



Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, April 24, 2018 5:30 PM (EDT)
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
- II. Pledge of Allegiance - Chair Guzzo
- III. Adoption of Agenda - Chair Guzzo
- IV. Recognition of Victoria Cattelona, Coco-Cola Academic Bronze Scholar - Dr. Stout
- V. Faculty Tenure & Promotion Recognition - Dr. Reed
- VI. Professional Staff Association Performance Recognition - Ms. Pat Sensi
- VII. Reports from the Board Committees and Liaisons - Chair Guzzo
 - A. Executive Committee - April 17, 2018 - Chair Guzzo
 - B. Finance & Facilities Committee - April 16, 2018 - Trustee Kaufmann
 1. Monthly Financial Reporting - Trustee Kaufmann
 2. Update on Capital Projects - Trustee Kaufmann
Capital Project Report submitted in Financial Dashboard
 - C. Policy & Education Committee - April 18, 2018 - Trustee Cram
 - D. NJCCC - Trustee Crupi
 - E. Ad-Hoc Generating Committee - Dr. Stout on behalf of Vice-Chair Abby-White
 - F. Student's Perspective - Trustee Ridoux
 - G. BCC Foundation - Dr. Stout
 - H. Audit Committee - April 17, 2018 - Trustee Rambaud
- VIII. Approval of Public Business Meeting Minutes - March 27, 2018 - Chair Guzzo
 - A. Approval of Executive Session Minutes - March 27, 2018 - Chair Guzzo
- IX. Review of Consent Agenda - Chair Guzzo

**Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees*

 - A. Acceptance of Consent Agenda - Chair Guzzo
- X. Public Comment on Agenda Items - Chair Guzzo
- XI. President's Report - Dr. Stout

- A. MSCHE Update - Dr. Nancy Kegelman
- XII. Consent Agenda - Chair Guzzo - 5 minutes
 - A. Approval of Human Resources
 - B. Application of Grants
 - C. Clinical Partnership Affiliations
 - D. 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
 - E. Open Invoice Payment Requests for Vendor, Student and Employee Payments
 - F. Monthly Financial Dashboards
- XIII. Approval of Change Order Request
- XIV. Discontinuance of Accounting Academic Credit Certificate - Chair Guzzo
- XV. Discontinuance of Health Information Technology Associate in Applied Science and Medical Coding Academic Credit Certificate
- XVI. Lodge Policy 4.7001 Information Security Program - Chair Guzzo
- XVII. Public Comment - Chair Guzzo
- XVIII. Old/New Business - Chair Guzzo
- XIX. Resolution to Hold a Closed Meeting - Chair Guzzo
- XX. Motion to Re-Open the Meeting to the Public - Chair Guzzo
- XXI. Approval of purchase Custodial Services - 4.1 - Addendum - Agenda for Purchases in Excess of \$35,300 - Chair Guzzo
- XXII. Adjournment - Chair Guzzo
- XXIII. Appendix - Board Materials

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

March 27, 2018

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

- A. Chair Guzzo called the meeting to order at 5:30 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:
1. On March 20, 2018, at 7:30 PM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 2. On March 20, 2018, at 7:30 PM advance written notice of this meeting was emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Vice-Chair Abby-White, Trustee	Dr. Herbert Cohen
	Mr. Daniel F. Becht, Trustee	Mr. Robert Francis
	Ms. Latonya Brennan, Trustee (6 PM)	Dr. Nancy Kegelman
	Ms. Suzanne Brennan, Trustee (5:50 PM)	Ms. Marie Lucier-Woodruff
	Mr. Hank Cram, Trustee	Ms. Avis McMillon
	Ms. Madeline Ferraro, Trustee	Dr. Matthew Reed
	Dr. Carl Guzzo, Chair	Ms. Patricia Sensi
	Mr. Bret Kaufmann, Trustee* (5:45 PM and left meeting at 6:15 PM)	Dr. Anita Voogt
	Dr. David M. Stout, Secretary	Mr. Joseph Pingitore
	Ms. Marta Rambaud, Trustee	Ms. Cynthia Gruskos, Recorder
	Mr. Austin Ridoux, Graduate Trustee	
	Dr. Les Richens, Trustee	Mr. Charles Rooney, Engineer of Record
Absent	Mr. Paul Crupi, Trustee	
College Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>III. Adoption of Agenda for Public Business Meeting</p> <p>Chair Guzzo announced that an item on human resources will be added at the end of the agenda before public comment.</p>	<p>A motion to adopt the revised meeting agenda was made Trustee Richens and seconded by Trustee Becht.</p> <p>YES: Trustees Abby-White, Becht, Cram, Ferraro, Ridoux, Rambaud, Richens, and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>IV. Review of Consent Agenda</p>	<p>A motion to adopt the consent agenda was made by Trustee Richens and seconded by Vice-Chair Abby-White.</p> <p>YES: Trustees Abby-White, Becht, Cram, Ferraro, Ridoux, Rambaud, Richens, and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>The 2018 NJCAA DIII Men's Basketball National Championship Team and Coaches were honored and acknowledged by the Board of Trustees.</p>		
<p>V. Reports from the Board Committees and Liaisons</p> <p>A. Executive Committee – March 20, 2018</p> <ol style="list-style-type: none"> 1. Annual signing of Board of Trustees Code of Ethics – Chair Guzzo announced that according to board policy, each Trustee is required to sign the Board of Trustees Code of Ethics which has been supplied via email and in the packet. Chair Guzzo requested the Trustees to sign and acknowledge their compliance of the Code of Ethics. He gave them direction to seek advise from our legal counsel in the event they need to recuse themselves from any vote or discussion. He also provided information on filing the annual financial disclosure statement by April 30. 2. Change of Location for May Board of Trustees Meeting – Dr. Stout spoke about the desire of the board to move the May board meeting to the Neptune High School to allow for a larger audience. <p>B. Finance & Facilities Committee – March 20, 2018 –</p> <ol style="list-style-type: none"> 1. Monthly Reporting – Dr. Stout reported on behalf of Trustee Kaufmann, as he was unable to attend in person this evening. Mr. Kaufmann's report included information on enrollment and 		

financial projections, comparing FY18 to FY17. Noteworthy was the projected net income for FY18 - \$995,306. He reported that Mr. Pingitore continues to monitor the budget to ensure that at year end our revenue exceeds our expenditures, to allow a small profit to be used for our reserves. To create a tighter control of the budget, a policy of no over-expenditures has been implemented as of February 28. There was further discussion on possibly creating a permanent policy on over expenditures of line items.

Dr. Stout reported that we overspent on winter services and the budget has been adjusted to cover these expenses.

2. Report from the Engineer of Record – Mr. Charles Rooney reported on capital projects that are outlined in his monthly report. In addition, he made a recommendation that since the Central Utility Plant is scheduled to be completed next week, and the project came in under \$10,000 he recommended four additional improvements be approved that was not in the original scope of work that would require a \$40,000 change order. The improvements were for exterior lighting, painting of the plant floor, replacing sand medium in sand filter and an additional valve and drain. The improvements were not approved and Mr. Rooney was directed to speak to Mr. Jacobs about the legality of adding on additional improvements to the contract.

Mr. Rooney presented information on improvements to the Lincroft parking lots and plans to present more information on expanding the scope of the project within the dollars authorized at a future meeting.

3. Freehold Reserve Study – Mr. Francis reported on a reserve study that was recently performed by Reserve Advisors in December 2017 on the Freehold Campus. Mr. Francis provided background information on the need to have an updated facility master plan or equivalent within the next two years in order to apply for Chapter 12 funding. He expressed an opinion that the reserve study performed by Reserve Advisors is a much more cost effective and equally effective planning tool than the Facility Masters Plan created in 2012 by H2L2 Architects.

Mr. Francis provided information on what are common uses of capital funds and the common use of operating funds to perform maintenance on buildings.

The reserve study indicated that between \$380,000 to \$530,000 should be placed in a reserve fund annually to be used for future capital needs and repairs at the Freehold Campus. Mr. Francis estimated that 70% of the items identified in the reserve study can be funded by Chapter 12 funding.

It was the recommendation of the board to use a RFP procurement process for the purchase of a reserve study in Lincroft, even though it could be an exempt purchase as a professional service.

- C. **BCC Foundation** - Dr. Stout provided background information on the Honorary Degree Nominations, Bob and Joan Rechnitz and Marilyn Schlossbach. The Distinguished Alumni Awards recipients, Colleen Lyons and Doris Hudak were announced. The Scholarship Ball is scheduled for May 18 and the honorees were announced. The Annual Scholarship Recognition Ceremony took place on March 22.

<p>D. Student's Perspective – Trustee Ridoux provided information on the recent student speak out. Students voiced their concerns about safety and security, surveillance cameras, teacher's office hours to be posted online, and counseling and advising. He shared positive feedback from the students.</p> <p>E. Ad-Hoc Generating Committee – Vice Chair Abby-White had no report.</p>		
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>VI. Approval of Public Business Meeting Minutes – February 27, 2018</p> <p>A. Approval of Executive Session Minutes, February 27, 2018</p>	<p>A motion to approve the February 27, 2018 minutes of the Public Business Meeting was made by Trustee Cram and seconded by Trustee Richens.</p> <p>YES: Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Ferraro, Ridoux, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: Trustee Rambuad</p> <p>A motion to approve the February 27, 2018 executive session minutes was made by Trustee Richens and seconded by Trustee Ridoux.</p> <p>YES: Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Ferraro, Ridoux, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: Trustee Rambuad</p>	
<p>VII. Approval of Minutes – Special Public Business Meeting – March 6, 2018</p> <p>A. Approval of Executive Session Minutes, March 6, 2018</p>	<p>A motion to approve the March 6, 2018 minutes of the Special Public Business Meeting was made by</p>	

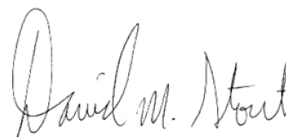
	<p>Trustee Richens and seconded by Vice-Chair Abby-White.</p> <p>YES: Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Ferraro, Ridoux, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: Trustee Rambuad</p> <p>A motion to approve the March 6, 2018 executive session minutes was made by Trustee Richens and seconded by Vice-Chair Abby-White.</p> <p>YES: Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Ferraro, Ridoux, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: Trustee Rambuad</p>	
VIII. Public comment on agenda items – Chair Guzzo		
<p>IX. Consent Agenda – Chair Guzzo</p> <p>Item 10 of Purchases in Excess of \$35,300 – Consulting Services – Reserve Advisors, Inc. was removed from the consent agenda.</p> <p>A. Approval of Human Resources</p> <p>B. Approval of Budget Modification to the New Jersey Department of Education, Office of Career Readiness</p> <p>C. Purchases in Excess of \$35,300 and New</p>	<p>A motion was made by Trustee Richens and seconded by Vice-Chair Abby-White to accept the consent agenda with changes.</p> <p>YES: Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Ferraro, Ridoux, Richens and Chair Guzzo</p>	

<p>Jersey “Pay to Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500 (item #10 was pulled – Consulting Services – Reserve Advisors)</p> <p>D. Open invoice payment requests for Vendor Student and Employee Payments</p> <p>E. Monthly Financial Dashboards</p>	<p>NAYS: None</p> <p>ABSTENTIONS: Trustee Rambaud</p>	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>X. Approval of Cooperative Pricing Agreement with NJ Edge Net, Inc.</p>	<p>A motion was made by Trustee Becht and seconded by Vice-Chair Abby-White to approve by resolution the participation in a cooperative pricing agreement with EdgeMarket Cooperative Pricing System, with NJ Edge Net Inc.</p> <p>YES: Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Ferraro, Ridoux, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSENTIONS: None</p>	
<p>XI. Authorization to present to Bob and Joan Rechnitz and Marilyn Schlossbach an honorary associate degree at Commencement 2018</p>	<p>A motion to approve granting an honorary Associate of Arts degree to Bob and Joan Rechnitz and Marilyn Schlossbach at Commencement 2018 was made by Trustee Cram and seconded by Vice-Chair Abby-White.</p> <p>YES: Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Ferraro, Ridoux, Rambaud, Richens and Chair Guzzo.</p>	

	NAYS: None	
	ABSENTIONS: None	
XII. President's Report – Dr. Stout Trustee Rambuad reported on her attendance at the Joe Romanowski Culinary Education Foundation "Recipe for Success" fundraiser, where all funds raised are awarded to Brookdale culinary students for scholarships. She suggested that Dean Gallo report to the board at a future date about our successful culinary program. MSCHE Update – Dr. Nancy Kegelmann reported on the visit from the Middle States visiting team and the timeline of the process. Full report (Attachment A)		
XIII. Human Resources – Dr. Stout described a personnel matter that was planned to be discussed in closed session. The employees received a rice notification, and the employees have chosen to have the discussion in public. Dr. Stout gave background information on the use of a consultant to help craft a new job description, Student Success Coach, for a position that will help transform how we will do educational planning and academic advisement. 3 employees were notified that their employment with the college would come to an end on June 30, 2018 because they were not meeting the requirements of their current job. Dr. Stout informed the board that he wanted to post the position of Student Success Coach, hopefully this week. The position will be posted internally, and that will give the opportunity for these employees to apply for this position before their employment ends with the college. There was no objections to posting of these positions or further comment.		
XIV. Public Comment – Mr. Jacobs read the public comment statement. Mr. Tom Brennan – General Manager of the Radio Station – Mr. Brennan spoke about role the radio station plays in the community and the educational opportunities they provide to our students. Mr. Brandon Gramer – English Professor – He felt that the college was not following the RIF laws when it came to the Faculty members who were riced and previously RIFed., It was his opinion that they should not have to apply for a posted position, but should be placed in any position that they are qualified for.		
XV. Old/New Business - Trustee Cram announced the Policy & Education committee has been rescheduled to April 16 at 4 PM. Vice-Chair Abby-White acknowledged the contributions of Christine Tuzzio and Keith Heumiller to the college and wished them well in their new positons.		
Topic and Discussion	Votes Taken	Action and Follow Up Actions

