at Hazlet, Room 102</b>

The Public Meeting of the Board will begin at 5:30 PM. (Notice will be given if there is a time change)

November 27, 2018 – Annual 2019 Board of Trustees Public Business Meeting Calendar for consideration by the Board of Trustees

## RESOLUTION

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College will make public notice of the date, time and place of the Board of Trustees meetings to be held in 2019 after the meeting schedule has been adopted by the board.

**BE IT FURTHER RESOLVED** that the Board of Trustees does hereby designate as official newspapers to receive notices of meetings the following:

*The Asbury Park Press*

*The Star Ledger*

**BE IT FURTHER RESOLVED** that all required notices of meetings of the Board of Trustees shall be posted on the bulletin board on the first floor of the Brookdale Administrative Center.

**BE IT FUTHER RESOLVED** that a copy of all notices of meetings of the Board of Trustees shall be filed with the Clerk of the County of Monmouth

**BE IT FURTHER RESOLVED** that the Board of Trustees meeting schedule will be posted on the Brookdale Community Website on the Brookdale Community Board of Trustee webpage.

**BE IT FURTHER RESOLVED** that any person may request in writing that the Board of Trustees mail to him/her a copy of the notices of any Public, special or rescheduled meetings of the Board of Trustees upon prepayment by such person of the applicable fee hereinafter set forth. All requests made pursuant to this paragraph shall terminate on December 31 of the year in which said request is made subject by filing of a new written request together with prepayment of the applicable fee

### Schedule of Mailing Fees

For a copy of the schedule of regular meetings and reschedules thereof	\$4.00
For advance written notice of all regular, special, rescheduled or adjourned meetings during the 2019 year.	\$40.00

# BROOKDALE COMMUNITY COLLEGE

## Board of Trustees Public Business Meeting Minutes

**October 23, 2018**

**Brookdale Community College  
Brookdale at Long Branch Rm 200  
213 Broadway, Long Branch, NJ 07740**

- A. Chair Guzzo called the meeting to order at 5:30 P.M. and the group made the Pledge of Allegiance.
- B. Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner: On October 17 2018, at 3 PM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Vice-Chair	Dr. Matthew Reed
	Mr. Daniel F. Becht, Trustee (5:40 PM)	Dr. Herbert Cohen
	Ms. Suzanne Brennan, Trustee	Mr. Joey Stoner
	Ms. Victoria Cattelona, Graduate Trustee	Dr. Nancy Kegelman
	Mr. Paul Crupi, Trustee	Ms. Patricia Sensi
	Ms. Madeline Ferraro, Trustee	Ms. Kathy Kamatani
	Dr. Carl Guzzo, Chair	Dr. Anita Voogt
	Mr. Bret Kaufmann, Trustee	Ms. Bonnie Passarella
	Dr. David M. Stout, Secretary	Mr. Ed Johnson
	Ms. Marta Rambaud, Trustee	Ms. Linda Martin
		Ms. Cynthia Gruskos, Recorder
Absent	Ms. Latonya Brennan, Trustee	
	Dr. Hank Cram, Trustee	
	Mr. Paul Crupi, Trustee	
	Dr. Les Richens, Trustee	
		Mr. Charles Rooney, Engineer of Record
College Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
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<b>Adoption of Agenda for Public Business Meeting</b>	<p>A motion to adopt the meeting agenda was made by Vice Chair Abby-White and seconded by Trustee Becht.</p> <p>Motion passed unanimously.</p>	
<p><b>Signing of Memorandum of Understanding – Stockton University</b> – President Stout and President Kesselman signed a memorandum of understanding that will strengthen the relationship between Stockton University and Brookdale Community College by offering multiple opportunities for students to seamlessly pursue their Associates and Bachelor’s degrees at both institutions. This agreement will allow conditional dual admission to Stockton University for Brookdale students beginning in their first year of their associate degree. Stockton will provide 5 one year scholarships of \$2000 per year to Brookdale graduates whose admission to Stockton is covered by this agreement. Brookdale students who are dual admitted to Stockton, will be eligible to apply for Stockton housing.</p> <p>Deputy Director Lillian G. Burry, Freeholder Liaison to Brookdale Community College – Deputy Director Burry addressed the board and commented on the continued support of the Board of Chosen Freeholders to the college.</p>		
<p><b>Resolution to Hold a Closed Meeting</b></p> <p><i>Mr. Giacobbe read the resolution to enter into executive session. (Attachment A)</i></p>	<p>A motion was made to approve the resolution to hold an executive session by Trustee Becht and seconded by Vice-Chair Abby-White.</p> <p>Motion passed unanimously.</p>	
<b>Topic and Discussion</b>	<b>Votes Taken</b>	<b>Action and Follow-up Actions</b>

<b>Motion to Re-Open the Meeting to the Public</b>	<p>A motion was made to re-open the meeting to the public by Trustee S. Brennan and seconded by Vice-Chair Abby-White.</p> <p>Motion passed unanimously.</p>	
<ol style="list-style-type: none"> <li><b>1. Reports from Board Committees and Liaisons</b></li> <li><b>2. Executive Committee/October 16, 2018</b> - Chair Guzzo reported on a productive Executive Committee</li> <li><b>3. Finance &amp; Facilities Committee/October 15, 2018</b> - Chair Guzzo reported on the Finance &amp; Facilities committee. He reviewed the findings of the the financial reporting as of October 30, 2018.</li> <li><b>4. Report from the Engineer of Record</b> – Mr. Charles Rooney reviewed his Construction Projects report dated October 8. He made the recommendation to award the Misc. Roof bids to Integrity Roofing and MTB, LLC. He made a recommendation that a reasonable installation schedule needs to be created for the LED lighting replacement project, so that it can be incorporated into the bid package.</li> <li><b>5. Special F &amp; F Meeting</b> – Trustee Kaufmann reported that the Finance &amp; Facilities meeting held a special meeting on October 22, to review and make recommendations for award of the Misc. Roof Repairs bid.</li> <li><b>6. Governance Committee – October 16, 2018</b> – Trustee Suzanne Brennan reported on the outcomes of the Governance committee. The next board self-evaluation will be conducted in February. The committee is planning a board retreat for spring 2019 on a Friday night and Saturday morning. The committee also discussed committee structure and ways to improve meeting efficiency and effectiveness to allow time for increased engagement with the community.</li> <li><b>7. Foundation Report</b> – Dr. Stout reviewed the Foundation’s fundraising initiatives provided in their update which was included in the board packet.</li> <li><b>8. NJCCC Report</b> – Dr. Stout reported on events that were organized by the council. He thanked Laura Longo, Ed Johnson and Stephanie Fitzsimons for their contributions In the application and submission process of the Community College Opportunity Grant.</li> </ol>		



9. **Private Public Partnership Committee** – Vice Chair Abby-White reported on the meeting held today. She announced the new members of the committee are Deborah Mura, Anoop Ahluwalia, Christine Greco, Jess Levine and Ivan Anderson. She reported that they met with Matt Sestrich of NJ Economic Development Authority (EDA) and EDA gave them insight on how to enhance public private partnerships. Their next steps are to create an inventory and maps of unused space that could be leased or developed and create a meet and bounds survey. The committee will be meeting monthly.
  
10. **Graduate Trustee Report** – Trustee Cattelona reported on Oct. 12 she attended the Latino American Association awards banquet where they honored Dr. Stout. She met with the Honors Students and shared information about transfer opportunities and the role of the Board of Trustees. She attended the Congressional debate on campus and encouraged the other trustees to attend the election night party with her. She will be attending the ACCT conference next week with Trustee Abby-White.
  
11. **Nominating Committee** – Trustee Kaufmann announced that Trustee Suzanne Brennan is a candidate for the Vice-Chair position and the two candidates for Chair are, Chair Guzzo and Vice-Chair Abby-White. An interview session with the two candidates will take place at the end of tonight's meeting and a straw poll will be conducted. The straw poll results will be published to all the members of the board. Voting for candidates will occur at the November meeting.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Approval of Public Business Meeting Minutes – September 25, 2018</b>  <b>A. Approval of Executive Session Minutes, September 25, 2018</b>	<p>A motion to approve the September 25, 2018 minutes of the Public Business Meeting was made by Trustee S. Brennan and seconded by Vice-Chair Abby-White.</p> <p>Motion passed unanimously.</p> <p>A motion to approve the September 25, 2018 executive session minutes was made by Trustee S. Brennan and seconded by Vice-Chair Abby-White.</p> <p>Motion passed unanimously.</p>	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Review of Consent Agenda</b> <ul style="list-style-type: none"> <li>Any item may be removed from the consent</li> </ul>	<p>A motion to adopt the revised consent agenda</p>	

<p><i>agenda for discussion by any voting member of the Board of Trustees.</i></p> <p>Chair Guzzo announced there was an addendum to the Human Resources materials (<b>Attachment B</b>)</p>	<p>was made by Trustee Becht and seconded by Vice-Chair Abby-White.</p> <p>Motion passed unanimously.</p>	
<p><b>Public Comment on Agenda Items</b></p> <p>Chair Guzzo read a statement regarding our Middle States accreditation. (<b>Attachment C</b>)</p> <p>Jack Ryan, Faculty – remarked on the college’s accreditation, the Frank Lawrence litigation, the expense of the Frank Lawrence litigation, improved transparency, and encouraged a change in the board leadership.</p>		
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Consent Agenda</b></p> <p><b>A. Human Resources – Addendum added (<i>Attachment B</i>)</b></p> <p><b>B. Application of Grants</b> <i>County of Monmouth, Workforce Innovation and Opportunity Act (WIOA), Program Title: Youth Employment and Training Program to eligible Out of School Youth</i></p> <p><b>C. Acceptance of Grants</b></p> <p><b>D. Acceptance of Gifts</b></p> <p><b>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</b></p> <p><b>F. Open Invoice Payment Requests for Vendor, Students and Employee Payments</b></p> <p><b>G. Monthly Financial Dashboards</b></p>	<p>A motion to approve the consent agenda was made by Trustee Becht and seconded by Vice-Chair Abby-White.</p> <p>Motion passed unanimously.</p> <p><b>YES:</b> Trustees Abby-White, Becht, S. Brennan, Cattelona, Ferraro, Kaufmann, Rambaud, and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>FY 18 Enrollment Audit</b>	A motion to accept the	

	<p>FY18 Enrollment Audit was made by Vice-Chair Abby-White and seconded by Trustee S. Brennan.</p> <p>Motion passed unanimously.</p> <p><b>YES:</b> Trustees Abby-White, Becht, S. Brennan, Cattelona, Ferraro, Kaufmann, Rambaud, and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Approval of Report of Legal Fees, Government Relations and Public Relations</b>	<p>A motion to accept the report on legal fees, government relations and public relations was made by Vice-Chair Abby-White and seconded by Trustee S. Brennan</p> <p>Motion passed unanimously.</p> <p><b>YES:</b> Trustees Abby-White, Becht, S. Brennan, Cattelona, Ferraro, Kaufmann, Rambaud, and Chair Guzzo</p> <p><b>NAYS:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<b>Topic and Discussion</b>	<b>Votes Taken</b>	<b>Action and Follow-up Action</b>
<b>Approval of Revised Policies</b> <i>All policies lodged on September 25, 2018</i>	A motion to approve 8 policies, Policy 2.7000 Fundraising, 2.8000	

A. Approval of Revised Policy 2.7000 Fundraising	Promotion, Advertising and Sponsorships,	
B. Approval of Revised Policy 2.8000 Promotion, Advertising and Sponsorships	3.6000 Compensation,	
C. Approval of Revised Policy 3.6000 Compensation	3.9001 Multi-Year Contracts for	
D. Approval of Revised Policy 3.9001 Multi-Year Contracts for Administrative Staff	Administrative Staff,	
E. Approval of Policy 3.9006 Drug Free Workplace	3.9006 Drug Free Workplace, 3.9005	
F. Approval of Policy 3.9005 Faculty Reduction in Force	Faculty Reduction in Force, 3.9007 Equal	
G. Approval of Policy 3.9007 Equal Opportunity and Anti-Discrimination – Chair Guzzo	Opportunity and Anti-Discrimination, 4.3001	
H. Approval of Policy 4.3001 Use of Consultants	Use of Consultants, was made by Vice-Chair Abby-White and seconded by Trustee Becht.	
	Motion passed unanimously.	
	<b>YES:</b> Trustees Abby-White, Becht, S. Brennan, Cattelona, Ferraro, Kaufmann, Rambaud, and Chair Guzzo	
	<b>NAYS:</b> None	
	<b>ABSTENTIONS:</b> None	
<p><b>President’s Report – President Stout acknowledged the Long Branch staff’s hard work in support of student success at Long Branch. He thanked Dr. Anita Voogt, Ms. Ann Marie Alfieri and the Long Branch staff for coordinating the meeting with the Long Branch City Council and City planner this evening.</b></p>		
<p><b>Every Monday, Dr. Stout sends out an email highlighting successful college initiatives and acknowledging the contributors who are responsible for their success. He highlighted some of those individuals tonight.</b></p>		
<p><b>Public Comment</b></p>		
<p><b>Mr. Jacobs read the public comment statement.</b></p>		

**Mr. Tom Brennan, Radio Station Manager** –provided information on their programming, fall membership drive, support of the Brookdale Student Radio Club, college relation announcements, and an on air interview with Dr. Stout. His goal was to demonstrate the value of Brookdale Public Radio to the college and the community.