<p>XVI. Resolution to Hold a Closed Meeting <i>Mr. Jacobs read the resolution to enter into executive session. (Attachment B)</i></p>	<p>A motion was made by Trustee Becht and seconded by Trustee L. Brenna to approve the resolution to hold an executive session.</p> <p>YES: Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Ferraro, Ridoux, Rambaud, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>XVII. Motion to Re-open the meeting to the public</p>	<p>A motion was made to re-open the meeting to the public by Trustee Richens and seconded by Trustee L. Brennan. Motion was passed unanimously.</p>	
<p>XVIII. Adjournment <i>The meeting was adjourned at 9:10 p.m.</i></p>	<p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee L. Brennan. Motion was passed unanimously.</p> <p>:</p>	

Respectfully submitted:



David M. Stout, Ph.D., Secretary

Brookdale Community College

Attachment A – Minutes of Public Business Meeting, March 27, 2018

Middle States Update March 27, 2018

The College community hosted the seven-member Middle States visiting team from March 4 to 6th. The welcome reception on Sunday was well attended by Middle States working group members, Trustees and Freeholders (even with the last minute move from Lincroft to Wall). Throughout the day on Mon. and Tues. the team members met with groups and individual students, faculty, administrators, and staff culminating with a meeting on Tuesday evening with the Board. Throughout the visit, Evaluators requested additional documentation that the college community readily provided.

The team left prior to giving their oral report on March 7 to avoid a nor' eastern. Dr. Miles returned on Tuesday March 20 and orally delivered highlights of the team report to a full audience. Dr. Miles reported the team found Brookdale to be in compliance with all seven standards. The team noted 25 institutional strengths, and made 13 suggestions and 14 recommendations.

Recommendations will require action to enable the institution to continue to meet the standards and requirements of affiliation.

Dr. Miles is to provide the team's draft report to Brookdale within 10 days of the visit conclusion. We will have 10 business days to review it and make corrections of fact. Dr. Miles will have until **April 11** to submit the final report, and a 2-page confidential brief that summarizes the evaluation report including the team's recommendations and the action the team proposes to the Commission. This might include a request for a progress or monitoring report. If a progress report is requested, it typically will be due on October 1 or December 1.

The institution will submit a written response to the team report by **April 20**. If the institution has no major disagreement with the overall report, the response can state that the institution accepts the report as written. It is the institution's final

opportunity to provide the Commission with any additional information or analyses prior to the Commission taking an action on the institution's accreditation.

On May 30, a Middle States ad hoc Committee on Evaluation Reports comprised of Dr. Miles and MSC staff members will meet. At the Committee meeting, the team chair summarizes the confidential brief, noting key institutional strengths, areas of concern, and any especially noteworthy institutional characteristics or recent trends, and proposes the action that the Committee should recommend to the Commission. A Commissioner reader, to whom all materials have been made available, will comment, agreeing or disagreeing with the proposed action. Commission staff makes additional comments. The proposed action is discussed by everyone present until agreement is reached on the recommendation to the entire Commission. The Commission takes final action at its next meeting which is scheduled for June 21. We will receive notification of the Commission's action by Monday June 25.

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 10 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on March 27, 2018 at approximately 7:35 PM.

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

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

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

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

RESOLUTION
March 27, 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."

☒

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

☒

"(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 **_matters pertaining to the safety of our college community and property.**

☒

"(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is: **litigation with BCC vs Frank Lawrence and Discussion as to potential litigation with respect to services previously provided to the College by former professionals.**

☐

"(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:

☐ "(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

**RESOLUTION
March 27, 2018**

responding party bears responsibility." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is a

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
March 27, 2018

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 225 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires	Recommendations
Adjuncts	2
B. Change of Status	Recommendations
Administrative	4
Support Staff	1
C. Separations	Recommendations
Faculty	12
Administrative	5
Support Staff	1
D. Reappointment of Tenured Faculty with Promotion	12 Recommendations
E. Reappointment of Non-Tenured Faculty to Tenure with Promotion	3 Recommendations
F. Reappointment of Non-Tenured Faculty	28 Recommendations
G. Reappointment of All Other Tenured Faculty	154 Recommendations
H. Performance Recognition	3 Recommendations

A. HIRES**ADJUNCTS**

1. Name: Hannah Jacobson
Address: Point Pleasant, New Jersey
County: Ocean
Department: Geography
Education: M.A., 2014, Geography, University of Delaware
B.A., 2012, Environmental Studies, Rowan University
Experience: 2015, Environment Program Advisor, Rowan University
2014, Teaching Assistant, University of Delaware

- 2 Name: Isaac Kanu
Address: East Orange, New Jersey
County: Essex
Department: Anthropology
Education: Ph.D., 1995, Anthropology, Columbia University
M.A., 1978, Curriculum Development, Lakehead University
B.A., 1978, History/Political Studies, Lakehead University
Experience: 2017, Associate Professor, Brookdale Community College
2000, Adjunct Instructor, College of New Rochelle
2000, Adjunct Instructor, York College

ADJUNCT DEGREE SUMMARY

Doctoral	Masters
1	1

B. CHANGE OF STATUS**ADMINISTRATIVE**

1. Name: Laura Qaissaunee
Department: Grants Development
Position: Director, Grants & Institutional Development
Action: Extension of monthly stipend
Effective: 5/1/18 until further notice, but not later than 8/31/18

2. Name: Tricia Taylor
 Department: Athletics
 Position: Acting Assistant Director
 Action: End of Interim A5 assignment, return to A1 position
 Action: Temporary assignment as A3, Acting Assistant Director
 New Salary: \$11,872 prorated from an annual base of \$56,984
 Effective: 4/16/18 until further notice, but not later than 6/30/18

3. Name: David Tomkins
 Department: Athletics
 Position: Coordinator
 Action: End of acting assignment, return to A2 position
 New Salary: \$10,526 prorated from an annual base of \$50,524
 Effective: 4/16/18

4. Name: Helen Vota
 Department: College Store
 Position: Interim Manager
 Action: Extension of temporary A4 reassignment
 Effective: 5/1/18 until further notice, but not later than 6/30/18

SUPPORT STAFF

1. Name: Trupti Ashar
 Department: College Store
 Position: Textbook Specialist, full-time, temporary N4 position
 Action: Extension of temporary position
 Effective: 5/1/18 until further notice, but not later than 6/30/18

C. SEPARATIONS**FACULTY**

1. Name: Torina Armstrong
 Department: Counseling
 Position: Assistant Professor
 Action: Non-renewal of contract
 Effective: 6/30/18

2. Name: Antonio Blaser
 Department: Fine Art
 Position: Professor
 Action: Retirement
 Effective: 6/30/18

3. Name: Nicole DeSantis
 Department: Counseling
 Position: Instructor
 Action: End of temporary assignment
 Effective: 6/30/18

4. Name: Alice Dressner-Ehrlich
 Department: Counseling
 Position: Professor
 Action: Non-renewal of contract
 Effective: 6/30/18

5. Name: Paul Hye
 Department: Automotive Technology
 Position: Instructor
 Action: End of temporary assignment
 Effective: 6/30/18

6. Name: Colleen Lineberry
 Department: English
 Position: Associate Professor
 Action: Retirement
 Effective: 6/30/18

7. Name: Wendy Massaro Johnson
 Department: Nursing
 Position: Instructor
 Action: End of temporary assignment
 Effective: 6/30/18

8. Name: Elana Maloney
 Department: English
 Position: Instructor
 Action: End of temporary assignment
 Effective: 6/30/18

April 24, 2018: Associate Vice President of Human Resources & Organizational Safety, Patricia Sensi

9. Name: Daniel Markowicz
 Department: English
 Position: Instructor
 Action: End of temporary assignment
 Effective: 6/30/18
10. Name: Prince Sekyi
 Department: Mathematics
 Position: Instructor
 Action: Non-renewal of contract, expiration of employment eligibility
 Effective: 6/30/18
11. Name: Trent Welcome
 Department: Graphic Design
 Position: Instructor
 Action: End of temporary assignment
 Effective: 6/30/18
12. Name: Fidel Wilson
 Department: Counseling
 Position: Associate Professor
 Action: Non-renewal of contract
 Effective: 6/30/18

ADMINISTRATIVE

1. Name: Kelly Canonico
 Department: Career Pathways
 Position: Coordinator, CTE Project
 Action: Reduction of grant funding
 Effective: 6/30/18
2. Name: Elizabeth Gallagher
 Department: Career Pathways
 Position: Manager, Healthcare Training
 Action: Resignation
 Effective: 3/30/18
3. Name: Keith Heumiller
 Department: College Relations
 Position: College Relations Coordinator
 Action: Resignation
 Effective: 4/13/18

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4. Name: Karen O'Neill
Department: ABE/GED
Position: Program Administrator
Action: Reduction in grant-funding
Effective: 6/30/18
5. Name: Carla Vanzant
Department: ABE/GED
Position: Case Manager/Student Support Specialist
Action: Reduction in grant-funding
Effective: 6/30/18

SUPPORT STAFF

1. Name: Edward Sears
Department: Mathematics
Position: Academic Tutor
Action: Retirement
Effective: 6/30/18

D. REAPPOINTMENT OF TENURED FACULTY WITH PROMOTION – Effective 9/1/18 Supporting documentation is provided as an attachment.

1. Name: Valerie Bonilla
Department: Library
Position: Associate Professor
2. Name: Diane Booker
Department: Nursing
Position: Associate Professor
3. Name: Caroline Calogero
Department: Sociology
Position: Associate Professor
4. Name: Deborah DeBlasio
Department: Languages/ESL
Position: Professor
5. Name: Ave Latte
Department: Education
Position: Professor

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6. Name: Robert Martens
Department: Biology
Position: Associate Professor

7. Name: Howard Miller
Department: Speech Communications
Position: Professor

8. Name: Jonathan Moschberger
Department: Political Science
Position: Professor

9. Name: Donna Pope
Department: English
Position: Associate Professor

10. Name: Rebecca Rozario
Department: Mathematics
Position: Associate Professor

11. Name: Claire Smuga
Department: Fine Arts
Position: Associate Professor

12. Name: Michael Sullivan
Department: Paralegal
Position: Associate Professor

E. REAPPOINTMENT OF NON-TENURED FACULTY TO TENURE WITH PROMOTION – Promoted to the rank of Assistant Professor, effective 9/1/18. Supporting documentation is provided as an attachment.

1. Name: Juliette Goulet
Department: Environmental Science

2. Name: Michele Halat
Department: Nursing

3. Name: Kathleen Taggart
Department: Radiologic Technology

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F. REAPPOINTMENT OF NON-TENURED FACULTY – Effective 9/1/18, unless otherwise indicated.Fifth Year Contracts

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

Fourth Year Contracts

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

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Third Year Contracts

1. Name: Samantha Doluweera
Department: Mathematics
2. Name: Kevin Holl
Department: Computer Science
3. Name: Michael Nolan
Department: Mathematics
4. Name: Kristen Petersen
Department: Biology
5. Name: Arianne Ross
Department: Mathematics
6. Name: Jacquelynn Seely
Department: Criminal Justice
Date: 1/17/19
7. Name: Lauren Tatulli
Department: Economics
8. Name: Judith Ungar
Department: Library
Date: 1/17/19
9. Name: Thomas Vorbach
Department: Business

Second Year Contracts

1. Name: Alexis Jankowski
Department: Business/Marketing
2. Name: Ursula Lasky
Department: Nursing
Effective: 1/22/19
3. Name: Sabrina Mathues
Department: Innovation & Learning Resources/Student Success

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4. Name: Nicolette Nicola
Department: Reading-Writing
5. .Name: Heather Revesz
Department: English
Effective: 1/22/19
6. Name: Tara Rostron-Lorenz
Department: Nursing
7. Name: Alexandra Tegethoff
Department: Nursing
Effective: 1/22/19

G. REAPPOINTMENT OF ALL OTHER TENURED FACULTY – 154 - Effective 9/1/18

Joseph	Accurso	Professor	Music
Roseanne	Alvarez	Professor	English
Chad	Anderson	Associate Professor	Communication Media
Barbara	Baron	Professor	Speech Communication
Barbara	Barrella	Associate Professor	English
David	Bassano	Assistant Professor	History
Brooke	Batchler	Assistant Professor	Reading & Learning Dis
Rosemarie	Bello-Truland	Assistant Professor	Sociology
Claire	Berg	Professor	Business Management
Thomas	Berke	Professor	Chemistry
Catherine	Blackburn	Professor	Speech Communication
Bettejane	Bolan-Kenney	Professor	English
Marc	Bonagura	Professor	English
Joanne	Boyd	Assistant Professor	Respiratory Therapy
William	Boyke	Assistant Professor	Chemistry
Mary Beth	Boylan	Professor	Psychology
Joseph	Boyle	Professor	Sociology
Michael	Broek	Associate Professor	English
John	Bukovec	Professor	Theater
Barbara	Burk	Professor	Nursing
Richard	Burke	Professor	English
Sara	Barnett	Assistant Professor	Psychology

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Carole	Carney	Associate Professor	Mathematics
Celeste	Chirichello	Professor	Interior Design
Thomas	Cioppa	Professor	Political Science
Amy	Clark	Associate Professor	Library
James	Cody	Professor	English
Brent	Costleigh	Associate Professor	Psychology
James	Crowder	Professor	Biology
Karen	D'Agostino	Professor	English
Nathalie	Darden	Assistant Professor	Mathematics
Shay	Delcurla	Professor	Library
Eugene	DeRobertis	Professor	Psychology
Richard	Dery	Assistant Professor	English
Patricia	Dillon	Professor	Biology
Kenneth	Duffie'	Professor	Accounting
Michael	Elmes	Assistant Professor	Mathematics
Bernice	Eng	Professor	Computer Science
Dara	Evans	Associate Professor	English
Cheryl	Fencik	Assistant Professor	Biology
Maria	Fernandez	Professor	Sociology
Howard	Finkelstein	Professor	Sociology
Robert	Fiore	Assistant Professor	Mathematics
Donna	Flinn	Professor	English
Carey	Fox	Professor	Biology
Marlena	Frank	Assistant Professor	Psychology
Daijuan	Gao	Assistant Professor	Human Geography
Geri	Girard	Associate Professor	English
Diana	Glynn	Associate Professor	Psychology
Eric	Goll	Professor	Chemistry
Barbara	Gonos	Professor	Criminal Justice
Cathleen	Goode	Professor	Counseling
Brandon	Gramer	Associate Professor	English
Christine	Greco-Covington	Assistant Professor	Psychology
Lisa	Hailey	Professor	Engineering & Technology
Lawrence	Hartzell	Professor	History
Basem	Hassan	Assistant Professor	Graphic Design
Teresa	Healy	Professor	Mathematics
William Keith	Heimann	Associate Professor	Music
Helen	Heinmets	Associate Professor	Nursing

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Charles	Heuser	Associate Professor	Accounting
Stephen	Hiamang	Assistant Professor	Mathematics
Eleanor	Horgan	Professor	Counseling
Hanli	Huang	Assistant Professor	Mathematics
Alex	Idavoy	Associate Professor	Languages/ESL
Nicole	Jackson-Walker	Assistant Professor	Psychology
Barbara	Jones	Professor	Anthropology
Abdul Rahman	Kamara	Assistant Professor	Mathematics
Jennifer	Kaminski	Assistant Professor	English
Thomas	Kapsak	Assistant Professor	Criminal Justice
Kathleen	Kennedy	Associate Professor	English
Terry	Konn	Professor	Radiologic Technology
Marcia	Krefetz-Levine	Professor	English
Gitanjali	Kundu	Assistant Professor	Biology
Sarah	Leahy	Associate Professor	Economics
Jess	LeVine	Professor	History
Daniel	Leyes	Professor	Speech Communication
Gregory	Liano	Professor	Mathematics
Xiaoxiang	Liu	Professor	Physics
Dina	Long	Assistant Professor	English
Daniel	Lopez	Associate Professor	Mathematics
Marilee	Luick	Professor	Nursing
Marie	Maber	Professor	Art
Darlene	Macomber	Professor	Philosophy
Kelsey	Maki	Assistant Professor	English
Olga	Malpica Proctor	Professor	Mathematics
Arthur	Marshall	Professor	Education
Robert	McClure	Assistant Professor	Automotive Technology
Laura	McCullough	Professor	English
Martin	McDermott	Associate Professor	Speech Communication
Robert	McGovern	Assistant Professor	English
Brian	McKeon	Professor	Mathematics
Charles	Mencel	Assistant Professor	English
John	Mensing	Associate Professor	Computer Science
Geanna	Merola	Professor	Photography
Debbie	Meyer	Professor	Economics
Diditi	Mitra	Assistant Professor	Sociology
Susan	Monroe	Associate Professor	Mathematics

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Gerry	Monroy	Professor	Languages/ESL
Sally	Mulvey	Assistant Professor	Mathematics
Deborah	Mura	Associate Professor	Communication Media
Andrea	Murowski	Associate Professor	Accounting
Margaret	Natter	Assistant Professor	English
Dominick	Nigro	Professor	Counseling
Nancy	Noe	Professor	English
Glenn	Noe	Professors	Mathematics
Brian	Oland	Associate Professor	Psychology
Elaine	Olaoye	Professor	Psychology
Edward	O'Neill	Professor	Architecture
Andrew	Panitz	Associate Professors	Mathematics
Suzanne	Parker	Associate Professor	English
Anthony	Pellicane	Professor	Criminal Justice
Shahin	Pirzad	Professor	Chemistry
James	Poinsett	Assistant Professor	Mathematics
Stephen	Propert	Professor	Counseling
Michael	Qaissaunee	Professor	Engineering & Technology
George	Reklaitis	Associate Professor	History
Joseph	Robinson	Professor	Education
Bonnie	Ross	Associate Professor	Nursing
Spyro	Roubos	Assistant Professor	Mathematics
John	Ryan	Assistant Professor	English
Joan	Santa Croce	Assistant Professor	Nursing
Angela	Saragusa	Associate Professor	English
Carol	Schedel	Professor	Respiratory Therapy
Kurt	Scheffler	Professor	English
Jane	Scimeca	Professor	History
Linda	Servidio	Professor	Nursing
Thomas	Setaro	Professor	Computer Science
Phyllis	Shafer	Professor	Business Management
Mohammad	Shanehsaz	Professor	Engineering & Technology
Robin	Smith	Professor	Nursing
Maryann	Smith	Associate Professor	Biology
Richard	Sorrell	Professor	History
Gabriela	Sprague	Assistant Professor	Mathematics
Edward	Stein	Professor	Fine Art
Ashley	Tasy	Assistant Professor	Mathematics

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Ana	Teodorescu	Assistant Professor	Mathematics
Robert	Thomas	Associate Professor	Philosophy
Michael	Toomey	Professor	Fitness
Paul	Tucker	Professor	Automotive
Lori	Uffer	Professor	Fine Art
Christine	Vasquez	Associate Professor	English
Jeanne	Vloyanetes	Professor	Library
Linda	Wang	Professor	Mathematics
Townsend	Weeks	Associate Professor	Environmental Sciences
Nambrath	Wesley	Associate Professor	Psychology
Arminda	Wey	Professor	Mathematics
David	Wiseman	Professor	Psychology
Tiffany	Wojcicki	Assistant Professor	Reading
Margo	Wolfson	Assistant Professor	Biology
Caroline	Wong	Associate Professor	Biology
Ashley	Zampogna-Krug	Assistant Professor	History
Joseph	Zavaglia	Professor	Legal Studies
Michelle	Zuppe	Professor	Culinary

H. PERFORMANCE RECOGNITION – Effective 7/1/18. Supporting documentation is provided as attachments.

- Name: Deicy Ahmad-Chaustre
Department: Mathematics
- Name: Frank DeVita
Department: Learning Commons
- Name: Ellen Leung
Department: Financial Aid

VALERIE BONILLA

Ms. Valerie Bonilla is recommended for promotion from Assistant Professor to Associate Professor. She was hired to teach as a Library Instructor in 2008. Ms. Bonilla earned a Bachelor's degree in Psychology from State University of New York at Oswego and a Master's degree in Library and Information Science from Rutgers, The State University of New Jersey.

TEACHING EFFECTIVENESS

Ms. Bonilla is rated highly on Student Opinion Reports for her research instruction sessions. She has received excellent evaluations from her supervisors and excellent recommendations from her peers. Her contributions in the area of curriculum include a revision of the General Biology I (BIOL 101) Information Literacy Lab, and the creation of fake news and web evaluation lessons for English Composition: Writing & Research (ENGL 122) and First Year Seminar (HUDV 107) classes. She is the librarian liaison to the STEM Institute and the Applied Social Sciences Departments, and works with students in the classroom and at reference appointments. She supports students through the development of library collections and the creation of online research guides related to their coursework. Ms. Bonilla has taught the First Year Seminar (HUDV 107) as a part-time faculty member in the Counseling Department.

COLLEGE SERVICE

Ms. Bonilla served as the Library's Interim Department Chair and has mentored adjunct and full-time librarian faculty. She was the librarian assigned to the Freehold campus from 2008 to 2015. Ms. Bonilla has been an active member of Governance since she started her career at Brookdale, and serves on the Professional Development and Honors Advisory committees. She has served on several faculty search committees and is a member of the Vice President for Learning's Faculty Advisory committee. Ms. Bonilla co-taught an Open Educational Resources (OER) online course for Teaching Possibilities faculty cohorts. Ms. Bonilla is an active member of the Brookdale Community College Faculty Association and serves as Corresponding Secretary and Membership Chair.

PROFESSIONAL DEVELOPMENT

Ms. Bonilla participates in professional development at the College, as well as at regional and national conferences. She has presented at several of Brookdale's Scholars' Days, and has presented posters at both the SUNY and New Jersey Library Association annual conferences. Ms. Bonilla has taken continuing education courses related to information literacy instruction.

COMMUNITY SERVICE

Ms. Bonilla has presented workshops on web searching for SAGE (Seniors and Adults Growing Educationally), and on academic integrity for the International Center's Education USA's Pakistani visitors. She serves as the American Library Association's Annual Conference Poster Committee Co-Chair.

DIANE BOOKER

Ms. Diane Booker is recommended for promotion from Assistant Professor to Associate Professor. She was hired to teach Nursing in 2010. Ms. Booker earned a Bachelor's degree in Nursing from Georgian Court University and a Bachelor's, Master's, and Nurse Practitioner degrees in Nursing from Columbia University.

TEACHING EFFECTIVENES

Ms. Booker works on revising the Nursing curriculum to a concept-based curriculum utilizing 21st century teaching modalities such as simulations to foster development of communication and clinical reasoning skills, and online teaching/learning and resources. Ms. Booker developed the first *Short-Term Study Abroad* course (London) for nursing students which provided increased Global Awareness and cultural diversity for students and the Nursing program. She has taken students to two National Student Nurses Conferences. Ms. Booker is certified in Online Teaching and Learning by Brookdale Community College and Indiana University.

COLLEGE SERVICE

Ms. Booker served on the Nursing *Center of Excellence* Recertification and Nursing Program Reaccreditation Committees where she co-authored reports for applications. She is a member of all Nursing Department committees, including search committees, and mentored new nursing faculty and graduate students. Ms. Booker is the Student Nurses Association Faculty Advisor and has been the student elected speaker at pinning ceremonies at least five times. She was Co-Chair of the College Life Committee. She serves on the International Education Advisory Committee where she was on the Brazil Steering Committee, Annual Global Awareness Poster Committees, and the *Faculty Handbook for Short Term Study Abroad* Revision Committee. She is part of the team implementing a BIG Grant, "A New Lens for Learning: Diversity and Global Perspectives within the Disciplines." She served on the Philosophy Five Year Review, Middle States Standard VI, Professional Development, and College-wide Emergency Preparedness committees. Ms. Booker presented at a National Conference and two State Conferences.

PROFESSIONAL DEVELOPMENT

Ms. Booker is a member of multiple National and State Nursing Associations, attends a national conference and multiple webinars, maintains ACLS and CPR certifications, and completes required annual nursing contact hours to maintain her NJ nursing license. She revises her course content each semester, face-to-face and online, introducing the newest teaching modalities and in line with the NCLEX Blueprint, thus fostering student success. She is a graduate of Leadership Brookdale.

COMMUNITY SERVICE

Ms. Booker is a volunteer for Court Appointed Special Advocates for Children (CASA) of Monmouth County and Monmouth Day Care Center. She has been honored as Volunteer of the Year by both organizations. Ms. Booker volunteers at many community events with the Student Nurses Association.

CAROLINE CALOGERO

Ms. Caroline Calogero is recommended for promotion from Assistant Professor to Associate Professor. She was hired in 2006 to teach Sociology. She has a Master of Arts in Sociology from Rutgers University and a Bachelor of Science in Management and Marketing from Cornell University.

TEACHING EFFECTIVENESS

Continuous improvement in teaching is a passion for Ms. Calogero who is committed to excellence. She believes high quality teaching is predicated on continuous learning on the part of the instructor to broaden and deepen subject and pedagogical knowledge, and on perfecting teaching strategies to maximize student success. She initiated and supervised an extensive update of Marriage and the Family (SOCI 215), the department's largest 200 level course, including revision of the course description, learning outcomes, grading standard, and course content. In class, she stresses the real world application of sociological knowledge which includes statistical literacy, awareness and evaluation of sources of information, and the ability to comprehend and apply analytic perspectives.