**Mr. Jack Ryan, Faculty** – congratulated our new Athletic Director Katelyn Amundson. He commented on the strengths of the institution which included a strong partnership with Rutgers, a strengthening relationship with Stockton University and Georgian Court, and a robust student life and activities program.

Dr. Stout thanked Mr. Brennan for allowing him time on Brookdale Public Radio to remark on the college’s accreditation.

#### **Old/New Business**

Chair Guzzo created an Ad-Hoc Committee to review the RFP for the Engineer of Record. The committee is chaired by Trustee Kaufmann and he assigned himself and Trustee Becht.

#### **Resolution to Hold a Closed**

*Mr. Giacobbe read the resolution to hold a closed session. (Attachment D).*

The meeting was closed.

Topic and Discussion	Votes Taken	Action and Follow-up Action
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<b>Motion to Re-open the meeting to the public</b>	<p>A motion was made to re-open the meeting to the public by Trustee Rambaud and seconded by Trustee Becht.</p> <p>Motion passed unanimously.</p>	
<b>Adjournment</b>  <i>The meeting was adjourned at 9:10 p.m.</i>	<p>A motion to adjourn the meeting was made by Trustee Rambaud and seconded by Trustee Becht.</p> <p>Motion passed unanimously.</p>	

Respectfully submitted:



David M. Stout, 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 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 October 23, 2018 at approximately 6:00 PM the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

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

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

**RESOLUTION**  
**Approved October 23, 2018**

☐

"(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."

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

☐

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

☒

"(7) Any pending or anticipated litigation or contract negotiation in which the public 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: **contract negotiations with Rutgers, contract negotiations with the Hazlet Property Owner's Association;, contract negotiations with Right Your Life, and matters falling within the attorney-client privilege to discuss the Workforce Enhancement Act in Light of the US Supreme Court's decision in Janus**

☒

"(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: **discussion of staffing changes (employees have 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 a

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**RESOLUTION**  
**Approved October 23, 2018**



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**  
**Approved October 23, 2018**



**BOARD OF TRUSTEES**

General Functions

Administration

**HUMAN RESOURCES**

Finance & Facilities

Policy & Education

**3.1 Human Resources Recommendations**

Addendum of Hires, Change of Status & Separations. A summary of the 8 recommended action items is listed below with supporting documentation attached.

**A. Hires**

Administrative

Support Staff

**Recommendations**

1

1

**B. Change of Status**

Executive

Administrative

**Recommendations**

4

1

**C. Separations**

Administrative

**Recommendations**

1

October 23, 2018: Associate Vice President of Human Resources & Organizational Safety, Patricia Sensi



**BOARD OF TRUSTEES**  
General Functions  
Administration  
**HUMAN RESOURCES**  
Finance & Facilities  
Policy & Education

## **HUMAN RESOURCES ADDENDUM**

### **A. HIRES**

#### **ADMINISTRATIVE**

1. Name: Maggie Osmulski  
Department: Continuing & Professional Studies  
Position: Assistant Director, Small Business Development Center, grant-funded position  
Salary: \$38,833 prorated from an annual base of \$55,250  
Effective: 11/1/18

#### **SUPPORT STAFF**

2. Name: Ryan Goscinski  
Department: Innovation Center  
Position: Learning Space Specialist  
Salary: \$40,455  
Effective: 11/1/18

### **B. CHANGE OF STATUS**

#### **EXECUTIVE**

1. Name: William Burns  
Department: Office of Innovation & Learning Resources  
Position: Associate Vice President, Educational Access and Innovation  
Action: Reclassification  
New Salary: \$93,202 prorated from an annual base of \$139,803  
Effective: 11/1/18
2. Name: Allison Fitzpatrick  
Department: Office of Branch Campus & Regional Locations  
Position: Interim Dean, Wall & Regional Locations  
Action: Temporary reassignment  
New Salary: \$72,143 prorated from an annual base of \$108,215  
Effective: 11/1/18
3. Name: Joan Scocco  
Department: Continuing & Professional Studies  
Position: Dean, Continuing & Professional Studies  
Action: Change in status from the administration to an executive level position

October 23, 2018: Associate Vice President of Human Resources & Organizational Safety, Patricia Sensi



**BOARD OF TRUSTEES**

General Functions

Administration

**HUMAN RESOURCES**

Finance & Facilities

Policy & Education

4.      New Salary:                    \$72,143 prorated from an annual base of \$108,215  
         Effective:                    11/1/18  
         Name:                         Anita Voogt  
         Department:                Strategic Partnerships  
         Position:                      Associate Vice President  
         Action:                        Lateral Transfer and change of title  
         New Salary:                  No change  
         Effective:                    11/1/18

**ADMINISTRATIVE**

1.      Name:                         Anne Marie Sparaco  
         Department:                President's Office  
         Position:                      Director of Special Projects  
         Action:                        Lateral Transfer and change of title  
         New Salary:                  No change  
         Effective:                    11/1/18

**C.      SEPARATIONS**

**ADMINISTRATIVE**

1.      Name:                         Revé Anderko  
         Department:                Enrollment Management  
         Position:                      Associate Director, One-Stop  
         Action:                        Resignation  
         Effective:                    11/5/18

Brookdale Community College continues to be credited by the Middle States Commission on Higher Education. Students continue to be able to transfer credits and access financial aid.

Every eight years, all colleges in the Middle States region are required to participate in a self-study in order to earn re-accreditation. This self-study process takes approximately 18-24 months to complete and culminates in an independent evaluation by the Middle States Commission.

This past summer, at the conclusion of Brookdale's self-study process, the Commission asked for additional documentation and issued a warning which gives the College more time to gather information. The Commission issues a warning when it believes that a college has the ability to achieve re-accreditation within a short timeframe. If the Commissioners believed that Brookdale didn't have the ability to achieve re-accreditation, the consequences would have been probation or a more severe action.

We are fully engaged in addressing the matters cited by the Commission and we're confident that our actions will satisfy the Commission's request for additional evidence. We have already implemented several changes based on the Commission's input, including the appointment of our new President after a national search, establishment of a more explicit process for demonstrating the effectiveness of changes we make, prominent posting of our new Mission Statement, review of our Institutional Values, updating and development of policies, and identification of a campus climate survey to be used with various constituent groups to provide a baseline for ongoing assessment. Others will follow throughout the academic year.

Our emphasis is on moving forward and ensuring that Brookdale continues its mission as a gateway for thousands to obtain a degree, acquire short-term career training, and access lifelong learning opportunities.

**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 1 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 **October 23, 2018 at approximately 8 PM** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

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

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

**RESOLUTION**  
**Approved October 23, 2018**

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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

☐

"(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 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:

☒

"(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: **conduct interviews for applicants for the Chair of the Board of Trustees.**

☐

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

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**RESOLUTION**  
**Approved October 23, 2018**

WHEREAS, the length of the Executive Session is estimated to be 45 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**  
**Approved October 23, 2018**



# **BROOKDALE COMMUNITY COLLEGE**

## **Board of Trustees Public Business Meeting Minutes**

**November 12, 2018**

**Brookdale Community College  
Brookdale Lincroft  
President's Conference Room, BAC Bldg  
765 Newman Springs Rd.  
Lincroft, NJ 07738**

- A. Trustee Kaufmann called the meeting to order at 5:00 PM 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 November 9, 2018, at 9:40 AM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

<b>Present</b>	<b>Trustees</b>	<b>Administration:</b>
	<b>Ms. Abby-White, Vice-Chair*</b>	Dr. Matt Reed, VP Learning
	<b>Mr. Daniel F. Becht, Trustee</b>	Dr. Joey Stoner, Interim VP Finance & Facilities
	<b>Ms. Victoria Cattelona, Trustee* (5:32 PM)</b>	Ms. Kathy Kamatani, Interim Executive Director College Relations
	<b>Dr. Hank Cram, Trustee*</b>	Ms. Patricia Sensi, AVP Human Resources & Organizational Safety
	<b>Mr. Paul Crupi, Trustee* (5:32 PM)</b>	Dr. Nancy Kegelman, AVP Planning & Institutional Effectiveness
	<b>Ms. Madeline Ferraro, Trustee*</b>	Mr. Ed Johnson, Executive Director Government & Community Relations Ms. Bonnie Passarella, Executive Associate, Legal Affairs
	<b>Dr. Carl Guzzo, Chair*</b>	Ms. Cynthia Gruskos, Senior Assistant to the President & the BOT (Recorder)

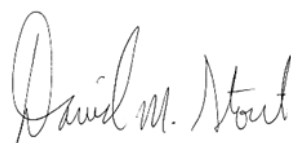
	<b>Mr. Bret Kaufmann, Trustee, Chaired the Meeting</b>	Dr. Herb Cohen, Interim VP Student Success
	<b>Dr. David M. Stout, Secretary</b>	Ms. Joan Scocco, Dean CPS
	<b>Ms. Marta Rambuad, Trustee*</b>	
	<b>Dr. Les Richens, Trustee*</b>	
<b>Absent</b>	<b>Ms. Latonya Brennan, Trustee</b>	
	<b>Ms. Suzanne Brennan, Trustee</b>	
<b>College Counsel</b>	<b>Mr. Mitchell Jacobs, Esq., General and Labor Counsel</b>	
	<b>* Participated by conference call</b>	

C.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Adoption of Agenda for Public Business Meeting</b>	A motion to adopt the meeting agenda was made by Vice Chair Abby-White and seconded by Trustee Becht.  Motion passed unanimously.	
<b>Public Comment on Agenda Items</b>  No public comment was made.		
<b>Resolution to Hold a Closed Meeting</b> Motion was not made to hold a closed session.		
<b>Motion to Re-open the meeting to the public</b>		
<b>Purchases in Excess of \$35,300 and New Jersey “Pay-to-Play bids”, and Pursuant to the New Jersey “Pay to Play” Process in Excess of \$17,500</b>  Mr. Rooney and Mr. Drury provided their recommendation for the award of the CVA & LAH Chiller Replacement and Controls Upgrades. <b>(Attachment A)</b>	A motion to approve by resolution purchases in excess of \$35,300 was made by Vice-Chair Abby-White and seconded by Trustee Becht.  Motion passed unanimously.  YES: Trustees Abby-White, Becht, Cattelona, Cram,	

	Crupi, Ferraro, Kaufmann, Rambaud Richens and Chair Guzzo.  NO: None  ABSTENTIONS: None	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Public Comment</b> No public comment was made.		
<b>Old/New Business</b> No old or new business was discussed.		
<b>Adjournment –</b> <i>The meeting was adjourned at 5:35 PM</i>	A motion to adjourn the meeting was made by Trustee Becht and seconded by Trustee L. Brennan.  Motion passed unanimously.	

Respectfully submitted:



David M. Stout, Ph.D., Secretary



**BOARD OF TRUSTEES**

General Functions

Administration

Human Resources

**Finance & Facilities**

Policy & Education

4.2 *Purchases in Excess of \$35,300 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 \$35,300. 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, the Finance & Facilities Committee, and the Board of Trustees at a meeting held November 12, 2018.

## **RESOLUTION**

**WHEREAS**, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$35,300, or purchases with a combined total in excess of \$35,300; and

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

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

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

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

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

**WHEREAS** the College certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this resolution;

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

**Agenda for Purchases in Excess of \$35,300**  
**November 12, 2018**

<b>Board Item No.</b>	<b>Vendor/Contractor</b>	<b>Category / Description</b>	<b>Basis of Award</b>	<b>Amount of Purchase</b>
1	Preferred Mechanical Inc.	<b>CVA &amp; LAH Chiller Replacement and Controls Upgrades, Bid No. 19-07 /</b> Notice was sent to 33 vendors, received 8 replies. This contract is for the chiller replacement and control upgrades at the CVA and LAH buildings and is funded by Chapter 12.	Bid	\$ 1,225,000.00

**Capital**

**2.2 Acceptance for Grants****Executive Summary****A. New Jersey Council of County Colleges (NJCCC) and the New Jersey Office of the Secretary of Higher Education****Program Title:** College Readiness Now V Program**Short Title:** CRN V- 2018

**Purpose:** To provide college readiness services to 130 students in 11th and 12th grades who are not yet college ready. Priority is given to those living below poverty. The College will collaborate with Neptune, Keansburg, and Raritan High Schools during the academic year to offer 60 students instruction, support services, and a one-credit First-Year Seminar. The summer component will serve up to 70 students in three 2-week long Academic Success Boot Camps held on the Lincroft campus. Students in the summer component will be selected from various Monmouth County high schools through Brookdale's Early Bird Program.

**Program Administrator:** Sabrina Mathues, Interim CRN V Project Director**Amount Requested:** \$69,650 – no college match**Date Awarded** October 10, 2018**B. County of Monmouth, Workforce Innovation and Opportunity Act (WIOA)****Program Title:** Youth Employment and Training Program to Eligible Out-of-School Youth**Short Title:** OSY

**Purpose:** To serve 100 disengaged youth between the ages of 16 and 24 who need instruction and remediation to obtain the HSE and transition to further education, career training and/or work. Brookdale will serve students at four locations including its regional locations in Long Branch, Neptune, and Hazlet, and Freehold. There will be an OSY program at each of the locations where Brookdale offers corresponding Adult Basic Education (GED/ESL).