COLLEGE SERVICE

Service on college-wide Governance committees has been a hallmark of the time Ms. Calogero has spent at Brookdale. She is currently serving on the Presidential Search Committee. She has been Co-Chair of the Academic Standards Committee. Ms. Calogero was Co-Chair of Academic Council, the body charged with the peer review process of curriculum changes and additions. She was a panelist at the Phi Theta Kappa Art Exhibit and Discussion focused on the social construction of beauty. Due to her year-long efforts, Brookdale was selected as a site for the 2014 Robin Williams Lecture sponsored by the Eastern Sociological Society. The prize money allowed a nationally known sociologist to give a free lecture at the College.

PROFESSIONAL DEVELOPMENT

Scholarly pursuits inform the work of Ms. Calogero. These include a presentation at the MACHS (Mid Atlantic Consortium for Human Services) Conference. The talk, "Living La Vida Loca: An Introduction to a Cross Cultural Perspective in Understanding Mental Health" explored how conceptions of mental illness differ from culture to culture.

COMMUNITY SERVICE

Among the most fulfilling community activities of Ms. Calogero, was a talk aimed at high school age members of the Boy's and Girl's Club - Monmouth at the Asbury Park location. The "*Seven Secrets to College Success*," which was the title of her talk, was revelatory to this audience of potential first generation college students. Recently, she was appointed to the Human Relations Committee in her hometown.

DEBORAH DE BLASIO

Ms. Debbie DeBlasio is recommended for promotion from Associate Professor to Full Professor. She was hired to teach Languages in 2004. Ms. DeBlasio earned a Bachelor's degree from Florida Atlantic University and a Master's degree in Italian from Rutgers, The State University of New Jersey. Ms. DeBlasio is anticipating graduating in Spring 2018 from The College of New Jersey with a Master's degree in Education in Teaching English as a Second Language.

TEACHING EFFECTIVENESS

Maintaining student success as her primary goal, Ms. DeBlasio has revamped the English as a Second Language (ESL) program, developing and revising the curriculum of nine ESL courses, in order to better prepare ESL students for their future classes. A stronger, more academically focused ESL program gives ESL students the best chance to succeed in college courses and more confidence to take them on. The new curriculum should bring about long-lasting, positive impacts, including an increase in retention. To offer the best instruction she can to the students in the final levels of ESL, she continually collaborates with English faculty members on ESL student transition into Fundamentals of Writing (ENGL 095).

COLLEGE SERVICE

Ms. DeBlasio served as Department Chair of Languages and ESL for the last six years. She oversees a department of 10 languages (Arabic, Chinese, French, German, Italian, Japanese, Russian, Spanish, ESL, and American Sign Language), 32 different courses each year, and between 25 and 30 adjunct instructors each semester. Although the official mentoring period lasts one year, she remains very busy unofficially mentoring them throughout their careers at Brookdale. Since her expertise is in ESL, she works closely with the ESL adjunct instructors in order to ensure the same standards across all sections.

Ms. DeBlasio was the Co-Chair of the Middle States Standard II - Ethics and Integrity working group. She is the Coordinator of the Student Achievement Showcase. Ms. DeBlasio serves on the Governance Steering Committee, Best Practices Group, and the Faculty Association Executive Board. She served as ALLY Co-Chair, the Vice President Search, First Year Redesign, and Foundational Studies.

PROFESSIONAL DEVELOPMENT

Ms. DeBlasio has represented Brookdale Community College at the state-wide level, serving on the Executive Board of New Jersey Teachers of English to Speakers of Other Languages – New Jersey Bilingual Education (NJTESOL-NJBE) as the Adult Education ESL Representative for the State of NJ. During her term, she regularly wrote articles for the NJTESOL-NJBE Voices Newsletter and worked with advocates for students of ESL. Ms. DeBlasio now serves on the ESL Administrators Council. She presented and helped coordinate multiple NJTESOL-NJBE Annual Spring Conferences and made presentations at Scholars' Day.

DR. AVE LATTE

Dr. Ave Latte is recommended for promotion from Associate Professor to Full Professor. She was hired to teach Education in 2003. Dr. Latte earned a Bachelor's degree in Elementary Education from Metropolitan State College, a Master's degree in Supervision, Principal, and Curriculum Development from Georgian Court University and a Doctorate degree in Early Childhood Education from Rutgers, The State University of New Jersey.

TEACHING EFFECTIVENESS

Dr. Latte consistently receives high ratings from her students for the various courses she teaches within the Education, Psychology and Sociology Departments. She advances student knowledge by incorporating group processes utilizing technological advancements. Her courses require critical reasoning and model effective teaching practices for her preservice and first year teachers. Her students consistently rely on Dr. Latte for career advice and guidance. She has co-authored many programs within the Education Department as well as with the Alternate Route to Teaching licensing program for the state of NJ. She is described as a true professional with a visible passion for what she does.

COLLEGE SERVICE

Dr. Latte serves as Department Chair for the Education Department. She has authored numerous program assessments and program reviews, and chaired the AAS Advisory Committee. She has been recognized for her advisory contribution to the Education Club having earned three Gold Stars awards for the club as Outstanding Advisor, a General Gold Star, and Club President. She currently co-chairs the Governance Student Development and Emeritus Ad Hoc committees. Recently elected to the Vice Chair position for Governance, Dr. Latte will serve as Chair in 2019. Among her contributions to education initiatives, Dr. Latte is recognized as the community college representative for the Lampitt Law, the Early Childhood Expansion Report, and the Community College/University partnership, breaking the six credit barrier for majors transferring into teacher Education programs.

PROFESSIONAL DEVELOPMENT

After earning her Doctorate in Early Childhood Education, Dr. Latte continues to develop professionally through conference presentations and participation. Recently, Dr. Latte was recognized for her research on the High Impact Practices by presenting at two national conferences.

COMMUNITY SERVICE

Dr. Latte is the community college representative to a number of Early Childhood Advisory Committees in Monmouth County. She serves as a statewide representative to the Alternate Route Teacher licensing program and as supervisor to the Career and Technical Education Alternate Route programs for the State of New Jersey.

ROBERT MARTENS

Mr. Robert Martens is recommended for promotion from Assistant Professor to Associate Professor. He was hired to teach Biology in 2006. Mr. Martens earned a Bachelor's degree in Biology from The College of New Jersey and a Master's degree in Biology from Georgian Court University.

TEACHING EFFECTIVENESS

Mr. Martens has been committed to maintaining his teaching excellence. He continually updates his course materials and develops new innovative ways to engage his students. Mr. Martens teaches sections of six different biology courses during the fall, spring, and summer semesters and served as course coordinator for three of them. It has provided him the opportunity to work with both non-science and science majors. Mr. Martens is rated highly on the Student Opinion Reports and has received excellent evaluations from his supervisor.

COLLEGE SERVICE

Mr. Martens serves as Co-Chair of the Biology Department. Over the last three years, he was heavily involved with the science laboratory renovations on the Lincroft campus. He developed the renovation schedule with the Facilities Department to ensure there would be minimal impact on courses and students. He designed the biology laboratories with the architects, chose furniture, flooring and paint, arranged for "swing" space and storage space, and packed and unpacked all laboratory materials and equipment. He was responsible for the successful course offerings of Anatomy & Physiology and Microbiology at the Wall campus. He ensured staffing was in place and all necessary lab materials and equipment were ordered and received. Mr. Martens serves as a STEM representative on the Honors Advisory Council and worked to increase the number of STEM Honors courses available to students. He served on five search committees for faculty positions and Instructional Assistants. He serves as a STEM representative to the Executive Board of the Faculty Association. Mr. Martens runs the fall and spring semester Biology Poster Sessions which provides students the opportunity to share their research with the college community. He was awarded an Outstanding Colleague Award for his work in leading his department through the successful laboratory renovations and his continual commitment to his department, the STEM Institute, and the College.

PROFESSIONAL DEVELOPMENT

Mr. Martens has attended numerous Current Topics in Biology seminars run by the Biology Department. He is a member of the Metropolitan Association of College and University Biologists and attends their annual conference every year.

COMMUNITY SERVICE

Mr. Martens volunteers as a contributing member at the Nottingham Ambulance Squad in Hamilton, NJ.

HOWARD MILLER

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

TEACHING EFFECTIVENESS

In learning communities as well as online and hybrid formats, Mr. Miller has taught Public Speaking at five different Brookdale locations. He has taught Interpersonal Communication and Introduction to Oral Language Skills, and designed new courses in Argumentation and Debate and Advanced Public Speaking. To help students who may have financial difficulties, he led his department's efforts into developing Open Educational Resources (OER) over all Public Speaking sections. His Organizing and Outlining chapters, published in two custom editions of the textbook the Department previously used, have helped thousands of students bring together their thoughts to deliver effective speeches.

COLLEGE SERVICE

Mr. Miller's service is highlighted by co-chairing the recent Middle States reaccreditation effort. He has been Chair of the Speech Communication Department and has supported the College-wide Collegial Governance system on Foundational Studies, College Life, and as Co-Chair of Academic Standards, culminating in service as Collegial Governance Chair. As a co-founder of the Global Citizenship Project, he was Faculty Liaison to the International Education Center, delivering study abroad presentations and serving as a liaison to the Freehold Campus while organizing years of the Global Citizenship Awards ceremonies and Global Citizenship Newsletters. Mr. Miller is an ALLY member, coached Brookdale's Forensic Team, shared notetaking workshops at Student Success Nights in Freehold and Long Branch, and has been emcee for many student and college-wide events. He has served proudly on the Faculty Association's Executive Board and as a member of the negotiation team.

PROFESSIONAL DEVELOPMENT

To improve his teaching, Mr. Miller has had both his face-to-face and his online classes observed by colleagues and participated in the Quality Matters review of his online Public Speaking course. Mr. Miller coordinated his department's "Speech Chat" sessions and facilitated TLC Roundtables. He is co-author of "Public Speaking in the Semiosphere: Creating a Meaningful Experience for Your Audience" with Dan Lyes. Mr. Miller has delivered many presentations, both regionally and nationally, on the importance of bringing Global Citizenship to the classroom. He has delivered Scholars' Day presentations, as well as several presentations for student leaders and SAGE. For his work, Mr. Miller has been honored with special induction into Alpha Pi Theta, a Gold Star Award, an Outstanding Colleague Award, and the Barringer Award.

JONATHAN MOSCHBERGER

Mr. Jonathan Moschberger is recommended for promotion from Associate Professor to Full Professor. He was hired to teach Political Science in 2005. Mr. Moschberger earned an Associate's degree in Social Science from Brookdale Community College, a Bachelor's degree in Political Science from Kean University, and a Master's degree in Political Science from Rutgers, The State University of New Jersey.

TEACHING EFFECTIVENESS

Mr. Moschberger is highly rated, receiving scores of praise and thanks from his students, with many referring to him as the best professor they ever had. His peers and supervisors lauded his outstanding works in-and-out of the classroom. He feels effective teaching and learning can happen anywhere and his extensive efforts to make this happen for his students can be seen via dynamic extracurricular experiences (e.g., attending conferences he organized; VP Gore, Gov. Murphy, and Lt. Gov. Guadagno lectures; Student Achievement Showcase student presentations; and Honors Symposiums). It is education with impact, providing experiences his students will never forget.

COLLEGE SERVICE

Under Mr. Moschberger's leadership, the Honors Program flourished. Providing an enriched academic experience, he prepares students for success. Honors has broken enrollment records annually. STEM courses and other disciplines have added it to the curriculum. He's written student recommendations and students he nominated were recognized as top achieving NJ community college students, receiving scholarships and one named to the All-USA Academic Team top 20. He created the Honors FYE, Honors Mentoring Program, Honors Ambassadors for high school recruitment, Honors Alumni Association, Honors Transfer Fair, and hosted the Honors Reunion. As Department Chair, he's grown enrollment, hired/trained diverse and effective educators, raised the program's profile, provided enriched academic experiences, increased transfer partnerships, and presently has the most Political Science majors in the program's history. He develops students into leaders.

PROFESSIONAL DEVELOPMENT

Mr. Moschberger is the first community college professor to lead the NJ Political Science Association. His dynamic leadership has increased the group's image and interest. His Civics Education 2.0 Conference was heralded as an amazing experience. Moderators, panelists, and speakers were preeminent. Attendees, especially students, gained a lot. He boosted Brookdale as an institution where outstanding conferences are hosted by their professors. He co-authored and is revising his acclaimed book, "Give Me Liberty or Give Me Laughs: Studying Politics through Cartoons."

COMMUNITY SERVICE

Mr. Moschberger hosted elected officials/speakers, Presidential Debate/Election Night viewings and discussions, and the Civics Education 2.0 Conference. He serves the college with distinction. He's worked with the Board of Elections to host Election Day poll worker training for students. He partnered with the NJ League of Women Voters to provide educational events. He funds the Michael L. MacDougall Memorial Scholarship (*he created in his father-in-law's memory*). Brookdale is special to him; that's why he has and always will give his all.

DONNA POPE

Ms. Donna Pope is recommended for promotion from Assistant Professor to Associate Professor. She was hired to teach English in 2007. Ms. Pope earned a Bachelor's degree in English from Longwood University and a Master's degree in English Rhetoric & the Teaching of Writing from Rutgers, The State University of New Jersey. She was certified to teach English as a Second Language (ESL) through Rutgers University Graduate School of Education.

TEACHING EFFECTIVENESS

As an English professor, Ms. Pope is committed, first and foremost, to teaching her students to become skilled and confident writers and find joy in the process. Diagnosing a writer's strengths and needs effectively and then choosing an approach that best gets that writer to improve is a skill she has honed for 20+ years. She strives to stay tuned in to the writer, the writing, and the writing process. She teaches ENGL 095, 099, 121, and 155 and is the only instructor who teaches the Accelerated Learning Program tailored specifically for ESL students. It offers an innovative and pedagogically sound approach to teaching second-language writers. Her composition classes are a deliberate mix of native language and second-language writers, where students learn to respect and explore diverse opinions and experiences, think critically about the world, and thoughtfully add their voice to the conversation.

COLLEGE SERVICE

As the English Department Coordinator for Foundational Studies, Ms. Pope oversees the creation and implementation of important policies that affect almost every incoming student needing proper placement in a composition class. Recently, she has been serving on the Foundational Studies Committee, and helped draft the Multi-factor Placement Policy, which allows new students to use their high school performance to help determine placement, instead of just a standardized test. Ms. Pope has long been a strong advocate for ESL students. Serving as liaison between the English and Languages Departments, she helps students make a successful transition from the ESL program to their college-level writing courses. She offers colleagues support in the form of ESL workshops and training, serves on a variety of committees, has presented at Scholars' Day, is a former co-chair of the Diversity Council, co-presented a book talk for the Brookdale Read, was a featured poet at a department Open Mic Reading, and actively supports the International Education Advisory Committee, the Global Citizen Project, CHHANGE, and ALLY.

PROFESSIONAL DEVELOPMENT

Ms. Pope is a member of the National Council of Teachers of English (NCTE) and Teachers of English as a Second Language (TESOL). She has attended numerous workshops, conferences, and events on teaching practices, educational policy, and promoting campus diversity and inclusion. Some of these include TESOL International Community College Day, Assembly for the Teaching of English Grammar, the New Jersey ESL Summit, and a CHHANGE Teacher's Workshop on Facing Racism.

REBECCA ROZARIO

Ms. Rebecca Rozario is recommended for promotion from Assistant Professor to Associate Professor. She was hired to teach Mathematics in 2007. Ms. Rozario earned Bachelor's and Master's degrees in Mathematics from University of Maine.

TEACHING EFFECTIVENESS

Ms. Rozario is committed to teaching excellence and adopts a student-centered teaching style. She engages students in collaborative learning by designing tasks that emphasize conceptual knowledge. She utilizes varied instructional strategies and technology to respond to the needs of different kinds of learners. Ms. Rozario participated on college-wide research projects in pedagogy. She has collaborated with faculty and administrators to research and develop teaching strategies to help students persist in learning. She is training faculty in these new pedagogies which have been shown to transform students' experiences in math.

COLLEGE SERVICE

Serving as Assistant Math Department Chair, Ms. Rozario supported both faculty needs and the College's mission to help students achieve success. Her role as Assistant Department Chair spans three major areas: curriculum and its associated technology, assessment, and textbooks. She oversees the curriculum for all 22 courses in the department and supports 18 course coordinators in its management; she leads the department's assessment projects; and she works with publishers and the book store to manage textbook orders. Ms. Rozario designed, implemented, and led student success initiatives: First Year Experience Inclusion Project and student boot camps.

Ms. Rozario's contributions to the STEM Institute include her leadership and participation in institute-wide professional development events and STEM student clubs. She has collaborated with faculty to plan and host the STEM Institute Professional Development Day which was attended by more than 65 full-time and adjunct faculty from the STEM Institute, and has organized teaching circles that span best practices in technology, classroom management, and curriculum. She served as advisor to the Math Club and a mentor to the Women in Engineering, Science, and Technology (WEST) Club.

PROFESSIONAL DEVELOPMENT

Ms. Rozario maintains membership in professional organizations and has presented at national and state-wide conferences.

COMMUNITY SERVICE

Ms. Rozario is collaborating with faculty to plan the first Brookdale sponsored Maker's Fair for the community next year with the goal of encouraging the incorporation of art and design into STEM education.

CLAIRE SMUGA

Ms. Claire Smuga is recommended for promotion from Assistant Professor to Associate Professor. She was hired to teach Digital Animation in 2008. Ms. Smuga earned a Bachelor's degree in Graphic Design from The College of New Jersey and Master's degree in Digital Imaging from New York University.

TEACHING EFFECTIVENESS

Ms. Smuga coordinates the Digital Animation program at Brookdale. She has taught all eight courses in the program within the last three years. She maintains the Digital Animation labs, which include 36 PC workstations with dual monitors, Wacom tablets, two 3D printers, a greenscreen studio, and software including the Adobe Creative Suite, Pixologic ZBrush, Autodesk Maya and Unity 3D. She mentors all adjuncts in Digital Animation and runs an advisory committee. Ms. Smuga oversaw articulation agreements with Bloomfield College and Georgian Court. Her students routinely transfer to SVA, SCAD, and Ringling College of Art and Design. Former students have professional credits including on the Skylanders games and Independence Day II. She is in the process of creating a new AAS degree in Game Design.

COLLEGE SERVICE

Ms. Smuga serves as Chair of the Art Department. The Art Department currently has seven full-time faculty and one learning assistant. Ms. Smuga has overseen the Five Year Review for the AFA degree and Humanities AA Art option, as well as the Five Year Review for Digital Animation. She oversees the annual assessment activities for Digital Animation and helps coordinate assessment for the AFA. Her committee work includes IPEC, the Portal/SharePoint Committee, time as a Canvas Liaison, the Ad Hoc committee on Entrepreneurship, and the IT Governance Education Technology Standing Committee.

PROFESSIONAL DEVELOPMENT

Ms. Smuga trains every year to ensure her skills within the animation field are current. She passes the training along to the adjuncts she mentors. Ms. Smuga belongs to professional organizations within the animation/special effects industry. She has been working on bringing emerging technologies to Brookdale. The Digital Animation area at Brookdale is home to two desktop-model 3D printers (one for stereolithography and one for extrusion) and a green screen studio.

COMMUNITY SERVICE

Ms. Smuga serves as liaison to the Teen Arts Festival held at Brookdale during spring break. She runs a workshop for high school students at the TAF. Ms. Smuga has spoken to groups like the Early College High School Program. She attends events, like the Zero Waste Arts Festival, on behalf of Brookdale.

MICHAEL K. SULLIVAN, ESQ.

Mr. Michael K. Sullivan, Esq. is recommended for promotion from Assistant Professor to Associate Professor. He was hired to teach Paralegal Studies in 2006. Mr. Sullivan earned an Associate's degree in Criminal Justice from Brookdale Community College, a Bachelor's degree in Criminal Justice from Richard Stockton College of New Jersey and a Juris Doctorate Law from Seton Hall University School of Law.

TEACHING EFFECTIVENESS

Mr. Sullivan effectively engages students in learning complex legal concepts and procedures by implementing an open and enthusiastic lecturing style inside the classroom. His lecture content is organized and delivered in a way that encourages student engagement through the use of real world legal experience. Mr. Sullivan uses technology and innovative instructional materials to support students both inside and outside of the classroom thereby creating a strong rapport with students.

COLLEGE SERVICE

As the Program Director of the Paralegal Studies Department, Mr. Sullivan is responsible for ensuring the program maintains its American Bar Association (ABA) approval. He has overseen two, seven year approval cycles as well as two Interim Report approvals.

Mr. Sullivan serves as the Department Chair for the Paralegal Studies Department. He has been a member of the Business & Social Science Institute Outstanding Student Committee for each of the last five years. This year, Mr. Sullivan served as the chair of this committee. He is a member of the College Life Committee of Governance.

Mr. Sullivan conducts several Paralegal Program information sessions for the community and prospective students each year. He organizes materials for and attends the college-wide open house each fall and spring.

PROFESSIONAL DEVELOPMENT

Mr. Sullivan attends and speaks as a featured speaker at legal conferences and legal education events. He completed over three times the credits necessary to maintain his license. Mr. Sullivan attends and represents the Brookdale Paralegal Program at the American Association for Paralegal Educators (AAfPE) annual conference. He was selected to join nationwide leaders in paralegal education to serve on the National Federation of Paralegal Associations (NFPA) State of the Paralegal Profession Committee.

COMMUNITY SERVICE

Mr. Sullivan completes pro bono legal aid services annually in the Monmouth County Superior Court providing legal representation to indigent defendants in criminal matters. He has volunteered his time and participated in a continuing legal education event that has raised over \$7,000 in the last two years for various charitable causes.

DR. JULIETTE GOULET
(Tenure)

Dr. Juliette Goulet is recommended for tenure and promotion from Instructor to Assistant Professor. She was hired to teach Environmental Science in 2013. Dr. Goulet earned a Bachelor's of Science degree in Ecology and Conservation from Rutgers University, and a Master's of Science degree and Doctorate in Ecology, Evolutionary Biology, and Behavior from The City University of New York.

TEACHING EFFECTIVENESS

The research is clear: a purposeful college-wide curriculum; quality teaching; engaged pedagogy; and organized, proactive support services foster student success. Fundamentally, classroom teaching is the single most important factor to the success of students. While the discipline-focus is important, Dr. Goulet aims to connect Environmental Science in a holistic manner to a broader context. The desired scope and sequence of each course is balanced to support the core content areas, general education skills, and knowledge expectations. Students acquire an understanding of not only Environmental Science, but the world around them, and become problem solvers and critical thinkers.

COLLEGE SERVICE

For the last five years, Dr. Goulet has served as the Department Chair of Environmental Science and as the sole adjunct faculty mentor in the department. She has taught at the Lincroft, Freehold, and Hazlet campuses, as well as online. She is the Faculty Co-Chair of the student-led Environmental Club. She has served on a number of committees including: The Teaching Possibilities Committee (Chair), Middle States Standard I Committee, Outstanding Student Award Committee, Selection Committee for the First and Second Cohort of STEM Fellows, and the College Action Team for Sustainability. In addition to being awarded two Brookdale Innovation Grants, Dr. Goulet is the internal subject matter expert for a National Science Foundation ATE project: E-MATE, E-books and Mobile Apps for Technician Education. Brookdale's E-MATE 2.0 project team is developing educational e-books and mobile applications for technician education.

PROFESSIONAL DEVELOPMENT

Dr. Goulet has attended and presented at conferences both in her field of Environmental Science and on emerging trends in teaching and learning. She serves as a National Science Foundation panelist for their Graduate Research Fellowship Program which recognizes and supports outstanding graduate students; as well as a panelist on the Science, Mathematics and Research for Transformation Scholarship for Service Program which supports undergraduate and graduate students pursuing degrees in STEM.

COMMUNITY SERVICE

Dr. Goulet has participated in the Sustainable New Jersey Green Team Steering Committee. Sustainable Jersey is a nonprofit organization that provides tools, training, and financial incentives to support communities as they pursue sustainability programs. She has contributed to The Innovation Network (TIN) and hopes to work more actively with TIN going forward to involve students in multi-disciplinary project teams working on community service projects that model the global issues they are studying.

MICHELE HALAT
(Tenure)

Ms. Michele Halat is recommended for tenure and promotion from Instructor to Assistant Professor. She was hired to teach Nursing in 2013. Ms. Halat earned Associate degrees in Liberal Arts and Nursing from Ocean County College and Bachelor's and Master's degrees in Nursing from Monmouth University.

TEACHING EFFECTIVENESS

Ms. Halat is passionate about using active learning strategies in the classroom and working with the Teaching and Learning Center to develop interactive learning activities for difficult classroom content. She has used the student response system from Turning Technologies (I clickers) in the classroom as a way of monitoring knowledge retained following lecture. Active learning strategies are a daily occurrence in Ms. Halat's classroom using techniques such as case studies, one-minute paper, and think/pair/share among others. She enjoys student interaction and meets with students often to discuss and review content.

COLLEGE SERVICE

Ms. Halat participated in the Governance process and explored supporting college service in many dimensions. She joined the Global Citizen Project and volunteered as faculty support for a student led "color run" for a clear water initiative. As a member of the Professional Development Committee, Ms. Halat participated with other faculty members in brainstorming ideas to support Governance charges. She volunteered for many college wide "Open House" events and career days at area schools.

PROFESSIONAL DEVELOPMENT

Ms. Halat attended numerous professional development activities on test item writing and curriculum development. The development of the interactive learning activity with the Teaching and Learning Center has helped with her professional development. She was selected to present a poster presentation on her efforts with interactive learning activities at the New Jersey Edge Annual Technology Conference.

COMMUNITY SERVICE

Ms. Halat volunteered and attended most college wide "open house" events over the past five years. She attended several career day events at area schools as well as Nurse's Week celebration at area hospitals representing both the College and the Department of Nursing. Ms. Halat attended a blood pressure screening as part of a Long Branch Community Day celebration.

KATHLEEN TAGGART
(Tenure)

Ms. Kathleen Taggart is recommended for tenure and promotion from Instructor to Assistant Professor. She was hired to teach Radiology Technology in 2013. Ms. Taggart earned an Associate's degree in Applied Sciences from Mercer County College, a Bachelor's degree in Radiology Science from Florida Hospital College of Allied Health and a Master's degree in Healthcare Administration from Southern New Hampshire University.