**Program Administrator:** Linda Roma, Director-Adult Basic Education**Amount Requested** \$245,000 – no college match**Date Awarded:** October 17, 2018**Recommendation:**

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

November 27, 2018: Director of Grants and Institutional Development, Laura Qaissaunee

## R E S O L U T I O N

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

	<u>Amount</u>
<b>New Jersey Council of County Colleges (NJCCC) and the New Jersey Office of the Secretary of Higher Education</b>	<b>\$69,650</b>
<b>County of Monmouth, Workforce Innovation and Opportunity Act (WIOA)</b>	<b>\$245,000</b>

**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 Interim President to accept the grant funds listed above and to sign the funding notification forms and any appropriate amendments thereto.

November 27, 2018: Director of Grants and Institutional Development, Laura Qaissaunee





## BOARD OF TRUSTEES AGENDA

1 General Functions

2 **Administration**

3 Human Resources

4 Business & Finance

### 2.1 Application for Grants

#### Executive Summary

**Brookdale Community College submitted the following grant proposals to:**

#### A. The National Security Agency and the National Science Foundation

**Program Title:** GenCyber Jersey Blues Summer Camps

**Short Title:** GenCyber Camps

**Goal/Purpose:** Brookdale Community College proposes to host the 4th Annual GenCyber Jersey Blues Summer Camps for 40 high-school-age students (9 through 12 grades). Students will be recruited from traditionally under-represented populations, specifically females and minority (URM) (African-American, Latinos and Latinas) to participate in these two one-week camps. A multi-modal instructional approach, which includes hands-on and lab activities, small (1-to-5) teacher-to-student ratio, immediate feedback, and dedicated time for review and reflection ensures that participants meet the identified learning goals of the project.

**Program Administrator:** Michael Qaissaunee, Chair, Engineering and Technology

**Amount Requested** \$64,089

**Date Submitted:** October 12, 2018

#### Recommendation:

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

November 27, 2018: 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 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 gift has been accepted and acknowledged for Brookdale Community College by the President:

DATE	DONOR	ITEM
October 19, 2018	Monmouth County Health Department	Donation of laboratory equipment for Biology and Chemistry.

### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 7 recommended items. A summary of the action items is listed below with supporting documentation attached.

**A. Hires**

Administrative

Support Staff

**Recommendations**

1

2

**B. Change of Status**

Faculty

Administrative

**Recommendations**

1

1

**C. Separations**

Faculty

Support Staff

**Recommendations**

1

1

**A. HIRES****ADMINISTRATIVE**

1. Name: Karen O'Neill  
Department: Continuing & Professional Studies  
Position: Program Coordinator, temporary full-time, grant-funded position  
Salary: \$30,096 prorated from an annual base of \$51,594  
Effective: 11/1/18 until further notice, but not later than 6/30/19

**SUPPORT STAFF**

1. Name: Shannon Deptula  
Department: Recruitment & Admissions  
Position: Interim Admissions Representative  
Salary: \$32,229 prorated from an annual base of \$55,250  
Effective: 12/3/18 until further notice, but not later than 6/30/18
2. Name: Heeja Kwon  
Department: Mathematics  
Position: Academic Tutor, 10-month ongoing position  
Salary: \$36,528  
Effective: 1/2/19

**B. CHANGE OF STATUS****FACULTY**

1. Name: Olga Malpica-Proctor  
Department: Mathematics  
Position: Professor  
Action: 20% reduction in load for 20% reduction in pay  
Effective: Spring 2019 semester

**ADMINISTRATIVE**

1. Name: Jennifer Jordan  
Department: Financial Aid  
Position: Assistant Director  
Action: Change in status from an A4 to an A3 position through bona fide search  
New Salary: No change  
Effective: 12/1/18

**C. SEPARATIONS****FACULTY**

1. Name: Robin Smith  
Department: Professor  
Position: Nursing  
Action: Retirement  
Effective: 12/31/18

**SUPPORT STAFF**

1. Name: Carolyn Dennis  
Department: Brookdale at Long Branch  
Position: Associate, HEC's, Branch Campus & K-16 Partnerships  
Action: Retirement  
Effective: 12/31/18

4.2 *Purchases in Excess of \$35,300 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 \$35,300. 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 November 12, 2018.

November 27, 2018: Interim Vice President Finance & Operations, Joey Stoner

## **RESOLUTION**

**WHEREAS**, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$35,300, or purchases with a combined total in excess of \$35,300; and

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

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

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

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

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

**WHEREAS** the College certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this resolution;

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

**Agenda for Purchases in Excess of \$35,300**  
**November 27, 2018**

<b>Board Item No.</b>	<b>Vendor/Contractor</b>	<b>Category / Description</b>	<b>Basis of Award</b>	<b>Amount of Purchase</b>
<b>Capital</b>				
1	V.E. Ralph & Son, Inc.	<b>Emergency Evacuation Chairs</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of nine (9) emergency evacuation chairs and six (6) storage cabinets and is funded by Chapter 12.	Exempt	\$ 55,366.38
2	All State Office Interiors	<b>Carpet Replacement</b> / Exempt 18A:64A-25.9 (State Contract). This State Contract is for the supply and installation of carpet in the Library Music Room, CVA 104, CVA 105, CVA 201 and CVA 204 and is funded by Chapter 12.	Exempt	\$ 73,367.49
<b>Grants</b>				
3	Laerdal Medical Corporation	<b>Mannequin Simulator and All-In-One PC Instructor - Patient Monitor</b> / Exempt 18A:64A-25.5.(3) (Sole Source). This contract is for the supply and delivery of the "Nursing Anne" Mannequin Simulator and patient monitor for the Nursing Program on the Lincroft Campus. This contract is funded by the Perkins Grant.	Exempt	\$ 45,927.02
4	IngMar Medical	<b>Respiratory Mannequin</b> / Exempt 18A:64A-25.5.(3) (Sole Source). This contract is for the supply and delivery of a respiratory mannequin for airway management and CPR training skills for the Respiratory Program on the Lincroft Campus. This contract is funded by the Perkins Grant.	Exempt	\$ 25,450.00



**Operating**

5	Black Rocket Productions, LLC	<b>Non-Credit Digital Arts Youth Programming, RFP No. 03-19</b> / Notice was sent to 4 vendors, received 1 reply. This is a one year contract with an option for a 2nd year renewal for a qualified educational services company to develop, provide, and deliver non-credit digital arts youth programming for summer camps, as well as other programs provided by CPS throughout the year. This service will also include coordinating, staffing, and the overall supervision of the camp operation under the direction of CPS. This contract is funded by CPS' revenue generating programs. CY18 \$84,723.	RFP	\$ 100,000.00	*
6	Paper Mart, Inc.; W.B. Mason Co., Inc.; Paterson Card and Paper Co.	<b>Miscellaneous Paper &amp; Envelopes, Bid No. 19-09</b> / Notice was sent to 11 vendors, received 3 replies. These contracts are for the supply and delivery of paper and envelopes for the period of January 1, 2019 through June 30, 2019 and are funded by the Printing Services Budget. FY18 \$32,800.	Bid	\$ 32,800.00	*
7	W.B. Mason Co., Inc.	<b>Copy Paper and Recycled Paper, Bid No. 19-10</b> / Notice was sent to 11 vendors, received 4 replies. This contract is for the supply and delivery of copy paper and recycled paper for the period of January 1, 2019 through June 30, 2019. This contract is funded by the Printing Services Budget. FY18 \$22,800.	Bid	\$ 30,000.00	*
8	Thronsdon Services, LLC dba CertaPro Painters	<b>Painting Services, Bid No. 19-11</b> / Notice was sent to 9 vendors, received 3 replies. This is a 7-month contract with an option for a 2nd year renewal for painting services and is funded by the Facilities Budget. FY19 YTD \$60,000.	Bid	\$ 75,000.00	*
9	T & M Associates	<b>General Engineering Services, Engineer of Record, RFP No. 04-19</b> / Notice was sent to 31 firms, received 11 replies. This is a 7-month contract with an option for a 2nd year renewal for General Engineering Services as the Engineer of Record and is funded by the Facilities Budget. FY18 \$70,857.28.	RFP	\$ 100,000.00	*

\* Estimated expense based on historical data

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

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

Payments made to vendors, students, and employees in the month of October totaled \$2,508,526.41. 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 November 12, 2018.

November 27, 2018: Interim Vice President Finance & Operations, Joey Stoner

**BROOKDALE COMMUNITY COLLEGE**

**STATEMENT OF REVENUES AND EXPENSES**

**FOR THE FOUR MONTHS ENDING OCTOBER 31, 2018**

**BROOKDALE COMMUNITY COLLEGE**  
**STATEMENT OF REVENUES AND EXPENSES** (Prior Year Comparison)  
**for the Four Months Ending October 31, 2018**

*Unaudited Interim Financials*

	10/31/18	10/31/17	CHANGE
<b>OPERATING REVENUE</b>			
State of New Jersey	3,450,288	3,450,288	-
County of Monmouth	6,675,673	6,675,673	-
Student Tuition	19,147,592	19,991,626	(844,034)
Fees	4,868,151	3,407,383	1,460,768
Continuing & Prof Studies	1,630,597	1,637,895	(7,298)
Miscellaneous	166,253	166,517	(264)
	<b>35,938,554</b>	<b>35,329,382</b>	<b>609,172</b>

**OPERATING EXPENDITURES**

Capital Outlay	41,713	77,935	36,222
TIP/TECH	966,433	-	(966,433)
Debt Service	126,770	-	(126,770)
Learning Division	7,121,089	7,193,197	72,108
Benefits	4,602,313	4,308,729	(293,584)
Finance & Operations	2,745,566	2,704,543	(41,023)
Student Success Div	1,862,154	1,827,576	(34,578)
General Expenses	1,469,210	1,682,318	213,108
Continuing & Prof. Serv.	1,003,783	1,121,453	117,670
Utilities	895,014	690,653	(204,361)
Human Resources & Safety	778,951	693,304	(85,647)
Planning & Inst. Effectiveness	161,586	170,618	9,032
President & BOT	169,128	109,233	(59,895)
Advancement Div	320,293	458,280	137,987
	<b>22,264,003</b>	<b>21,037,839</b>	<b>(1,226,164)</b>

Net Income - Operating Only	<b>13,674,551</b>	<b>14,291,543</b>
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Positive (Negative) from prior year (OPERATING ONLY)	<b>\$ (616,992)</b>
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**AUXILIARY:**

Receipts	690,075	2,321,496	(1,631,421)
Disbursements	465,796	2,071,496	(1,605,700)
<b>Profit/ (Loss) - Auxiliary</b>	<b>224,279</b>	<b>250,000</b>	<b>(25,721)</b>

Positive (Negative) from prior year (WITH AUXILIARY)	<b>\$ (642,713)</b>
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**BROOKDALE COMMUNITY COLLEGE**  
**STATEMENT OF REVENUES AND EXPENSES (Annual Budget Comparison)**  
**for the Four Months Ending October 31, 2018**

Unaudited Interim Financials

<b>DESCRIPTION</b>	<b>ACTUAL 10/31/2018</b>	<b>FY19 BUDGET</b>	<b>\$ DIFFERENCE</b>
<b>REVENUES:</b>			
STATE APPROPRIATIONS	\$ 3,450,288	\$ 10,325,921	\$ 6,875,633
LOCAL APPROPRIATIONS	6,675,673	20,027,019	13,351,346
TUITION	19,147,592	38,394,347	19,246,755
FEES	4,868,151	11,413,689	6,545,538
COMMUNITY SERVICE INCOME	1,630,597	3,350,000	1,719,403
OTHER MISCELLANEOUS	166,253	774,000	607,747
<b>TOTAL REVENUES</b>	<b>35,938,554</b>	<b>84,284,976</b>	<b>48,346,422</b>
<b>EXPENDITURES:</b>			
<b>CAPITAL OUTLAY:</b>			
MINOR CAPITAL	41,713	41,713	-
TIP/TECH	966,433	2,379,035	1,412,602
<b>TOTAL CAPITAL OUTLAY</b>	<b>1,008,146</b>	<b>2,420,748</b>	<b>1,412,602</b>
<b>DEBT SERVICE</b>			
PRINCIPAL	-	1,699,997	1,699,997
INTEREST & MISCELLANEOUS	126,770	1,467,443	1,340,673
<b>TOTAL DEBT SERVICE</b>	<b>126,770</b>	<b>3,167,440</b>	<b>3,040,670</b>
<b>PRESIDENT DIVISION:</b>			
BOARD OF TRUSTEES	4,376	22,080	17,704
PRESIDENT'S OFFICE	164,752	424,514	259,762
<b>TOTAL PRESIDENTS DIVISION</b>	<b>169,128</b>	<b>446,594</b>	<b>277,466</b>
<b>HUMAN RESOURCES AND SAFETY DIVISION:</b>			
HUMAN RESOURCES	257,885	747,276	489,391
POLICE	491,180	1,437,671	946,491
POLICE WESTERN MONMOUTH	29,886	72,459	42,573
<b>TOTAL HUMAN RESOURCES SAFETY DIVISION</b>	<b>778,951</b>	<b>2,257,406</b>	<b>1,478,455</b>
<b>PLANNING AND INSTITUTIONAL EFFECTIVENESS DIVISION:</b>			
PLANNING, ASSESSMENT & RESEARCH	161,586	441,209	279,623
<b>TOTAL PLANNING &amp; INST. EFFECTIVENESS DIVISION</b>	<b>161,586</b>	<b>441,209</b>	<b>279,623</b>
<b>ADVANCEMENT DIVISION:</b>			
ADVANCEMENT OFFICE	227,295	666,546	439,251
GRANTS DEVELOPMENT	51,370	166,671	115,301
FOUNDATION	41,628	123,392	81,764
<b>TOTAL ADVANCEMENT DIVISION</b>	<b>320,293</b>	<b>956,609</b>	<b>636,316</b>
<b>FINANCE AND OPERATIONS DIVISION:</b>			
FINANCE OFFICE	125,675	421,498	295,823
ACCOUNTS PAYABLE	79,383	235,588	156,205
ACCOUNTS RECEIVABLE	108,931	336,072	227,141
PAYROLL	64,480	224,129	159,649
PURCHASING	50,603	157,021	106,418
COMMON SERVICES	125,932	340,754	214,822
PRINT SHOP	15,112	79,346	64,234
FACILITIES	100,897	361,208	260,311
CUSTODIAL SERVICES-LINCROFT	441,723	1,803,508	1,361,785
PHYSICAL PLANT/UTILITIES	413,731	1,372,375	958,644
GROUND	225,284	1,061,352	836,068
FIRE & SAFETY- LINCROFT	51,609	329,105	277,496
OFFICE OF INFORMATION TECHNOLOGY	942,206	2,385,938	1,443,732
<b>TOTAL FINANCE &amp; OPERATIONS DIVISION</b>	<b>2,745,566</b>	<b>9,107,894</b>	<b>6,362,328</b>
<b>LEARNING DIVISION:</b>			
LEARNING OFFICE	288,673	925,474	636,801
OFFICE OF BUSINESS AND SOCIAL SCIENCE	103,590	323,566	219,976
HONORS PROGRAM	4	2,600	2,596
BUSINESS	63,488	351,217	287,729
ACCOUNTING	78,138	386,693	308,555
CULINARY ARTS	46,695	230,527	183,832
MARKETING/ FASHION MERCHANDISING	37,426	206,322	168,896
ECONOMICS	69,725	374,991	305,266
CRIMINAL JUSTICE	88,433	466,814	378,381
EDUCATION	63,537	314,289	250,752
PARALEGAL LEGAL STUDIES	46,601	219,878	173,277

**BROOKDALE COMMUNITY COLLEGE**  
**STATEMENT OF REVENUES AND EXPENSES (Annual Budget Comparison)**  
**for the Four Months Ending October 31, 2018**

Unaudited Interim Financials

<b>DESCRIPTION</b>	<b>ACTUAL 10/31/2018</b>	<b>FY19 BUDGET</b>	<b>\$ DIFFERENCE</b>
HISTORY	185,538	964,148	778,610
PHILOSOPHY	45,928	233,703	187,775
ANTHROPOLOGY/SOCIOLOGY/HUMAN GEOGRAPHY	159,576	860,280	700,704
POLITICAL SCIENCE	44,933	224,193	179,260
PSYCHOLOGY	263,377	1,378,936	1,115,559
OFFICE OF HUMANITIES	107,972	110,708	2,736
COMMUNICATIONS	76,314	394,854	318,540
LANGUAGES/ ESL	116,587	828,902	712,315
SPEECH COMMUNICATIONS	115,393	602,240	486,847
ENGLISH	695,475	3,239,656	2,544,181
READING/LEARNING DISABILITIES	157,394	793,546	636,152
ARCHITECTURE	37,041	196,918	159,877
FINE ART	137,095	686,790	549,695
GRAPHIC DESIGN	18,468	109,366	90,898
INTERIOR DESIGN	32,733	112,617	79,884
PHOTOGRAPHY	31,607	179,907	148,300
MUSIC	66,011	338,021	272,010
THEATER	20,816	112,082	91,266
OFFICE HEALTH SCIENCE	93,049	315,876	222,827
NURSING	427,300	2,203,807	1,776,507
RADIOLOGIC TECHNOLOGY	60,406	307,602	247,196
RESPIRATORY THERAPY TECHNOLOGY	81,015	369,354	288,339
HEALTH INFO TECHNOLOGY	15,544	85,602	70,058
FITNESS	22,960	138,495	115,535
OFFICE OF STEM	89,418	274,547	185,129
CHEMISTRY	195,439	885,023	689,584
PHYSICS	41,140	210,057	168,917
ENVIRONMENTAL SCIENCES	60,748	342,838	282,090
BIOLOGY	322,905	1,482,528	1,159,623
MATHEMATICS	590,975	3,074,063	2,483,088
ENGINEERING & TECHNOLOGIES	69,562	380,932	311,370
COMPUTER SCIENCE	155,561	857,893	702,332
AUTOMOTIVE TECHNOLOGY	128,255	574,272	446,017
FREEHOLD CAMPUS	248,798	1,087,334	838,536
TRANSITIONS - FREEHOLD	(4,988)	-	4,988
K-12 PARTNERSHIPS	125,708	369,153	243,445
OFFICE OF HECs AND K-16 PARTNERSHIPS	67,062	208,181	141,119
BROOKDALE at LONG BRANCH	78,981	295,420	216,439
BROOKDALE at HAZLET	131,964	511,867	379,903
BROOKDALE at NEPTUNE	101,877	451,215	349,338
BROOKDALE at WALL	46,654	522,798	476,144
INNOVATIONS & LEARNING RESOURCES	122,127	375,584	253,457
INNOVATIONS CENTER	113,644	355,321	241,677
LEARNING COMMONS	40,223	195,740	155,517
LIBRARY	484,288	1,322,273	837,985
COLLEGE SUCCESS	11,906	59,534	47,628
<b>TOTAL LEARNING DIVISION</b>	<b>7,121,089</b>	<b>32,426,547</b>	<b>25,305,458</b>
<b>STUDENT SUCCESS DIVISION:</b>			
OFFICE STUDENT SUCCESS	141,974	362,534	220,560
ENROLLMENT MANAGEMENT	152,221	356,506	204,285
ADVISING	224,176	651,173	426,997
RECRUITMENT	73,198	348,893	275,695
ADMISSIONS, REGISTRATION, AND RECORDS	289,402	853,866	564,464
FINANCIAL AID	118,869	366,846	247,977
STUDENT SERVICES	45,698	137,179	91,481
COUNSELING	103,146	628,813	525,667
VETERANS CENTER	14,434	44,889	30,455
E.O.F.	64,435	249,908	185,473
DISABILITY SERVICES	55,677	384,916	329,239
TESTING SERVICES	101,173	309,714	208,541
STUDENT CONDUCT AND COMPLIANCE	21,582	64,730	43,148
STUDENT ENGAGEMENT	-	15,000	15,000
CAREER AND LEADERSHIP DEVELOPMENT	80,591	240,277	159,686
STUDENT LIFE & ACTIVITIES	83,845	175,349	91,504
INTERNATIONAL CENTER	136,846	306,237	169,391
ATHLETICS DEPARTMENT	148,452	401,767	253,315

**BROOKDALE COMMUNITY COLLEGE**  
**STATEMENT OF REVENUES AND EXPENSES (Annual Budget Comparison)**  
**for the Four Months Ending October 31, 2018**

Unaudited Interim Financials

<b>DESCRIPTION</b>	<b>ACTUAL 10/31/2018</b>	<b>FY19 BUDGET</b>	<b>\$ DIFFERENCE</b>
SUMMER SPORTS CAMP	5,900	-	(5,900)
COMMENCEMENT	535	35,100	34,565
<b>TOTAL STUDENT SUCCESS DIVISION</b>	<b>1,862,154</b>	<b>5,933,697</b>	<b>4,071,543</b>
<b>CONTINUING AND PROFESSIONAL STUDIES DIVISION:</b>			
OFFICE OF CONTINUING AND PROFESSIONAL STUDIES	162,644	476,392	313,748
BCD INDIRECT EXPENSES	16,476	40,820	24,344
OFFICE OF CAREER PATHWAYS	116,519	423,837	307,318
CONTRACT TRAINING DIRECT PAY (COMPANIES)	31,385	110,000	78,615
NEW PATHWAYS TO TEACHING	32,402	142,480	110,078
HEALTHCARE SERVICES	111,820	341,475	229,655
BUSINESS & CAREER TRAINING	22,420	146,943	124,523
COMPUTER & OFFICE TRAINING	25,720	143,474	117,754
CTE GRANT	38,709	250,900	212,191
ADULT EDUCATION	40,299	126,204	85,905
OFFICE OF COMMUNITY OUTREACH	72,433	212,475	140,042
SANDY HOOK	6,671	18,500	11,829
TRIPS/EXCURSIONS	79,376	226,500	147,124
MISC OPEN ENROLLMENT PROGRAMS	50,314	183,300	132,986
SMMER ADVENTURE CAMPS	173,460	211,455	37,995
CENTER FOR WW II STUDIES			-
ACCELERATED CAREER & TECHNICAL INSTITUTE	23,135	105,985	82,850
<b>TOTAL CONTINUING AND PROFESSIONAL STUDIES DIVISION</b>	<b>1,003,783</b>	<b>3,160,740</b>	<b>2,156,957</b>
<b>UTILITIES DIVISION:</b>			
LINCROFT	761,248	2,353,000	1,591,752
LONG BRANCH	21,330	79,000	57,670
WESTERN MONMOUTH	(24,738)	(90,200)	(65,462)
WALL	42,488	(60,000)	(102,488)
UTILITIES SLC	1,973	15,000	13,027
HAZLET	23,062	54,000	30,938
NEPTUNE	69,651	172,703	103,052
<b>TOTAL UTILITIES</b>	<b>895,014</b>	<b>2,523,503</b>	<b>1,628,489</b>
<b>BENEFITS DIVISION:</b>			
BENEFITS	4,602,313	16,216,589	11,614,276
<b>TOTAL BENEFITS DIVISION</b>	<b>4,602,313</b>	<b>16,216,589</b>	<b>11,614,276</b>
<b>GENERAL EXPENSES:</b>			
GENERAL INSTITUTIONAL	1,285,627	4,510,500	3,224,873
INSTITUTIONAL MARKETING	181,983	710,500	528,517
GOVERNANCE	1,600	5,000	3,400
<b>TOTAL GENERAL EXPENSES</b>	<b>1,469,210</b>	<b>5,226,000</b>	<b>3,756,790</b>
<b>TOTAL EXPENDITURES</b>	<b>22,264,003</b>	<b>84,284,976</b>	<b>62,020,973</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ 13,674,551</b>	<b>\$ -</b>	<b>\$ 110,367,395</b>

**BROOKDALE COMMUNITY COLLEGE PROJECTS****A. CONSTRUCTION PROJECTS****1) LINCROFT CAMPUS PARKING LOTS**

The College is managing a Not to Exceed budget of \$805,000 for the milling and paving of various parking lots at the Lincroft Campus. Utilizing the services of the Monmouth County Highway Department, parking Lot 7 was completed during the summer of 2017 and parking lot 6 along with a portion of Arena Drive was completed this summer. Approximately \$200,000 remains available for additional work. The College continues to coordinate with the County in the hope of completing additional paving improvements in portions of parking lot 2 and lot 5 this fall. The Not to Exceed amount of \$805,000 (Chapter 12 funds) will be monitored and reported monthly as work progresses.

**2) FIRE ALARM PANEL REPLACEMENT PROJECT**

Due to the age of eight existing fire alarm panels on the Lincroft campus and the difficulty in finding parts to maintain these panels, a contract to replace the panels was awarded to Fire Securities Technology, Inc. in the amount of \$115,000 by the BOT at their October 23, 2018 meeting. Contracts are in the process of being executed and a preconstruction meeting is tentatively scheduled for November 13, 2018.

**3) SEWER EJECTOR PUMPS/LINCROFT CAMPUS**

A contract for the replacement of sewer ejector pumps at the MAS and ATC buildings was awarded to Longo Electrical-Mechanical, Inc. in the amount of \$84,700.00 by the BOT at their May 15, 2018 meeting. The project is substantially complete, and the new pumps are up and running at both locations. Punchlist items are currently being completed. Unfortunately, one of the two pumps at the MAS building has failed for a second time. The contractor is currently addressing this problem.

**B. DESIGN/STUDIES/REPORTS****1) FREEHOLD CAMPUS FOUNDATION SEEPAGE PROBLEM**

Our office was requested to investigate an ongoing basement seepage problem. We have completed a site inspection along with videotaping of the interior and exterior drainage piping. Videotaping required extensive cleaning of the pipes which had numerous clogs throughout the system. The videotaping identified 5 locations where the piping had separated. A contract in the amount of \$11,075 was awarded to Root 24 to make the repairs. Presently three of the five locations have been repaired with the remaining two repairs being scheduled for November 7, 2018. These last two repairs are in paved areas which will require pavement repairs. Pricing for completing the pavement repairs is pending. Regarding the mold contamination issue in the basement, all remediation activities have been completed. Post remediation testing will be scheduled within the next few weeks.





## 2) MISCELLANEOUS ROOF REPAIRS

At the BOT of June 26, 2108, a contract to prepare bid documents for roof repairs at the Student Life Center, Library, Main Academic Buildings North and South and the Auto Tech Building was awarded to FVHD Architects and Planners, PC in the amount of \$39,750. The project was advertised, and bids were received on October 19, 2018. Contracts in the amount of \$406,340 and \$302,500 were awarded to Roof Integrity and MTB respectively at the BOT meeting of October 23, 2018. Contracts are expected to be received on November 7, 2018 at which time a pre-construction meeting will be held. It is intended to complete the roof repairs prior to this winter.