TEACHING EFFECTIVENESS

Ms. Taggart is a working Radiologic Technologist and keeps current with the latest trends within the profession. This real time knowledge is shared in each of her classes. According to Dean Edman, "Ms. Taggart's classes are well organized and highly interactive. She integrates multiple teaching strategies into each class and provides excellent clinical examples to clarify difficult concepts. Students are comfortable asking questions and engaging in dialog."

COLLEGE SERVICE

Ms. Taggart has served as an advisor for the Radiology Technology Student Organization. She has chaperoned students on class trips, for example to Body Works. These excursions enhance the students learning experience. Ms. Taggart accompanies the students to the annual New Jersey State Radiologic Technology Conference. At this conference the students participate in seminars and the X-Ray Bowl which is a competition against other schools within the state. Ms. Taggart was the Chairperson, then the Co-Chairperson of the Diversity Committee. During her time as Chairperson and Co-Chairperson, discussions were started on how to make Brookdale more inclusive. That dialog is ongoing today. She was on the Steering Committee as a representative for the Diversity Committee. As a member of the Radiology Curriculum Committee, she participates in revising the Radiology Curriculum to meet the needs of the students and keep current with accreditation requirements. Every semester Ms. Taggart participates in the Health Science Institute Open House, Health Science Information Sessions and Faculty Observations. Ms. Taggart designed and coordinated a Mammography Certificate Program through Continuing and Professional Studies.

PROFESSIONAL DEVELOPMENT

Ms. Taggart is a NJ State Licensed Radiologic Technologist and is a Registered Radiology Technologist. She maintains these credentials by attending state and national conferences, achieving 24 Continuing Education credits bi-annually. Ms. Taggart participates in Radiology Technology Career Day held at Middlesex County College, presenting on the Continuing and Professional Studies programs offered at Brookdale for graduating Radiology students.

COMMUNITY SERVICE

Ms. Taggart is the Board of Trustees President of the Women's Weekend NJ.ORG. NJ.ORG is a non-profit organization (501-c3) raising awareness and money for women's issues such as women with cancer and female veterans with PTSD. She arranges for Nursing and Radiology students to participate in community service projects at the Women's Weekend event. Nursing students and volunteer faculty, perform free health checks. Radiology students share information on bone marrow donation.

TABLE I
ANALYSIS OF PROMOTIONS
2018-2019

TOTAL FACULTY	197
LESS FULL PROFESSOR	80
NUMBER OF AUTOMATIC PROMOTIONS IN CONJUNCTION WITH TENURE	3
FACULTY RECOMMENDED FOR TENURE (no promotion in rank)	0
FACULTY RECOMMENDED FOR PROMOTION TO PROFESSOR	4
FACULTY RECOMMENDED FOR PROMOTION TO ASSOCIATE PROFESSOR	8
AUTOMATIC PROMOTIONS TO ASSISTANT PROFESSOR	3
TOTAL PROMOTIONS	15

TABLE II
PROMOTIONS RECOMMENDED FOR 2018-2019

<u>Business & Social Science</u>	<u>Recommended by President</u>	
	Caroline Calogero	to Associate
	Ave Latte	to Professor
	Johnathan Moschberger	to Professor
	Michael Sullivan	to Associate
<u>Health Science</u>	<u>Recommended by President</u>	
	Diane Booker	to Associate
	Michele Halat	to Assistant*
	Kathleen Taggart	to Assistant*
<u>Humanities</u>	<u>Recommended by President</u>	
	Debbie DeBlasio	to Professor
	Howard Miller	to Professor
	Donna Pope	to Associate
	Rebecca Rozario	to Associate
	Claire Smuga	to Associate
<u>Library</u>	<u>Recommended by President</u>	
	Valerie Bonilla	to Associate
<u>STEM</u>	<u>Recommended by President</u>	
	Juliette Goulet	to Assistant*
	Robert Martens	to Associate

***Promotion granted in conjunction with tenure**

TABLE III

SUMMARY OF FACULTY BY RANK2018-2019

	<u>Instructor</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>	<u>Total</u>
Rank Distribution Before Current Promotions	28	51	38	80	197
Percent	14%	26%	19%	41%	100%
Current Promotions	-3	3 5	8 4	4 4	15
Rank Distribution After Current Promotions	25	46	42	84	197
Percent	13%	23%	21%	43%	100%

TABLE IV

DISTRIBUTION OF FACULTY RANK BY UNIT
BEFORE CURRENT PROMOTIONS

2018-2019

	<u>Instructor</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>	<u>Total</u>
Business & Social Science	5 9%	13 24%	11 20%	25 46%	54 100%
Health Science	7 37%	3 16%	2 11%	7 37%	19 100%
Humanities	6 10%	13 22%	16 28%	23 40%	58 100%
Innovations-Student Success	1 100%	0 0%	0 0%	0 0%	1 100%
Library	0 0%	2 50%	1 25%	1 25%	4 100%
STEM	9 16%	20 35%	8 14%	20 35%	57 100%
Student Success/Counseling	0 0%	0 0%	0 0%	4 100%	4 100%
TOTAL	28 14%	51 26%	38 19%	80 41%	197 100%

TABLE V

DISTRIBUTION OF FACULTY RANK BY UNIT
AFTER CURRENT PROMOTIONS

2018-2019

	<u>Instructor</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>	<u>Total</u>
Business & Social Science	5 9%	11 20%	11 20%	27 50%	54 100%
Health Science	5 26%	4 21%	3 16%	7 37%	19 100%
Humanities	6 10%	11 19%	16 28%	25 43%	58 100%
Innovations-Student Success	1 100%	0 0%	0 0%	0 0%	1 100%
Library	0 0%	1 25%	2 50%	1 25%	4 100%
STEM	8 14%	19 33%	10 18%	20 35%	57 100%
Student Success/Counseling	0 0%	0 0%	0 0%	4 100%	4 100%
TOTAL	25 13%	46 23%	42 21%	84 43%	197 100%

					Sections Taught	
Adjunct Data	FT Faculty	Fall 2017 Adjuncts	FT %	PT %	FT %	PT %
	193	521	27%	73%	54%	46%

TABLE VI

FACULTY PROMOTIONS - (8 year History)
Post Institutional Realignment

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Business & Social Science	2	4	4					
Health Science	1	2	3					
Humanities	7	1	4					
Library	1	0	1					
STEM	0	2	3					
Student Success/Counseling	1	1	0					
NON-AUTOMATIC	12	10	12					
AUTOMATIC	4	9	3					
TOTAL	16	19	15					

2018 Performance Recognition Award Recommendations

Deicy Chaustre, Academic Tutor—Mathematics

Deicy is a commendable employee who continues to strive to make the Math Lab more efficient for both students and employees. Deicy has developed procedures for students to sign into and out of the Math lab, and refined methods for ensuring tests taken in the Testing Center are delivered to the correct faculty in a timely manner. Deicy is active in the WEST (Women in Engineering, Science, and Technology) club and has served on the Foundational Studies governance committee for two years. She shows her love for Math by engaging the community in events held in the Math lab, including a Middle School STEM day and a Girl Scout STEM day. Deicy has even audited a MATH 131 class to increase her tutoring skills and to better understand the student classroom experience. After receiving the Outstanding Staff award in 2017, Deicy has continued to participate in professional development activities to increase and refine her tutoring skills even more. She continually strives to improve herself and the Math lab, generating and implementing ideas on ways to continually offer better service to Brookdale students.

Frank DeVita, Learning Commons Assistant—Library

Frank is the person that everyone at Brookdale knows they can count on if they need help with something. While doing exemplary work tutoring students in the Learning Commons, he also finds time to be extremely active in the PSA. Frank has chaired the Performance Recognition Committee for three years, he has participated in the past four contract negotiations, and most recently has worked on the PSA contract language review team. Frank has presented to the Board of Trustees on the value of tutoring to our students and the role tutoring plays in student success. Every semester Frank contacts all of the tutoring areas on campus to find out the hours that tutoring in other subjects is available to students who may be struggling or need support in other areas of the college. Frank is fully committed to ensuring Brookdale students have the tools they need to be successful in all subject areas. Frank is also an active member of the community, becoming the highest-ranking adult leader of the local Boy Scout troop, and acting as a merit badge counselor. Frank continually promotes Brookdale to outside groups, talking about the service we offer to potential students.

Ellen Leung, Financial Aid Specialist, One Stop

Ellen is unique in that she has held two distinctly different jobs at Brookdale in the past five years. Prior to the reorganization, Ellen worked as a Learning Assistant in the Accounting Department. In addition to the outstanding tutoring services she offered her students, Ellen worked closely with the faculty, performing tasks such as reviewing textbooks for classroom use and assisting faculty in the use of Canvas. Since the reorganization, Ellen has served as a Financial Aid Specialist in One Stop. This change in responsibility was huge for Ellen, and she has taken the initiative to ensure she will be successful in this role. Ellen continually reviews policies and procedures to ensure students have all of the necessary tools to apply for and receive financial aid. Ellen attends One Stop training weekly to be able to assist students in other functions of One Stop, including applying to Brookdale and registering for courses. Ellen is very active in the employee Volunteer Connection, co-chairing the Empty Bowls event to raise money for local food pantries, participating in Habcore dinners, and volunteering for the annual Giving Tree event. Ellen has also served as the Treasurer of the PSA since 2008, working closely with payroll and the NJEA to ensure the accounting of all monies is accurate every month.

TABLE I
ANALYSIS OF PERFORMANCE RECOGNITION
July 1, 2018 Awards

Total Staff	185
Less Ineligible Group	92
Employees with less than four years' service	
Employees without "exceeds" on three of the last 4 years	
Employees with less than one year in new position	
Staff who have received Performance Recognition in the last four years	
Number of Eligible Staff	93
Number of Eligible Staff Applying	6
Staff Recommended for Performance Recognition – N5	2
Staff Recommended for Performance Recognition – N4	1
Staff Recommended for Performance Recognition – N3	0
Staff Recommended for Performance Recognition – N1/N2	0
% of Applications of Eligible Group (6/93)	6.4%
% of Applications of Total Staff (6/185)	3.2%

April 2018

TABLE II
PERFORMANCE RECOGNITION HISTORY

	TOTAL IN BAND	7/1/06	7/1/07	7/1/08	7/1/09	7/1/10	7/1/11	7/1/12	7/1/13	7/1/14	7/1/15	7/1/16	7/1/17	7/1/18	CURRENT YEAR % OF TOTAL W/I BAND	TOTAL RECIPIENTS
N5	55	5	5	5	5	3	2	4	2	6	2	3	2	2	3.6%	46
N4	91	4	2	2	0	1	2	2	2	1	1	2	1	1	1.1%	21
N3	29	3	4	3	2	2	0	1	2	4	1	1	0	0	0.0%	23
N2/N1	10	1	2	2	0	1	0	0	0	0	0	0	0	0	0.0%	6
TOTAL	185	13	13	12	7	7	4	7	6	11	4	6	3	3	1.6%	96
Applicant #		33	31	22	13	13	15	16	14	22	7	11	5	6		

April, 2018

2.1 Application for Grants
Executive Summary**Kessler Foundation****2018 Community Employment Grant Program**

Brookdale submitted a proposal to the the Kessler Foundation on April 6, 2018 under its Community Employment Grant. Funding will enable the College's Center for Career Training to design and deliver training and employment assistance specifically for individuals with Multiple Sclerosis (MS) and other disabilities. The College will work with the Linda E. Cardinale MS Center at CentraState Healthcare System to design training and support strategies to effectively assist students as they move toward self-sufficiency. The MS Center will also assist in the recruitment of patients.

Approximately 10 individuals with MS or other disabilities will be provided training in the College's successful Microsoft Office Training Program. The program will also offer job development services using targeted strategies for students with disabilities. Marian Smith, Career Pathways Program Manager, will administer the program.

The grant request is for **\$48,551** with an in-kind contribution of **\$625** for a program total of **\$49,176**.

Recommendation:

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

BACKGROUND

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

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

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

CBIZ KA Consulting Services

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

Cybergistics

Deborah Medical Center (respiratory care only)

Hope Academy – Asbury

JFK Medical Center

Majestic Rehabilitation and Nursing Center in Red Bank

Meridian Health:

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

Monmouth Ocean Pulmonary Medicine

MultiCare Therapy

Princeton Healthcare System

RWJ Barnabas Health:

- Children's Specialized Hospital
- Community Medical Center
- Monmouth Medical Center
- Monmouth Medical Southern Campus
- Robert Wood Johnson University Hospital (New Brunswick and Hamilton locations)
- Somerset Medical Center

Red Bank Veterinary Hospital

Shore Gastroenterology Associates

VNA Health Group

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 Interim President and the Finance & Facilities Committee of the Board of Trustees at a meeting held April 16, 2018.