## 3) CVA & LAH CHILLER REPLACEMENTS

At the BOT meeting of June 26, 2018, our office was authorized to proceed with our proposal to provide engineering design and construction administration services for the replacement of antiquated chillers and upgrades to the controls at the Center for Visual Arts and Larrison Hall for a not to exceed fee of \$87,000. The project was advertised on October 2, 2018 with eight bids received on November 1, 2018. By letter, dated November 6, 2018, our office recommended the contract be awarded to Preferred Mechanical, Inc. in the amount of \$1,225,000. It is intended to have these upgrades completed prior to next year's cooling season.

## 4) LED LIGHTING UPGRADES

Based on the recommendations of the recently completed Local Government Energy Audit (LGEA) reports prepared for the buildings at the Lincroft Campus and satellite campuses, the College will be pursuing energy saving measures by replacing the existing light bulbs with LED bulbs. At the BOT meeting of June 26, 2018, our office was authorized to proceed with engineering design and construction administration services for a not to exceed fee of \$75,400 for the Lincroft Campus and a not to exceed fee of \$21,500 for the satellite campuses. Bid documents have been reviewed by the College and should be finalized within the next few weeks. It is intended to advertise the project next month with an award scheduled for early 2019. Subject to input from the academic leadership team, we are recommending installation of the new lights to begin late winter/early spring in non-classroom and exterior areas. Classroom installations would be scheduled during the summer break, most likely from late May until late August 2019. The LGEA Reports indicate potential annual savings of more than \$300,000 from this project.

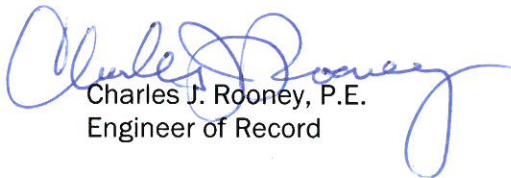
## 5) TENNIS & BASKETBALL COURTS/LINCROFT CAMPUS

Our office has completed field investigations to rehabilitate the existing eight tennis courts and two basketball courts at the Lincroft Campus. Concept plans and preliminary construction cost estimates have been completed for three options of repair ranging from repairing cracks and resurfacing the courts (\$200,000); crack repair, mill/pave top course asphalt and resurfacing (\$400,000) to full reconstruction of the courts (\$700,000). At this point the second option seems the more appropriate choice subject to verification of the underlying stone base layer which can be determined from pavement cores currently being scheduled with the Monmouth County Road Department. Subject to determining the extent of needed repair, our office will prepare a fee proposal letter for preparing bid documents and providing construction inspection services.



6) NEW ACADEMIC BUILDING-WALL CAMPUS

Unfortunately, noise complaints from adjacent residents persist following the remediation modifications to the roof mounted chiller completed by the College earlier this summer. The College is currently coordinating with Spiezle Architects for additional noise attenuating modifications. In addition, following recent heavy rain events the building has experienced water seepage problems around some of the windows and at a few locations at the interface of the walls with the building slab. Also, on occasion during hot spells this past summer, condensation problems were experienced in some areas of the building. An onsite meeting with Spiezle Architects and Benjamin Harvey was held on November 1, 2018 to discuss these problems and develop a plan of action. Recommendations to address these problems are expected to be received by November 15, 2018. Additional noise testing is tentatively scheduled for November 9, 2018.

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

#### 4.2a *Change Order Request*

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 President and the Finance and Facilities Committee of the Board of Trustees at a meeting held November 12, 2018.

November 27, 2018: Interim Vice President Finance & Operations, Joey Stoner

**RESOLUTION**

**WHEREAS**, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$35,300, or purchases with a combined total in excess of \$35,300; 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

**WHEREAS** the College certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this resolution;

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

**Brookdale Community College**  
**Change Order Reconciliation**  
**November 27, 2018**

	<b>Vendor Name</b>	<b>Description</b>	<b>Change Orders</b>				<b>Current Contract Value</b>	<b>Proposed C/Os</b>	<b>Contract Total</b>	<b>Proposed % Increase</b>
			<b>Contract Award</b>	<b>Approved</b>	<b>Change Orders</b>	<b>Change Orders</b>				
1	Fraytak Veisz Hopkins Duthie, PC	Additional professional and contract administration services for the Roof Replacement and Repairs project.	\$ 39,750.00	\$ -	-	\$ -	\$ 39,750.00	\$ 11,000.00	\$ 50,750.00	28%
			<b>\$ 39,750.00</b>	<b>\$ -</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 39,750.00</b>	<b>\$ 11,000.00</b>	<b>\$ 50,750.00</b>	

# Brookdale Community College College Policy

## 4.4000 Investments

### I. Title of Policy

Investments

### II. Objective of Policy

To establish guidelines for the investment of College funds.

### III. Authority

Board of Trustees Bylaws and New Jersey Statutes 18A:64A-1, [et seq.](#)

### III. Policy Statement

Responsibility for the investment of all excess funds shall rest with the President. Such funds shall continuously be identified and invested prudently and in accordance with [State and Federal rules](#), regulations and statutes.

Deleted:

The President shall establish procedures for the investment of excess funds, and the Board of Trustees shall be kept apprised of all investments and proceeds.

### V. Responsibility for Implementation

President

Approved: 8/1/68

Revised: 10/24/96

Deleted:

# Brookdale Community College College Policy

## 4.5000 Construction Contracts

### I. Title of Policy

Construction Contracts

### II. Objective of Policy

To fulfill New Jersey statutory requirements.

### III. Authority

Board of Trustees Policy No. 4.8000; New Jersey Statutes 18A:64A-25.1 et seq.

Deleted:

### IV. Policy Statement

Where a project has been either specifically approved by the Board or budgeted, the President is authorized to solicit quotations and/or bids in accordance with the requirements of N.J.S.A. 18A:64A-25.1 et seq. and Board of Trustees Policy No. 4.8000, Contracts.

Deleted:

Deleted:

In the exercise of this authority the President shall observe the following:

A. If the estimated cost of the entire project is more than \$100,000, specific plans and specifications shall be approved in advance by the Board of Trustees.

B. Change orders to capital improvement contracts may be approved upon the following basis:

1. A change order costing less than the specified bidding limits as set forth in N.J.S.A. 18A:64A-25.1 et seq. may be approved by the President provided the total contingency for the project is not exceeded. Any action taken under this section shall be reported to the Finance and Facilities Committee of the Board of Trustees.

Deleted:

2. A change order which exceeds the cost as set forth in N.J.S.A. 18A:64A-25.1 et seq. may be authorized by the President if approved by the Executive Committee of the Board of Trustees, provided the total contingency for the project is not exceeded. Any action taken under this section shall be reported to the Board of Trustees at the next Regular Board Meeting.

3. When the total contingency fund for a project is exceeded, the Board of Trustees may revise the contingency fund or may require their approval of any additional change orders.

## **V. Responsibility for Implementation**

President

Approved: 7/21/69

Revised: 6/23/88

Revised: 10/24/96



# Brookdale Community College College Policy

## 5.0007 Establishment or Discontinuance of Programs

### I. Title of Policy

Establishment or Discontinuance of Programs

### II. Objective of Policy

To establish a Board Policy for approval of the establishment or discontinuance of programs.

### III. Authority

[Brookdale Community College By-Laws](#); N.J.S. 18A:64A-12d, General Powers of Boards; [Higher Education Act of 1965](#)

### IV. Policy Statement

**B. Termination or change in nomenclature of a program:** If Brookdale Community College terminates a program, option, or academic certificate, or makes a change in nomenclature of a program, that action will be formally accomplished by a resolution of the Board of Trustees.

A copy of the resolution will be sent to the New Jersey Presidents' Council for its information and to the Secretary of Higher Education to update the Secretary's repository of program status.

**A. Initiation of a program, an option, or certificate:** If Brookdale Community College decides to introduce a new program, option, or academic certificate, that action will be formally accomplished through the program development process and by resolution of the Board of Trustees.

Notice of the new program, option, or certificate will be sent by Brookdale Community College to the New Jersey Presidents' Council for approval. The New Jersey Presidents' Council will notify the Secretary of Higher Education of all approved programs to be included in the Secretary of Higher Education repository of approved program.

**C. Initiation of a Title IV eligible clock hour program:** If Brookdale Community College decides to introduce a new non-credit training program that is eligible for Title IV funding, notice of the program addition is submitted to the Board of Trustees for

approval. Once that is received the Financial Aid office (director?) verifies that the institution meets all eligibility requirements and updates the Program Participant Agreement to reflect the new program, and submits the application/agreement to USED along with required documentation (proof of accreditation, approval to operate by State, and a copy of the Board minutes approving the program)

## **V. Responsibility for Implementation**

In order to create and maintain a viable curriculum, the President shall be responsible for the following:

B. To recommend to the Board of Trustees, for approval, the establishment of programs of instruction, or the discontinuance of existing programs.

A. To approve the introduction of new programs, options, academic certificates or the discontinuance of existing ones.

Approved: 9/21/70  
Revised: 3/23/95

## Brookdale Community College College Policy

### 7.0000 Advisory Committees

#### I. Title of Policy

Program Advisory Committees

#### II. Objective of Policy

To authorize the President to establish Advisory Committees.

#### III. Authority

[N.J.S.A. 18:64A-12 \(General Powers of Boards\)](#)

#### IV. Policy Statement

As a community college, it is important for Brookdale Community College to maintain a continuing relationship with the various sectors of the community in order to identify needs and to develop curriculum, programs and services to meet those needs. Accordingly, the President may establish Advisory Committees in those areas where he or she deems it in the best interests of the College.

Approved: Board of Trustees, 9/21/70

# BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

## 3.3002 Grant Funded Positions

### I. Title of Policy

Grant Funded Positions

### II. Objective of Policy

To specify the conditions of employment for grant funded positions.

### III. Authority

New Jersey Statutes: County Colleges, 18A:64A

### IV. Policy Statement

The following ~~clause statement~~ shall appear in ~~employment appointment and reappointment contracts letters~~ for all "grant funded" ~~Faculty faculty~~ and ~~Administrative administrative~~ positions ~~that are created, exist or extended contingent on grant money or other non-College funds~~:

~~Since t~~*This is a specially funded ~~program position~~, dependent for its existence upon ~~Federal federal~~, State, or other non-College ~~operating~~ funds, ~~and and is not funded pursuant to not a part of~~ the regular College budget, ~~this contract is for the specified period only. Continued employment is always contingent upon satisfactory performance and College needs. Grant funded positions are also contingent upon continued funding. This appointment is for the specified period only. Employment beyond the expiration date of the grant is subject to appropriate provisions of existing collectively bargained agreements in effect at that time for employees covered by those agreements.~~*

### V. Responsibility for Implementation

President

Approved: 5/23/74

Revised: 6/27/96

Revised: XX/2018

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### 3.4001 College Interns

~~Disclaimer: The content on this webpage appears as a courtesy to site visitors and is for general informational purposes only. To obtain a copy of the official applicable policy or regulation, please contact Brookdale's Public Records Custodian via the Public Records webpage of the Brookdale website at <https://www.brookdalecc.edu/about/public-records>~~

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#### I. Title of Policy

College Interns

#### II. Objective of Policy

To establish the authority and conditions of employment for College interns.

#### III. Authority

New Jersey Statutes: County Colleges, 18A-64A; [P.L.2018, C 10](#).

#### IV. Policy Statement

The College may engage in providing opportunities for individuals to serve as supervised interns in teaching and administrative areas. Such interns shall generally function as members of the academic or administrative staff and will be supervised by a ~~full-time staff~~ [full-time faculty](#) member [or administrative staff member](#) serving as a mentor. Intern positions are temporary in nature and typically exist for an academic semester or less.

Remuneration for the intern, if any is to be granted, shall be determined by the President. ~~Sponsored~~ Interns may be uncompensated or may appropriately be compensated at a rate of pay deemed to be the minimum level of compensation for similarly classified positions ~~as determined by the President or his designee~~. Intern compensation may be further prorated according to the individual's specific tasks.

Interns [are engaged to gain specific knowledge, skills, and abilities and will not replace full-time employees](#). [Paid interns](#) will be considered to be hourly employees and ~~receive benefits as required by law. therefore will not be accorded employee benefits that would be available to full-time employees.~~

#### V. Responsibility for Implementation

President

Approved: Board of Trustees

[Revised: July 2018](#)

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**3.9008**

## **Title of Policy**

Code of Ethics for Employees

## **II. Objective of Policy**

To authorize the President to establish a Code of Ethics for the conduct of all College employees.

## **III. Authority**

[N.J.S.A. 18A:3B-14\(e\)](#); N.J.S.A. 18A: 64A-12 [\(o\)](#); [N.J.A.C. 9A: et seq.](#); [Local Government Ethics Law, N.J.S.A. 40A:9-22.6](#)

## **IV. Policy Statement**

To avoid conflicts of interest, to guarantee that full-time employees shall devote primary responsibility to their duties and obligations at Brookdale Community College, and to establish appropriate conduct by all employees, the President is authorized to establish a -Code of Ethics for College Employees.

The Code of Ethics shall include, but not be limited to, rules and regulations regarding:

- A. Outside employment;
- B. Proper discharge of duties and obligations to Brookdale Community College;
- C. Direct or indirect interests, financial or otherwise, in any transactions with Brookdale Community College;
- D. Use of official position to obtain privileges or advantages;
- E. Nepotism;
- F. Acceptance of gifts, favors, compensation or other things of value to influence College decisions;
- G. Acting on behalf of Brookdale Community College without authorization;
- H. Release or misuse of confidential information;
- I. Amorous, [physical, and/or romantic](#) relationships with students, [co-workers, and/or independent contractors](#);
- J. Primary work obligation;

[Submitted for Lodging – November 27, 2018](#)



K. Conflicts of interest, financial and otherwise;

L. Financial disclosure statements as required by specific third party agencies and/or projects.

M. Compliance with ~~state and federal laws and~~ College policies, regulations, ~~and~~ procedures and State, local and Federal laws. ;

## **V. Responsibility for Implementation**

President.

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Approved: 8/24/95

Revised: 3/10/04

Revised: XX/XX/18

**1.2051**

**Title of Policy**

Trustee Conduct

**II. Objective of Policy**

To articulate the referral process of reporting trustee misconduct to the appointing authority.

**III. Authority**

N.J.S.A. 18A:64-1 et seq.

**IV. Policy Statement**

A. Each Trustee shall uphold and fulfill the values, principles, duties and obligations set forth in these Bylaws, the College's Mission Statement and N.J.S.A. 18A:64-1 et seq. Each Trustee further agrees to fulfill his or her responsibility to the residents of Monmouth County and the Brookdale Community College Community. If an accusation is brought to the attention of the Board that a Trustee is not committed to or has violated any of the values, principles, duties or responsibilities as set forth above, the Board of Trustees may report such Trustee to the appointing authority for further action". No fewer than (8) eight affirmative votes shall be required for the referral of the matter to the appointing authority.

B. If an accusation or complaint against a Trustee involves an alleged criminal violation of federal, state, or local law, then the Board attorney, in cooperation with the Chair of the Board and the President of the College, shall immediately refer the matter to the Monmouth County Prosecutor's Office. If the Monmouth County Prosecutor's Office finds that the complaint or accusation has merit and constitutes a potential criminal violation of the law, the Board shall: (1) immediately request said Trustee to take a leave of absence and (2) refer the matter to the appointing authority for action.

**V. Responsibility for Implementation**

Board of Trustees

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### **5.1 Curriculum**

The Interior Design Department Chair and College Administration have proposed a new Kitchen and Bath Design Academic Credit Certificate of Achievement.

The certificate has been developed in response to the Interior Design AAS Advisory Committee and five-year program review recommendations. The curriculum is designed to align with the National Kitchen and Bath Association and affiliated school programs.

The Kitchen and Bath Certificate will provide students with the education and skills for immediate employment in the kitchen and bath design field. Graduates of the certificate will have many employment opportunities in kitchen and bath design, such as in showrooms, freelance designing, retail, and new housing development. Kitchen and bath designers are also hired for remodeling and new construction projects working with homeowners, architects, contractors, and restaurant owners. Designers may also specialize in creating interior kitchen and bath space for visually or physically disabled individuals.

The Kitchen and Bath Academic Credit Certificate of Achievement has been reviewed by Institute Deans, Academic Council, 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 Kitchen and Bath Design Academic Credit Certificate of Achievement.

**WHEREAS**, the Interior Design Department Chair and College Administration have proposed a new Kitchen and Bath Design Academic Credit Certificate of Achievement; and

**WHEREAS**, the certificate has been developed in response to the Interior Design AAS Advisory Committee and five-year program review recommendations; and

**WHEREAS**, the curriculum is designed to align with the National Kitchen and Bath Association and affiliated school programs; and

**WHEREAS**, the Kitchen and Bath Certificate will provide students with the education and skills for immediate employment in the kitchen and bath design field; and

**WHEREAS**, graduates of the certificate will have many employment opportunities in kitchen and bath design, such as in showrooms, freelance designing, retail, and new housing development, and kitchen and bath designers are also hired for remodeling and new construction projects working with homeowners, architects, contractors, and restaurant owners; and

**WHEREAS**, designers may also specialize in creating interior kitchen and bath space for visually or physically disabled individuals; and

**WHEREAS**, the Kitchen and Bath Academic Credit Certificate of Achievement has been reviewed by Institute Deans, Academic Council, 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 Kitchen and Bath Design Academic Credit Certificate of Achievement be and is hereby approved.

November 27, 2018

**Kitchen and Bath Design Academic Credit Certificate of Achievement****CIP Code 500408**

This certificate of achievement in kitchen and bath design is intended to provide students with job specific education and skills for advancement in the kitchen and bath field. This certificate offers the opportunity for immediate employment in the kitchen and bath industry in design and/or sales and can lead to certification by the National Kitchen and Bath Association (NKBA). Graduates of this program will work in kitchen and bath design showrooms and will be involved in working with clients, creating room layouts, preparing accurate cost estimates, and overseeing the installation process. Some of these courses may also apply to the Interior Design Associate in Applied Science Program.

**Program Learning Outcomes**

Students will be able to:

- design kitchens and bathrooms that are both functional and aesthetically attractive.
- apply the processes necessary to take a kitchen or bath design from conception to completion
- create designs using industry standard CAD software and components.

**Requirements**

Career Studies – **18** credits as follows:

	Credits
• INTD 152 Drafting and Graphic Presentation for Interior Design	3
• ARCH 151 Architectural Construction I	3
• INTD 245 Codes and Standards for Interiors	3
• INTD 221 Kitchen and Bath Design Studio I	3
• INTD 222 Kitchen and Bath Design Studio II	3
• INTD 299 Internship – Interior Design or INTD 295 Special Project – Interior Design	3

## **5.1 Curriculum**

The Art Department Chair and College Administration have proposed to implement a new Game Design Associate in Applied Science program. A Program Announcement for the new program has been sent to the Presidents of New Jersey's College and Universities for their consideration and comment.

The Game Design Associate in Applied Science is a career program designed to prepare students for careers in independent game design and creation. The curricula for the program includes existing digital animation courses in addition to the development of four new courses that provide students with skills in Unity 3D software and game and character design.

Employment opportunities for individuals with skills in animation and game design and development are increasing, as there is a greater demand for realistic video games and computer graphics for mobile devices. Graduates may find employment in private industry and education as well as in the military designing interactive training simulations.

The College will seek articulation agreements for the Game Design Associate in Applied Science with Bloomfield College and Wilmington University.

The Game Design Associate in Applied 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 Game Design Associate in Applied Science Program.

**WHEREAS**, the Department Chair and College Administration have proposed to implement a new Game Design Associate in Applied Science program; and

**WHEREAS**, a Program Announcement for the new program has been sent to the Presidents of New Jersey's College and Universities for their consideration and comment; and

**WHEREAS**, the Game Design Associate in Applied Science is a career program designed to prepare students for careers in independent game design and creation; and

**WHEREAS**, the curricula for the program includes existing digital animation courses in addition to the development of four new courses that provide students with skills in Unity 3D software and game and character design; and

**WHEREAS**, employment opportunities for individuals with skills in animation and game design and development are increasing, as there is a greater demand for realistic video games and computer graphics for mobile devices; and

**WHEREAS**, graduates may find employment in private industry and education as well as in the military designing interactive training simulations; and

**WHEREAS**, the College will seek articulation agreements for the Game Design Associate in Applied Science with Bloomfield College and Wilmington University; and

**WHEREAS**, the Game Design Associate in Applied Science program 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 Game Design Associate in Applied Science Program be and is hereby approved.

November 27, 2018

## PROGRAM ANNOUNCEMENT COVER PAGE

Date: October 23, 2018

Institution:	Brookdale Community College
New Program Title:	Game Design
Degree Designation:	Associate in Applied Science
Programmatic Mission Level for the Institution	Associate
Degree Abbreviation:	A.A.S.
CIP Code and Nomenclature (if possible) <i>If outside the classification indicate Not Applicable</i>	50.0411 Game and Interactive Media Design
Campus(es) where the program will be offered.	Lincroft Campus 765 Newman Springs Road Lincroft, NJ 07738
Date when the program will begin (month and year).	Spring 2019
List the institutions with which articulation agreements will be arranged:	Bloomfield College Wilmington 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:

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Program Announcement narrative:

☒ Objectives

page(s) 2

☒ Need

page(s) 12

☒ Student enrollments

page(s) 13

☒ Program resources

page(s) 13



Brookdale Community College  
Game Design Associate in Applied Science

**DESCRIPTIVE INFORMATION:**

**1. Objectives.**

Game Design will prepare students for careers in independent game design and creation. Students will gain command of technical skills necessary to create their own simple games. Students will learn both asset creation and simple coding. They will complete courses that will provide them with both technical and aesthetic skills.

This program aligns with Brookdale Community College's mission to provide open access to high-quality and cost-effective educational and lifelong learning options with clear paths to personal, educational, and economic success.

The Game Design AAS program does not exceed our programmatic mission.

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

**Program Learning Outcomes**

Graduates of this program will be able to:

- Design a game with appeal for specific and diverse markets
- Export 3D files and audio files suitable for use in a game environment
- Export animations suitable for use in game engines
- Import assets into game engines
- Create lighting and dynamic simulations in game design
- Write simple scripts to generate interactivity within a game engine
- Export playable games

Program instructors assess all learning outcomes. Program Assessment findings for courses designated as general education are reported annually to the Office of Planning and Institutional Effectiveness (PIE). Program Learning Outcomes in degree programs also are assessed and reported periodically to PIE. All Degree Programs undergo a five-year program review to ensure the programs' continuous enhancement and improvement.

Following is a table demonstrating alignment of course learning outcomes to program learning outcomes. The table illustrates the methods of assessment for each aligned course learning outcome.

Program Learning Outcomes	Course	Course Learning Outcomes	Method
Design a game with appeal for specific and diverse markets	ARTS 111 Drawing I	<ul style="list-style-type: none"> <li>• Draw from the still life, using line and tone</li> <li>• Draw interior views using linear perspective</li> <li>• Apply a full-value range to their drawings that incorporates the presence of light and shadow and create convincing illusion of form in space</li> </ul>	Projects will be assessed via class critique and rubrics
	DIGM 116 Production & Storyboarding: Photoshop	<ul style="list-style-type: none"> <li>• Complete a series of exercises demonstrating their understanding of the functions and attributes of each tool in Photoshop's toolbox</li> <li>• Successfully complete a series of images to demonstrate their proficiency in the use of layers, layer effects, masks and filters to create special effects with Photoshop software</li> <li>• Render a series of images based upon render passes, image reconstruction and photo collage with Photoshop software</li> <li>• Create a visual storytelling script, design original characters for the story and use Storyboard Pro software to create a storyboard and animatic</li> <li>• Submit a portfolio of all assignments for final critique and evaluation</li> </ul>	Projects will be assessed via class critique and rubrics

Program Learning Outcomes	Course	Course Learning Outcomes	Method
	DIGM 225 Digital Design and Production	<ul style="list-style-type: none"> <li>Will create workflow for 3D animation</li> <li>Demonstrate knowledge of 3D techniques</li> <li>Demonstrate the ability to offer both technical and aesthetic criticisms of their work and the work of their peers</li> <li>Develop functional coding utilizing appropriate game programming language</li> </ul>	Projects will be assessed via class critique and rubrics, including a critique from industry experts
	GAME 115 Game Concept Design	<ul style="list-style-type: none"> <li>Students will learn the process of designing a game</li> <li>Students will be able to determine the mode, tools, audience, and interface for game design</li> <li>Identify preference and select appropriate assets for a diversity of markets</li> </ul>	Projects will be assessed via class critique and rubrics. Students will also be asked to take tests and write papers.
Export 3D files and audio files suitable for use in a game environment	DIGM 116 Production & Storyboarding: Photoshop	<ul style="list-style-type: none"> <li>Complete a series of exercises demonstrating their understanding of the functions and attributes of each tool in Photoshop's toolbox</li> <li>Successfully complete a series of images to demonstrate their proficiency in the use of layers, layer effects, masks and filters to create special effects with Photoshop software</li> <li>Render a series of images based upon render passes, image reconstruction and photo collage with Photoshop</li> </ul>	Projects will be assessed via class critique and rubrics

Program Learning Outcomes	Course	Course Learning Outcomes	Method
		software <ul style="list-style-type: none"> <li>Create a visual storytelling script, design original characters for the story and use Storyboard Pro software to create a storyboard and animatic</li> <li>Submit a portfolio of all assignments for final critique and evaluation</li> </ul>	
	DIGM 121 Maya I: 3D Modeling	<ul style="list-style-type: none"> <li>Navigate the Maya software to create and model Maya primitives and text</li> <li>Demonstrate their understanding of NURBS (Non-Uniform Rational B-Spline) modeling, modeling with polygons and modeling with subdivision surfaces</li> </ul>	Projects will be assessed via class critique and rubrics
	DIGM 122 Maya II: Fundamentals	<ul style="list-style-type: none"> <li>Navigate the Maya user interface</li> <li>Model a character using the NURBS modeling tools</li> <li>Include textures, lights, particles, and Maya Paint Effects in their finished projects</li> <li>Build shading groups using various types of textures maps and create textures using the 3D Point Tool</li> <li>Render single frames and render short animated sequences</li> </ul>	Projects will be assessed via class critique and rubrics
	DIGM 225 Digital Design and Production	<ul style="list-style-type: none"> <li>Will create workflow for 3D animation</li> <li>Demonstrate knowledge of</li> </ul>	Projects will be assessed via class critique and rubrics, including a critique from industry experts