April 24, 2018: Interim Executive Director Finance & ITS, Joseph Pingitore

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 Executive Director, Finance & IT 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

April 24, 2018

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
	Capital/IT			
1	Trane U.S. Inc.	Noise Mitigation - Chiller at Wall Campus / Exempt 18A:64A-25.5.b. (contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for the supply and installation of acoustical louvers to the chiller to reduce the noise level and is funded by the Capital Budget.	Exempt	\$ 35,339.00
2	Ellucian	Ellucian Support Services and Partner Renewals / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software). This annual contract provides the College with Colleague software maintenance for the administrative software modules. It includes software upgrades on all listed (purchased) modules and telephone support. The upgrades will include yearly regulatory releases and functional improvements. This contract is funded by the IT Budget. FY18 \$493,280.	Exempt	\$ 527,000.00
3	SHI International	Commvault Software Maintenance / Exempt 18A:64A-25.9 (State Contract). This is the 2nd year of a 3 year State contract for Commvault software maintenance and is funded by the IT Budget. FY18 \$37,000.	Exempt	\$ 37,000.00
4	SHI International	Adobe License Agreement / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software) and 18A:64A-25.28.d. (Contracts extending beyond the fiscal year, multi-year). This is the 3rd year of a 3 year contract for Adobe License Agreement and is funded by the Learning Office and IT Budgets. FY18 \$44,571.	Exempt	\$ 44,571.00
5	Hewlett Packard Company	Maintenance Support for Servers / Exempt 18A:64A.25.9 (State Contract). This State contract is for the maintenance support of HP servers and is funded by the IT Budget. FY18 \$34,610.94.	Exempt	\$ 27,517.44

6	CollegeNet	Annual Maintenance Renewal / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software). This contract is for the software maintenance for Series25, 25Live, Schedule 25 and Schedule25 Optimizer which are web-based scheduling and calendaring solution. This contract is funded by the IT Budget. FY18 \$19,160.	Exempt	\$	19,160.00
7	Hyland LLC	Image Now Software, Services and Maintenance / Exempt 18A:64A-25.5.a.(3) (Sole Source). This contract provides the College with software and technical services for ImageNow, CaptureNow and Adrenaline users in Admissions and Records, Recruitment, Counseling, Human Resources, and Finance & Operations. This contract is funded by the IT Budget. FY18 \$17,873.64.	Exempt	\$	18,764.34
8	Blackboard Inc. Transact	Maintenance Renewal, RFP No. 04-12 / This contract is for the maintenance renewal of hardware and software, as well as supplies for the One Card System and is funded by the IT and Student Life & Activities Budgets . FY18 \$73,789.	RFP	\$	100,000.00
9	International Business Machines Corporation	Software License Subscription / Exempt 18A:64A-25.5.a.(3) (Sole Source). This contract is for the IBM SPSS Statistics Campus Edition license subscription and support and is funded by the IT Budget. FY18 \$37,065.	Exempt	\$	38,220.00
10	TierPoint, LLC	Co-Location Services, RFP No. 10-17 / This is the 2nd year of a 2 year contract with an option for a 3rd year renewal for co-location services to provide space, power, cooling, and physical security for the storage of servers and networking equipment. This contract is funded by the IT Budget. FY18 \$38,520.	RFP	\$	38,520.00
11	SHI International	Next Generation Firewall / (State Contract) This State contract is for the supply, delivery, installation, and 3 years subscription services for Palo Alto Network Security Appliance. This will replace several network security hardware components that have reached end of life. This Next Generation solution will enable the consolidation of the firewall, intrusion protection system, and packet shaping device into a single solution that enhances network security while providing a fully redundant platform that is capable of increased throughput, and is funded by the IT Budget.	Exempt	\$	164,778.00

Grant					
12	** List of pre-qualified consultants attached.	Consulting Services for E-Mate Grant Program, RFQ 02-2018 and RFQ 04-2018 / This is the 2nd year of a 2 year contract for consulting services and is funded by the NSF Grant. FY18 YTD \$22,650.	RFQ	\$ 157,350.00	*
Operating					
13	N.J. Institute of Technology/NJEDge.Net	Internet Service Provider, VMWare Renewals and Membership Dues / Exempt 18A:64A-25.5.b. (contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This is a one year contract for internet services. NJ Institute of Technology/NJEDge.Net is a non-profit corporation of the New Jersey's Colleges and Universities President's Council. It is New Jersey's Statewide high-speed Internet network for colleges and universities. Brookdale is utilizing this internet service for data services within and outside the State. We also use the service for ITV courses. This contract also includes the renewal of VMWare (virtual desktop) and membership dues for NJEDge.Net co-op pricing and other services. This contract is funded by the IT Budget. FY18 \$289,936.41.	Exempt	\$ 286,805.00	
14	Cooperative Communications Inc.	Local & Long Distance Telephone Services, Bid No. 17-13 / This is the 3rd year of a 3 year contract for local and long distance telephone services. This contract is funded by various operating budgets. FY18 \$78,198.	Bid	\$ 78,431.39	
15	Tuition Management Systems	Student Payment Gateway Services, RFP No. 03-18 / This is the 2nd year of a 2 year contract for student payment gateway services. The service will incorporate an integrated solution to our ERP and will provide electronic payment processing, on-line student payments, electronic statements and payment plan management. This contract is funded by Student Fee Revenue.	RFP	Revenue \$105,000	
16	ProEd Solutions LLC	Student Financial Aid Verification Services, RFP No. 07-17 / This is the 2nd year of a 2 year contract with an option for a 3rd year renewal for student financial aid verification services. This contract is funded by the Financial Aid Budget. FY18 \$15,000.	RFP	\$ 15,000.00	
17	W.B. Mason Company, Inc.	Office Supplies, Bid No. 17-35 / This is the 2nd year of a 2 year contract for the supply and delivery of office supplies and is funded by various departmental budgets. FY18 \$50,000.	Bid	\$ 50,000.00	*
18	Urner Barry	Bulk Mailing Services, Bid No. 18-17 / Notice was sent to 7 vendors, received 3 replies This is a one year contract with an option for a 2nd year renewal for bulk mailing services and is funded by the Operating Budget. FY18 \$30,000.	Bid	\$ 17,500.00	*

19	Item Removed and not voted on.	Building Automation and Control System Service and Maintenance, Bid No. 18-18		\$	*
20	Hilsen Pest Control, LLC	Pest Control Services, Bid No. 18-20 / Notice was sent to 11 vendors, received 1 reply. This is a one year contract with an option for a 2nd year renewal for pest control services and is funded by the Facilities Budget. FY18 \$7,500.	Bid	\$	7,500.00 *
21	Harring Fire Protection, LLC	Fire Extinguisher Services, Bid No. 18-21 / Notice was sent to 6 vendors, received 4 replies. This is a one year contract with an option for a 2nd year renewal for fire extinguisher services and is funded by the Facilities Budget. FY18 YTD \$6,000.	Bid	\$	6,000.00 *
22	Sal Electric Co., Inc.	Electrical T & M, Bid No. 18-22 / Notice was sent to 8 vendors, received 5 replies. This is a one year contract with an option for a 2nd year renewal for electrical time and material and is funded by the Facilities Budget. FY18 \$90,000.	Bid	\$	90,000.00 *
23	TEC Elevator Inc.	Elevator Services, Bid No. 18-23 / Notice was sent to 11 vendors, received 3 replies. This is a one year contract with an option for a 2nd year renewal for elevator services and repairs and is funded by the Facilities Budget. FY18 \$38,500.	Bid	\$	43,460.00 *
24	Innovative Interfaces, Inc.	Annual Millennium Maintenance / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This contract is for the maintenance of the integrated library management software known as Millennium, which consists of several modules for managing library operations, acquisitions (requisition, receipt, and payment), cataloging, interlibrary loans, inventory control, and a Web interface to the catalog of library holdings for FY19. The annual license covers any upgrades, fixes, and new releases. This contract is funded by the Library Budget. FY18 \$37,258.51.	Exempt	\$	40,000.00 *
25	Ebsco Subscription Services	Subscription Services / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This annual contract allows the Library to subscribe to over 400 periodicals for FY19. These items include scholarly journals, popular magazines and newspapers. The journals support the research needs of students and the professional development of faculty. This contract is funded by the Library Budget. FY18 \$40,000.	Exempt	\$	32,500.00 *

26	Yankee Book Peddler	Library Books / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This contract is for the purchase of books and eBooks for the library for FY19 and is funded by the Library Budget. FY18 \$47,000.	Exempt	\$	40,000.00 *
27	N.J. Institute of Technology/NJEDge.Net	Electronic Library Resource Licenses / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This contract supplies electronic library resources used by our students for research assignments and is supported by the Virtual Academic Library Environment (VALE) consortium. The resources are available from any networked BCC computer. Through the Millennium library management software, remote access is provided to these resources to currently enrolled students, as well as College employees. This contract is funded by the Library Budget. FY18 \$50,123.84.	Exempt	\$	54,000.00 *
28	UNUM	Short Term Disability Insurance / Exempt 18A:64A-25.5.a.(11) (Insurance). This is the 1st year of a 2 year contract for short term disability insurance and is funded by the Operating Budget. This is estimated for reference, as monthly payments vary on employee headcount. This proposal represents a 27.5% premium decrease over prior year and is guaranteed for the 2nd year should the College choose to renew for FY20. FY18 projection \$252,129.	Exempt	\$	185,000.00
29	Delta Dental	Dental Insurance / Exempt 18A:64A-25.5.a.(11) (Insurance). This is the 1st year of a 2 year contract for basic and enhanced dental insurance for college employees. The basic coverage is funded by the Operating Budget; the enhanced insurance is provided as an option for employees who pay \$75K for the additional coverage. This is estimated for reference, as monthly payments vary on employee headcount. This proposal represents a 0% increase for the 2nd year should the College choose to renew for FY20. FY18 projection \$395,000.	Exempt	\$	430,000.00
30	O'Connor & Drew, P.C.	Independent Audit Services, RFP No. 07-16 / This is the 3rd year of a 3 year contract for independent audit services and is funded by the Operating Budget. FY18 \$83,000.	RFP	\$	83,000.00

31	Cengage Learning, Inc. (ed2go)	Continuing Education Online Training, RFP No. 05-17 / This is the 2nd year of a 2 year contract for continuing education online training services and is funded by CPS Revenue Generating Programs. FY18 \$40,000.	RFP	\$	33,000.00 *
32	Natural Languages, LLC Total Caption Karasch & Associates	Communication Access Realtime Translation Services (CART), RFQ 03-2018 / This is the 2nd year of a 2 year contract for pre-qualified vendors to provide translation services for students with disabilities. The contracts are funded by the Disability Services Budget. FY18 \$50,000 .	RFQ	\$	50,000.00 *

* Estimated expense based on historical data

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

****Pre-approved Consultants for E-Mate Grant Program
RFQ 02-2018 and RFQ 04-2018, 2nd year renewal**

Board Item No. 12

Jaime L. Mahoney
Academy Source
Mary Ann C McMenamin, JD
Philliber Research & Evaluation
Center for Occupational Research &
Development Inc. (CORD)
Lamoka Educational Consulting (Margaret D.
Weeks)

P. David Lees, Ed.D.
SCORE Publishing/Bradley Metrock
Black Ink Creative Partners
Jonathan Fingerut
Learnobject, LLD/Malcolm Johnstone
Ian Anderson
Chris Giunco
Terry D. Vaughn
Mullins Consulting, Inc. /Megan Mullins

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

Payments made to vendors, students, and employees in the month of March totaled \$2,455,980.55. 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 Interim President and the Finance & Facilities Committee of the Board of Trustees at a meeting held April 16, 2018.

April 24, 2018: Interim Executive Director, Finance & IT Joseph Pingitore



4.1 Monthly Dashboard Summary Month Ending March 31, 2018

The comparative schedule compares current data to the prior year's time period. FY17 audited enrollment was 9,236; the forecasted enrollment for FY18 is 8,906, a decrease of 3.6 percent. Operating revenue is down \$244k and operating expenses are up \$779k which reflect snow removal services incurred this winter. Capital revenue and expenses are down \$8.6m and \$9.8m, respectively, due to the completion of the capital projects funded by GO Bond, HETI, and ELF.

Cash disbursements for the month of March 2018 totaled \$6,579,308.62. In addition to payroll and its related expenses, the significant vendor payments included, but were not limited to, (\$373k) to Winter Services for snow removal; (\$311k) to Estock Piping for the CUP project; (\$215k) to Ellucian for Managed Services; (\$174k) to Borden-Perlman Insurance Agency for final installment for property and liability insurance; (\$148k) to ISS for cleaning services. Total year-to-date expenses for snow and ice removal total over \$1,17m.

The cash balance as of March 31, 2018 totaled \$10,604,647 an increase of \$2,988,943 over prior year, which relates to the significant draw on cash for FY17 capital projects and the timing of vendor payments in FY18.