Program Learning Outcomes	Course	Course Learning Outcomes	Method
		3D techniques <ul style="list-style-type: none"> <li>• Demonstrate the ability to offer both technical and aesthetic criticisms of their work and the work of their peers</li> <li>• Develop functional coding utilizing appropriate game programming language</li> </ul>	Projects will be assessed via class critique and rubrics
	MUTC 101 ProTools® I	<ul style="list-style-type: none"> <li>• Apply introductory-level comprehension of facts, concepts, and principles of the digital audio/MIDI production environment.</li> <li>• Distinguish between the Edit, Mix, and Notion windows of Pro Tools</li> <li>• Compose original tracks with software-synthesizer plug-ins and loop-based production</li> <li>• Perform basic editing of sequenced tracks with the Slip, Shuffle, Grid, and Spot modes</li> <li>• Apply basic proficiency with Mix window, automations, and mix-down techniques</li> </ul>	
	GAME 206 Game Level Design	<ul style="list-style-type: none"> <li>• Create lighting simulations for a simple game level</li> <li>• Create a UV and texture map for a simple model</li> <li>• Export unique assets prepared for use in a game level</li> <li>• Create a unique playable game level</li> </ul>	
	GAME 205 Game Character Design	<ul style="list-style-type: none"> <li>• Create a simple character</li> </ul>	

Program Learning Outcomes	Course	Course Learning Outcomes	Method
<b>Export animations suitable for use in game engines</b>		<ul style="list-style-type: none"> <li>• model</li> <li>• Rig and animate their own model</li> <li>• Export and import animations</li> <li>• Script an animated character for interactivity</li> </ul>	critique and rubrics
	DIGM 122 Maya II: Fundamentals	<ul style="list-style-type: none"> <li>• Navigate the Maya user interface</li> <li>• Model a character using the NURBS modeling tools</li> <li>• Include textures, lights, particles, and Maya Paint Effects in their finished projects</li> <li>• Build shading groups using various types of textures maps and create textures using the 3D Point Tool</li> <li>• Render single frames and render short animated sequences</li> </ul>	Projects will be assessed via class critique and rubrics
	DIGM 225 Digital Design and Production	<ul style="list-style-type: none"> <li>• Will create workflow for 3D animation</li> <li>• Demonstrate knowledge of 3D techniques</li> <li>• Demonstrate the ability to offer both technical and aesthetic criticisms of their work and the work of their peers</li> <li>• Develop functional coding utilizing appropriate game programming language</li> </ul>	Projects will be assessed via class critique and rubrics, including a critique from industry experts
	DIGM 205 Game Character Design	<ul style="list-style-type: none"> <li>• Create a simple character model</li> <li>• Rig and animate their own model</li> </ul>	Projects will be assessed via class critique and rubrics

Program Learning Outcomes	Course	Course Learning Outcomes	Method
<b>Import assets into game engines</b>		<ul style="list-style-type: none"> <li>• Export and import animations</li> <li>• Script an animated character for interactivity</li> </ul>	
	DIGM 225 Digital Design and Production	<ul style="list-style-type: none"> <li>• Will create workflow for 3D animation</li> <li>• Demonstrate knowledge of 3D techniques</li> <li>• Demonstrate the ability to offer both technical and aesthetic criticisms of their work and the work of their peers</li> <li>• Develop functional coding utilizing appropriate game programming language</li> </ul>	Projects will be assessed via class critique and rubrics, including a critique from industry experts
	GAME 105 Introduction to Unity	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of the elements of game design</li> <li>• Import assets into a game engine</li> <li>• Write simple scripts to generate interactivity</li> <li>• Export files to generate a playable game</li> </ul>	Projects will be assessed via class critique and rubrics
<b>Create lighting and dynamic simulations in game design</b>	GAME 205 Game Character Design	<ul style="list-style-type: none"> <li>• Create a simple character model</li> <li>• Rig and animate their own model</li> <li>• Export and import animations</li> <li>• Script an animated character for interactivity</li> </ul>	Projects will be assessed via class critique and rubrics
	DIGM 225 Digital Design and Production	<ul style="list-style-type: none"> <li>• Will create workflow for 3D animation</li> <li>• Demonstrate knowledge of 3D techniques</li> <li>• Demonstrate the ability to offer both technical and</li> </ul>	Projects will be assessed via class critique and rubrics, including a critique from industry experts

Program Learning Outcomes	Course	Course Learning Outcomes	Method
Write simple scripts to generate interactivity within a game engine		<p>aesthetic criticisms of their work and the work of their peers</p> <ul style="list-style-type: none"> <li>Develop functional coding utilizing appropriate game programming language</li> </ul>	
	GAME 206 Game Level Design	<ul style="list-style-type: none"> <li>Create lighting simulations for a simple game level</li> <li>Create a UV and texture map for a simple model</li> <li>Export unique assets prepared for use in a game level</li> <li>Create a unique playable game level</li> </ul>	Projects will be assessed via class critique and rubrics
	DIGM 225 Digital Design and Production	<ul style="list-style-type: none"> <li>Will create workflow for 3D animation</li> <li>Demonstrate knowledge of 3D techniques</li> <li>Demonstrate the ability to offer both technical and aesthetic criticisms of their work and the work of their peers</li> <li>Develop functional coding utilizing appropriate game programming language</li> </ul>	Projects will be assessed via class critique and rubrics, including a critique from industry experts
	COMP 126 Computer Logic and Design	<ul style="list-style-type: none"> <li>Apply design techniques such as pseudocode and flowcharting to express program logic</li> <li>Implement design solutions using decisions, repetition, methods and arrays</li> <li>Code, test and debug problem solutions in a programming language</li> </ul>	Graded homework assignments, quizzes and tests.



Program Learning Outcomes	Course	Course Learning Outcomes	Method
		<ul style="list-style-type: none"> <li>Obtain an understanding of objects and how to use them in programming applications</li> <li>Apply good programming style and implement modern programming conventions</li> </ul>	
	COMP 171 Programming I	<ul style="list-style-type: none"> <li>Analyze, develop, code, execute and test solutions for a variety of problems using JAVA programming language</li> <li>Assimilate problem solving and logical thinking techniques</li> </ul>	Graded homework assignments, quizzes and tests.
	COMP 271 Programming II	<ul style="list-style-type: none"> <li>Analyze, develop, code, execute, and test solutions for a variety of problems using the JAVA programming language</li> <li>Assimilate problem solving and logical thinking techniques</li> </ul>	Graded homework assignments, quizzes and tests.
	GAME 105 Introduction to Unity	<ul style="list-style-type: none"> <li>Demonstrate an understanding of the elements of game design</li> <li>Import assets into a game engine</li> <li>Write simple scripts to generate interactivity</li> <li>Export files to generate a playable game</li> </ul>	Projects will be assessed via class critique and rubrics
	GAME 205 Game Character Design	<ul style="list-style-type: none"> <li>Create a simple character model</li> <li>Rig and animate their own model</li> <li>Export and import animations</li> <li>Script an animated character for interactivity</li> </ul>	Projects will be assessed via class critique and rubrics

Program Learning Outcomes	Course	Course Learning Outcomes	Method
<b>Export playable games</b>	DIGM 225 Digital Design and Production	<ul style="list-style-type: none"> <li>Will create workflow for 3D animation</li> <li>Demonstrate knowledge of 3D techniques</li> <li>Demonstrate the ability to offer both technical and aesthetic criticisms of their work and the work of their peers</li> <li>Develop functional coding utilizing appropriate game programming language</li> </ul>	Projects will be assessed via class critique and rubrics, including a critique from industry experts
	GAME 105 Introduction to Unity	<ul style="list-style-type: none"> <li>Demonstrate an understanding of the elements of game design</li> <li>Import assets into a game engine</li> <li>Write simple scripts to generate interactivity</li> <li>Export files to generate a playable game</li> </ul>	Projects will be assessed via class critique and rubrics
	GAME 206 Game Level Design	<ul style="list-style-type: none"> <li>Create lighting simulations for a simple game level</li> <li>Create a UV and texture map for a simple model</li> <li>Export unique assets prepared for use in a game level</li> <li>Create a unique playable game level</li> </ul>	Projects will be assessed via class critique and rubrics

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

The Game Design Associate in Applied Science aligns with Brookdale Community College's mission to empower a diverse community by providing open access to high quality and cost-effective educational and lifelong learning options with clear paths to personal, educational, and economic success. New program development is consistent with the goals outlined in the College's Strategic Priorities.

This new program provides students with the skills to create interactive games and apps. Graduates of this program are prepared for employment in the gaming industry, or to transfer to bachelor's programs such as Bloomfield College.

The College currently offers an Associate in Applied Science in Digital Animation and 3D Design. Game Design would act as a sister program to Digital Animation, adding a much-needed interactive design component.

A Game Programming Option within Digital Animation has been discontinued.

### 4. Need.

The US Department of Labor Bureau of Labor Statistics *Occupational Outlook Handbook* projects approximately 6% employment growth in the field of multimedia arts and animators due to increased demand for animations, visual effects and more realistic video games as well as demand for computer graphics for mobile devices.

While the government does not track job data specifically for independent designers of mobile games and apps, there is an anticipated increase in software developers and web developers. Both of these fields are closely related to game design. It is also expected that there will be an increase in jobs as multimedia artists. Graduates of this program may find employment in private industry as well as in the military designing interactive training simulations.

The fields of augmented and virtual reality are also expanding, and this degree could expand to include both fields.

The Game Design AAS program supports the College's priority to align Brookdale curriculum to meet the needs of the community. The new program is responsive to student interest and provides job opportunities in an appealing and expanding field.

Similar programs within the state and neighboring states for Game Design Associate degree or certificate:

Institute	Degree Program
Bloomfield College	Game Design Certificate
Camden County College	Computer Graphics: Game Design & Development A.A.S.
Cumberland County College	Game Design and Development A.S.
Cumberland County College	Game Design and Development A.A.S. (joint with Salem County College)
Rowan College at Gloucester	Computer Graphic Arts-Game Interactive Design

County	Certificate
Rowan College at Gloucester County	Computer Graphic Arts: Game Interactive Design A.A.S.
Salem Community College	Game Design and Development A.A.S. (joint with Cumberland County College)
Union County College	Game Design Development A.A.S.
Mercer County Community College	Game Design A.A.S.

## 5. Student Enrollment.

This program should have a strong start, as we are transitioning from Game Programming to Game Design. Current students may transition from Game Programming to Game Design, which should boost initial enrollment.

Projected enrollment for the next five years.

Academic Year	Enrollment
2018	20-30
2019	40-50
2020	50-60
2021	60-70
2022	70

## 6. Program Resources.

### Technology

The technology and software utilized in Digital Animation will also work for the Game Design program. Some new software may be required as the industry changes, but most major game design software (like Unity 3D and the Unreal engine) is free for educational institutions and for students. As such, most of this software is already at Brookdale in the Digital Animation labs.

### Facilities

The Digital Animation currently has two computer classrooms fully equipped with software necessary for both animation and game design. This should be sufficient for both programs.

### Support Services

Digital Animation currently employs two part-time lab assistants, whose job duties include assisting students who need help. These lab assistants are animation specialists, and while one has experience with game design, the other does not. Ideally, we would add another lab assistant who could help students with game design questions.

### Faculty

Currently, there is one full-time faculty member in Digital Animation. Faculty expertise in game design will be required to grow and maintain this program. Initially, adjunct faculty may be hired to provide this expertise. As enrollment increases over the next five years, the hiring of a new faculty member will be required for the program.

### Degree Requirements

## Game Design Associate in Applied Science

The Game Design degree will allow students to create their own simple games and apps. Students will walk through the process of creating assets, importing them into a game engine, and creating interactivity. By the end of the program, students will have created their own game from start to finish. Graduate of this program may find employment with game development companies in private industry such as entertainment and educational software, as well as in the government and military.

### General Education – 20-21 credits:

Course Code	Title	Credits
<b>Communications</b>		
ENGL 121	English Composition: The Writing Process	3
	ENGL 122 or SPCH 115	3
<b>Humanities or Social Sciences</b>		3
<b>Mathematics, Science or Information Technology</b>		
	COMP 126	3
<b>General Education</b>		8-9
<b>Recommended:</b>		
HUMN 129 Issues in Women's Studies (Credits: 3)		
ENGL 235 World Literature (Credits: 3)		
ARTH 105 Art Appreciation (Credits: 3)		

### Career Studies – 39 credits:

***A grade of "C" or higher is required in all career studies courses.***

ARTS 111	Drawing I	3
DIGM 116	Production & Storyboarding: Photoshop	3
DIGM 121	Maya 1: 3D Modeling	3
DIGM 122	Maya II: Fundamentals	3
DIGM 225	Digital Design and Production	6
MUTC 101	ProTools® I	3
COMP 171	Programming I	3
COMP 271	Programming II	3
GAME 105	Introduction to Unity	3
GAME 115	Game Concept Design	3
GAME 205	Game Character Design	3
GAME 206	Game Level Design	3
<b>Elective</b>		<b>0-1</b>

**Total credits required for degree: 60**

Sequence:

Fall Term – 1<sup>st</sup> Semester

ARTS 111	Drawing I	3
DIGM 116	Production & Storyboarding: Photoshop	3
DIGM 121	Maya 1: 3D Modeling	3
COMP 126	Computer Logic and Design	3
ENGL 121	English Composition: The Writing Process	3
	Total credits for semester	15

Spring Term – 2<sup>nd</sup> Semester

DIGM 122	Maya II: Fundamentals	3
COMP 171	Programming I	3
GAME 105	Introduction to Unity	3
GAME 115	Game Concept Design	3
Communications	ENGL 122 or SPCH 115	3
	Total credits for semester	15

Fall Term – 3<sup>rd</sup> Semester

GAME 206	Game Level Design	3
MUTC 101	Pro Tools I	3
COMP 271	Programming II	3
GAME 205	Game Character Design	3
Humanities or Social Science		3
	Total credits for semester	15

Spring Term – 4<sup>th</sup> Semester

DIGM 225	Digital Design and Production	6
General Education		8-9
Elective		0-1
	Total credits for semester	15

## **Career Studies Course Descriptions:**

### **ARTS III Drawing I (Cr3)**

Students will gain a working knowledge of basic principles and techniques of drawing in a studio setting. The course includes: value systems, light/shade, perspective, proportion and composition. Field trips may be required.

### **DIGM 116 Production & Storyboarding: Photoshop (Cr3)**

This course introduces students to fundamental concepts, principles, and practices of digital imaging for animation, game development and 3D Design. Students will manipulate digital images for animation and design applications. Students will use visual storytelling concepts to produce storyboards and an animatic. Students will use Photoshop software and storyboarding software to complete their projects.

### **DIGM 121 Maya 1: 3D Modeling (Cr3)**

This course introduces students to fundamental concepts, principles, and practices of 3D digital modeling. Students are given instruction in 3D modeling techniques including: production of geometric and organic surfaces and forms using NURBS, polygon construction and sub-divisional surfaces. The primary 3D modeling and rendering software used in this course will be Maya which is a commercial standard for 3D modeling.

### **DIGM 122 Maya II: Fundamentals (Cr3)**

The course is a series of project-based lessons designed to guide students through the process of creating and generating an animation. This course teaches students how to model, animate, texture map, add visual effects and render using the Maya software. Prerequisite: DIGM 121

### **DIGM 225 Digital Design and Production (Cr6)**

This course is a design and production project for Digital Media Arts students enrolled in Digital Animation & 3D Design and the Game Programming Option. Students will produce a high-quality original game or animation product. The project begins with the creation of the original concept, continues with storyboarding, and ends with post-production processing. The student will document each stage of the project's development. The project will be presented for critique and evaluation at each of the developmental stages. Prerequisite: DIGM 221 or permission of instructor.

### **MUTC 101 ProTools® I (Cr3)**

This course covers the basic principles required to create a Pro Tools® project, beginning with installation, initial setup and score creation. The student will master the beginner level tools and techniques, including MIDI entry, simple entry and an introduction to sequencer techniques. Prerequisites: MUSI-101 and MUPF-101 or placement tests or instructor approval for Game Design AAS majors only. Basic computer skills: working with files, email, internet

### **COMP 171 Programming I (Cr3)**

The student will be able to analyze a variety of problems, develop algorithms to solve those problems and code solutions using JAVA. The fundamentals of software development, which includes logic, control structures, arrays, methods, classes, documentation techniques, testing, and debugging, are covered. Assignments give students hands-on experience to design, write, test, debug and edit their program code using an integrated development environment. Prerequisite: COMP 126

**COMP 271 Programming II (Cr3)**

This course continues the development of problem solving, logical thinking and object oriented programming techniques using JAVA. Topics and techniques covered include design features from objects, classes and objects as encapsulation tools, inheritance and hierarchies among classes, polymorphism, exception handling and GUI/event driven programming. Assignments give students hands-on experience to design, write, test, debug and edit their program code using an integrated development environment. Prerequisites: COMP 126 and COMP 171

**GAME 105 Introduction to Unity (Cr3)**

This course will introduce students to the Unity 3D game engine. Students will be able to create a simple game using primitive shapes and assets. Students will be asked to create simple scripts for interactivity and actions within various game scenarios. Prerequisites or corequisites: DIGM 121, COMP 126

**GAME 115 Game Concept Design (Cr3)**

This course will introduce students to basic concepts of game design. Students will learn game design theory and practices. This course will help students to understand the flow of game creation and the decisions that are made during the process. Students will develop an understanding of the different audiences who play games and how to adjust to the needs of a diverse audience.

**GAME 205 Game Character Design (Cr3)**

In this course, students will use the skills they have learned in earlier courses to create simple characters, appropriate for importing into a game engine. Students will apply concepts of rigging and will understand the process of exporting an animated model. This will allow students to create a playable character. Prerequisite: DIGM 122, GAME 105 Introduction to Unity

**GAME 206 Game Level Design (Cr3)**

In this course, students will use the skills they have learned in earlier courses to design assets and lighting for simple game levels. Students will create texture and UV maps for models, analyze different lighting simulations, and demonstrate an understanding of the process of exporting and importing a textured model. Prerequisite: GAME 105 Introduction to Unity and GAME 115 Game Concept Design



### 5.1 Curriculum

The Automotive Technology Department Chair and College Administration have proposed to discontinue the following Academic Credit Certificates of Achievement due to continued low enrollment:

- Advanced Automotive Technician;
- Automotive Brakes, Steering, Suspension and Alignment Specialist;
- Automotive Electrical/Power Systems Specialist;
- Automotive Engine Performance Specialist; and
- Automotive Transmission Systems Specialist.

All courses required for the Certificates will continue to be offered so that students may complete their programs. The students also have the option of transferring to the Automotive Technology AAS program.

The discontinuation of the Advanced Automotive Technician, Automotive Brakes, Steering, Suspension and Alignment Specialist, Automotive Electrical/Power Systems Specialist, Automotive Engine Performance Specialist and Automotive Transmission Systems Specialist Academic Credit Certificates of Achievement have been reviewed by Institute Deans, Academic Council, 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 discontinuing the Advanced Automotive Technician, Automotive Brakes, Steering, Suspension and Alignment Specialist, Automotive Electrical/Power Systems Specialist, Automotive Engine Performance Specialist, and Automotive Transmission Systems Specialist Academic Credit Certificates of Achievement.

**WHEREAS**, the Automotive Technology Department Chair and College Administration have proposed to discontinue the following Academic Credit Certificates of Achievement: Advanced Automotive Technician, Automotive Brakes, Steering, Suspension and Alignment Specialist, Automotive Electrical/Power Systems Specialist, Automotive Engine Performance Specialist, and Automotive Transmission Systems Specialist; and

**WHEREAS**, all courses required for the Certificates will continue to be offered so that students may complete their programs; and

**WHEREAS**, students also have the option of transferring to the Automotive Technology AAS program; and

**WHEREAS**, the discontinuation of the Advanced Automotive Technician, Automotive Brakes, Steering, Suspension and Alignment Specialist, Automotive Electrical/Power Systems Specialist, Automotive Engine Performance Specialist, and Automotive Transmission Systems Specialist Academic Credit Certificates of Achievement have been reviewed by Institute Deans, Academic Council, 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 Advanced Automotive Technician, Automotive Brakes, Steering, Suspension and Alignment Specialist, Automotive Electrical/Power Systems Specialist, Automotive Engine Performance Specialist, and Automotive Transmission Systems Specialist Academic Credit Certificates of Achievement be discontinued.

November 27, 2018

### **5.1 Curriculum**

The Criminal Justice Department Chair and College Administration have proposed discontinuance of the Corrections Option, Criminal Justice Associate in Science, due to low enrollment.

Students identified as majors in the Corrections Option have been notified of the Option discontinuance. All required courses will continue to be offered so that matriculated students may complete their program.

Students interested in the field of criminal justice may select the Criminal Justice Associate in Science or Criminal Justice Option, Social Sciences Associate in Art.

The discontinuance of the Corrections Option, Criminal Justice Associate in Science, has been reviewed by Institute Deans, Academic Council, 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 discontinuing the Corrections Option, Criminal Justice Associate in Science.

**WHEREAS**, the Criminal Justice Department Chair and College Administration have proposed discontinuance of the Corrections Option, Criminal Justice Associate in Science, due to low enrollment; and

**WHEREAS**, students identified as majors in the Corrections Option have been notified of the Option discontinuance; and

**WHEREAS**, all required courses will continue to be offered so that matriculated students may complete their program; and

**WHEREAS**, students interested in the field of criminal justice may select the Criminal Justice Associate in Science or Criminal Justice Option, Social Sciences Associate in Art; and

**WHEREAS**, the discontinuance of the Corrections Option, Criminal Justice Associate in Science, has been reviewed by Institute Deans, Academic Council, 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 Corrections Option, Criminal Justice Associate in Science, be discontinued.

November 27, 2018

## **5.1 Curriculum**

The Business Department Chair and College Administration have proposed discontinuance of the Marketing Associate in Applied Science due to diminished retention.

A concentration in Marketing is available for students in the Business Associate in Applied Science. Students interested in a career in Marketing may matriculate in the Business program, complete the first year of business courses, and then select the Marketing Concentration to graduate. Business faculty determined that providing students with a foundation in business better prepared them to select the appropriate career pathway.

Students identified as majors in the Marketing Associate in Applied Science have been notified of the discontinuance. All marketing courses will continue to be offered so that matriculated students may complete their program.

The discontinuance of the Marketing Associate in Applied Science has been reviewed by Institute Deans, Academic Council, 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 discontinuing the Marketing Associate in Applied Science.

**WHEREAS**, the Business Department Chair and College Administration have proposed discontinuance of the Marketing Associate in Applied Science due to diminished retention; and

**WHEREAS**, a concentration in marketing is available for students in the Business Associate in Applied Science; and

**WHEREAS**, students interested in a career in marketing may matriculate in the Business program, complete the first year of business courses, and then select the Marketing Concentration to graduate; and

**WHEREAS**, business faculty determined that providing students with a foundation in business better prepared them to select the appropriate career pathway; and

**WHEREAS**, students identified as majors in the Marketing Associate in Applied Science have been notified of the discontinuance, and all marketing courses will continue to be offered so that matriculated students may complete their program; and

**WHEREAS**, the discontinuance of the Marketing Associate in Applied Science has been reviewed by Institute Deans, Academic Council, 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 Marketing Associate in Applied Science be discontinued.

November 27, 2018

**BROOKDALE COMMUNITY COLLEGE**  
**Board of Trustees**  
**2018 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.

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

\* The Human Resources Committee – A committee of the whole

**BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2018** (Rev 7: 07/20/18)

2018 Public Business Meetings (PBM)	Executive	Governance	Finance & Facilities	Audit	Policy & Ed	Foundation Board Meetings
<b>DATES/LOCATIONS</b> 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 requested.	Shall meet a minimum of four times per year or as requested.	4:00 PM in Trustees Conference Room
Tuesday, January 23 Lincroft, SLC, Navesink I & II	January 16 5:30 PM	January 16 6:30 PM	January 17 5:30 PM		January 11 5:30 PM	January 18 4:00 PM
Tuesday, February 27 Brookdale at Freehold, Rm 103 & 104	February 20 5:30 PM	February 20 6:30 PM	February 21 5:30 PM			
Tuesday, March 27 Lincroft, SLC, Navesink I & II	March 20 5:30 PM		March 19 5:00 PM			March 22 3:45 PM
Tuesday, April 24 Lincroft, SLC, Navesink I & II	April 17 5:30 PM		April 16 5:00 PM	April 17 6:30 PM	April 18 4:00 PM	
Tuesday, May 15 Neptune High School	May 8 5:30 PM	May 8 6:30 PM	May 7 5:00 PM			May 10 4:00 PM
Tuesday, June 26 Brookdale at Wall, Rm 110 & 112	June 19 5:30 PM		June 18 5:30 PM			June 21 4:00 PM
Tuesday, July 24 Brookdale at Wall, Rm 110 & 112	July 17 5:30 PM to 6 PM		July 16:5:30 PM July 17 6 PM			
Tuesday, August 28 Brookdale at Wall, Rm 110 & 112	August 21 5:30 PM		August 20:Aug. 21 5:30 PM 6:30 PM			
Tuesday, September 25 Lincroft, SLC, Navesink I & II	September 20 6:00 PM		September 17 5:00 PM		September 13 Sept. 20 – 4:30 PM	
Tuesday, October 23 Brookdale at Long Branch, Rm 200	October 16 5:30 PM	October 16 6:30 PM	October 15 5:00 PM	October 30 6 PM		
Tuesday, November 27 Lincroft, SLC, Navesink I & II	November 13 6:00 PM		November 12 5:30 PM		November 8 Nov. 13 – 4:30 PM	
Tuesday, December 18 Brookdale at Hazlet, Rm 102 &	December 11 5:30 PM		December 10 5:30 PM	December 11 6:30 PM		

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

V2 – Changed F & F Meetings to 5 PM, March, April, May, Sept. & Oct; v4 – May 15 location; v 5 – P & E mtgs changed, v6 – July F & F mtg changed., v6- F& F Regg. 2018 New date; v7 – Audit mtg added Oct. 30;  
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