Annual Comparative Change

	Current Year 03/31/18	Prior Year 03/31/17	CHANGE
ENROLLMENT			
Credit FTE	8,906	9,236	(330) -3.6%
OPERATING EXPENDITURES			
Learning Division	\$ 22,303,875	\$ 22,002,732	\$ 301,143
Benefits & General Institutional	12,893,673	12,824,905	68,768
Sub Total	35,197,548	34,827,637	369,911
All other divisions	18,602,769	18,193,240	409,529
Total Operating Expenses	53,800,317	53,020,877	779,440
OPERATING REVENUE			
Tuition	38,168,737	38,266,146	(97,409)
Fees	4,470,479	4,874,802	(404,323)
Sub Total	42,639,216	43,140,948	(501,732)
State Appropriations	7,835,205	7,784,205	51,000
County Appropriations	15,020,264	15,020,264	-
All other revenue	3,279,622	3,073,388	206,234
Total Operating Revenue	68,774,307	69,018,805	(244,498)
CASH			
Cash	10,604,647	7,615,704	2,988,943
Total Cash	10,604,647	7,615,704	2,988,943
CAPITAL EXPENDITURES			
Renewals & Replacements	2,860,812	12,395,289	(9,534,477)
Minor Capital	2,979,494	3,230,057	(250,563)
Total Capital Expenses	5,840,306	15,625,346	(9,785,040)
CAPITAL REVENUE			
State	1,777,322	8,918,431	(7,141,109)
County	1,083,490	1,979,553	(896,063)
Other	6,095,450	6,681,994	(586,544)
Total Capital Revenue	8,956,262	17,579,978	(8,623,716)

Analysis and Projections of the Operating & Capital Funds
Through March 31, 2018

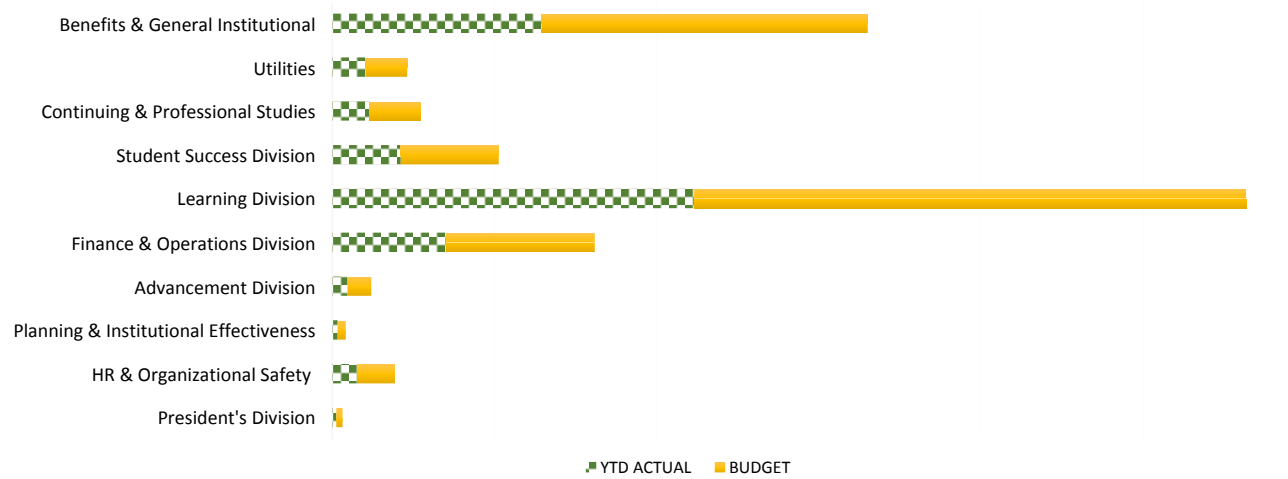
	FY18 Budget	FY18 Actuals 3/31/18	Increase/ (Decrease)	FY18 Projected
Operating				
Revenues:				
Tuition	\$ 40,221,298	\$ 38,168,737	\$ (496,687)	\$ 39,724,611
State	10,446,940	7,835,205	(122,874)	10,324,066
County	20,027,019	15,020,264	-	20,027,019
Fees	5,068,313	4,470,479	(564,076)	4,504,237
Continuing & Prof. Serv.	3,200,000	2,693,644	-	3,200,000
Other Income	777,308	585,978	(15,518)	761,790
Total Revenue	79,740,878	68,774,307	(1,199,155)	78,541,723
Expenditures:				
Learning Division	33,949,839	22,303,875	(1,162,345)	32,787,494
Benefits	15,671,705	9,818,357	(591,262)	15,080,443
Finance & Operations	9,150,881	6,986,056	754,971	9,905,852
Student Success Div	6,018,092	4,220,625	(27,133)	5,990,959
General Expenses	4,589,030	3,075,316	(71,079)	4,517,951
Continuing & Prof. Serv.	3,098,821	2,306,533	(64,338)	3,034,483
Utilities	2,574,414	2,044,222	80,000	2,654,414
Human Resources & Safety	2,344,392	1,520,588	(230,828)	2,113,564
Advancement Div	1,461,193	941,457	(53,925)	1,407,268
Planning & Inst. Effectiveness	500,107	331,957	(49,489)	450,618
President & BOT	382,404	251,331	(13,000)	369,404
Total Expenditures	79,740,878	53,800,317	(1,428,428)	78,312,450
Excess Revenue/Expenditures				\$ 229,273
Capital				
Revenues:				
State	\$ 3,100,000	\$ 1,777,322	\$ (842,280)	\$ 2,257,720
County	2,300,000	1,083,490	(714,633)	1,585,367
Other	5,989,925	6,095,450	381,998	6,371,923
Total Revenue	11,389,925	8,956,262	(1,174,915)	10,215,010
Expenditures:				
Minor Capital	2,217,618	1,785,383	26,607	2,244,225
Renewals & Replacements	5,400,000	2,860,812	(1,556,913)	3,843,087
TIP Program	500,000	289,823	-	500,000
Debt Service	3,272,307	904,288	-	3,272,307
Total Expenditures	11,389,925	5,840,306	(1,530,306)	9,859,619
Excess Revenue/Expenditures				\$ 355,391
				\$ 584,664

Cash Balance Analysis

	Bank Balance	Bank Balance	Bank Balance	Bank Balance
	FY15	FY16	FY17	FY18
July	4,695,490.85	6,757,244.60	3,570,626.48	6,987,818.69
August	6,499,893.88	11,791,267.80	4,263,736.13	9,075,766.32
September	5,406,224.07	9,300,989.32	13,778,672.78	8,572,967.69
October	13,963,708.86	16,496,876.82	8,491,475.15	11,868,799.73
November	12,422,584.06	11,778,664.16	5,660,842.23	11,380,697.19
December	8,476,699.42	11,026,720.15	5,293,772.96	7,195,914.51
January	11,485,398.29	12,483,175.90	11,185,016.42	11,885,526.39
February	6,889,084.92	14,443,122.61	12,727,793.82	11,989,948.77
March	14,310,161.42	16,474,262.44	7,615,704.29	10,604,647.07
April	11,404,612.90	13,357,477.24	7,484,159.28	3,570,626.48 *
May	11,539,628.91	9,948,557.42	7,831,055.53	3,570,626.48 *
June	10,947,299.73	6,157,952.73	\$ 6,505,486.18	3,570,626.48 *

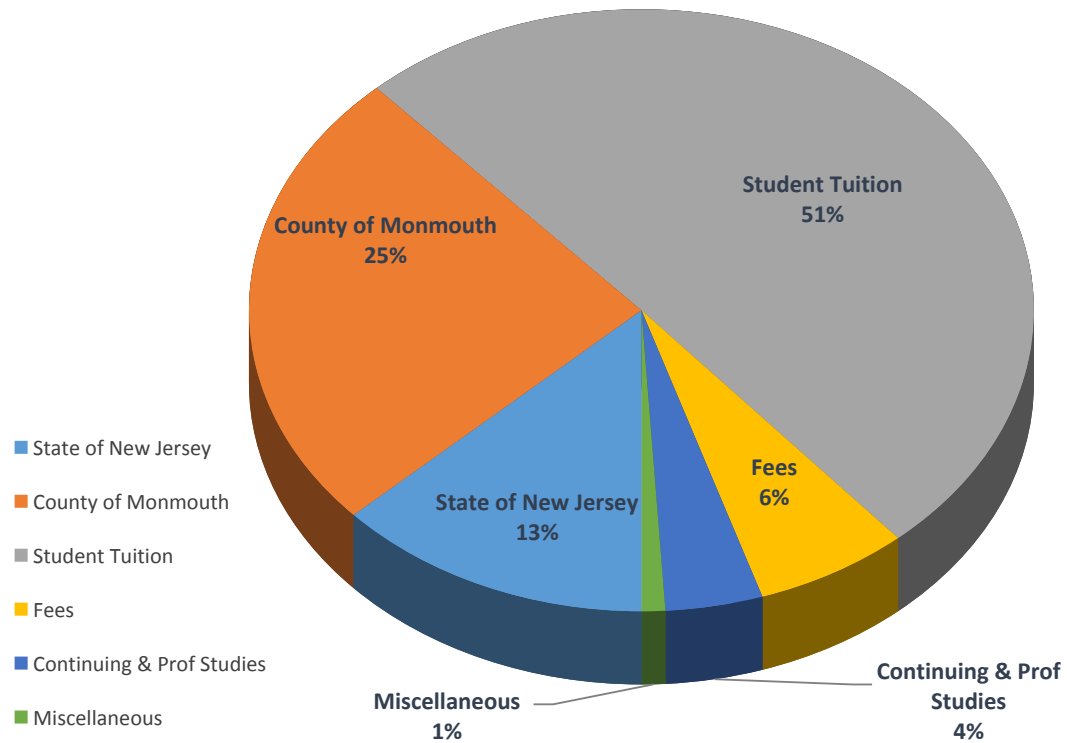
* Represents the floor over the past 3 years

March 2018 Operating Expenses



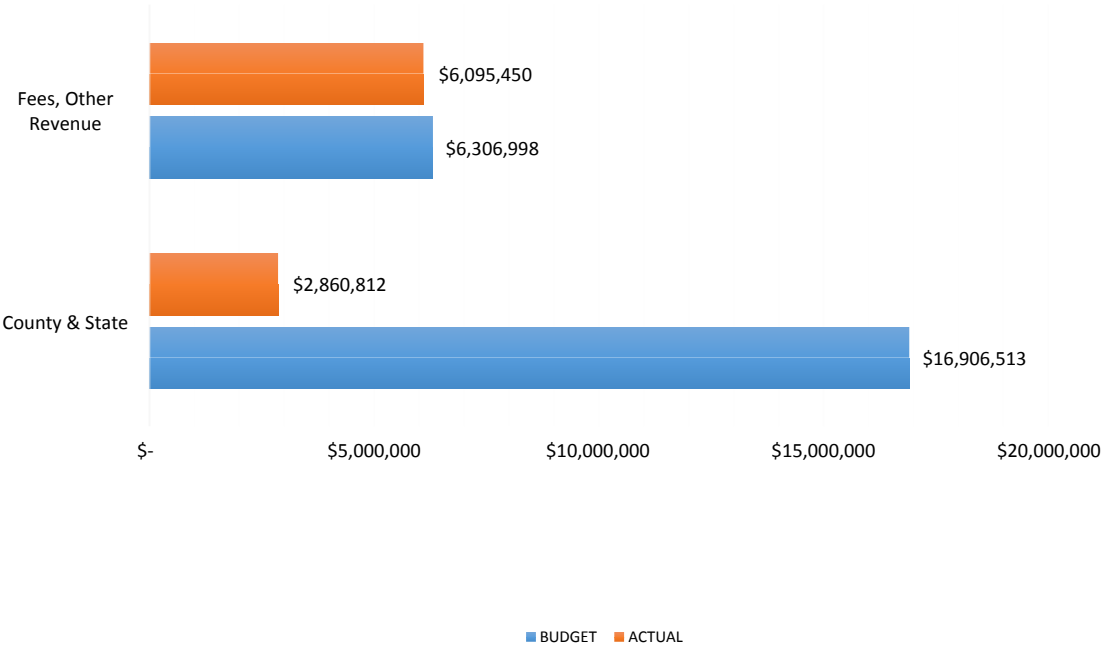
	BUDGET	YTD ACTUAL	COMMIT	BALANCE
President's Division	\$ 382,404	\$ 251,331	\$ 71,426	\$ 59,647
HR & Organizational Safety	2,344,392	1,520,588	516,202	307,602
Planning & Institutional Effectiveness	501,107	331,957	94,929	74,221
Advancement Division	1,464,343	941,457	322,902	199,984
Finance & Operations Division	9,193,639	6,986,056	1,695,966	511,617
Learning Division	34,019,948	22,303,875	8,150,520	3,565,553
Student Success Division	6,039,209	4,220,625	1,337,829	480,755
Continuing & Professional Studies	3,108,806	2,306,533	497,338	304,935
Utilities	2,574,414	2,044,222	561,944	(31,752)
Benefits & General Institutional	20,112,616	12,893,673	515,930	6,703,013
Total	<u>\$ 79,740,878</u>	<u>\$ 53,800,317</u>	<u>\$ 13,764,986</u>	<u>\$ 12,175,575</u>

March Operating Revenue Sources



		BUDGET		YTD ACTUAL		BALANCE
State of New Jersey	\$	10,446,940	\$	7,835,205	\$	2,611,735
County of Monmouth		20,027,019		15,020,264		5,006,755
Student Tuition		40,221,298		38,168,737		2,052,561
Fees		5,068,313		4,470,479		597,834
Continuing & Prof Studies		3,200,000		2,693,644		506,356
Approp from Reserve		-		-		-
Miscellaneous		777,308		585,978		191,330
Total	\$	79,740,878	\$	68,774,307	\$	10,966,571

March 2018 Capital Expenditures



Capital Summary			
	BUDGET		ACTUAL
County & State	\$	16,906,513	\$ 2,860,812
Fees, Other Revenue	\$	6,306,998	\$ 6,095,450

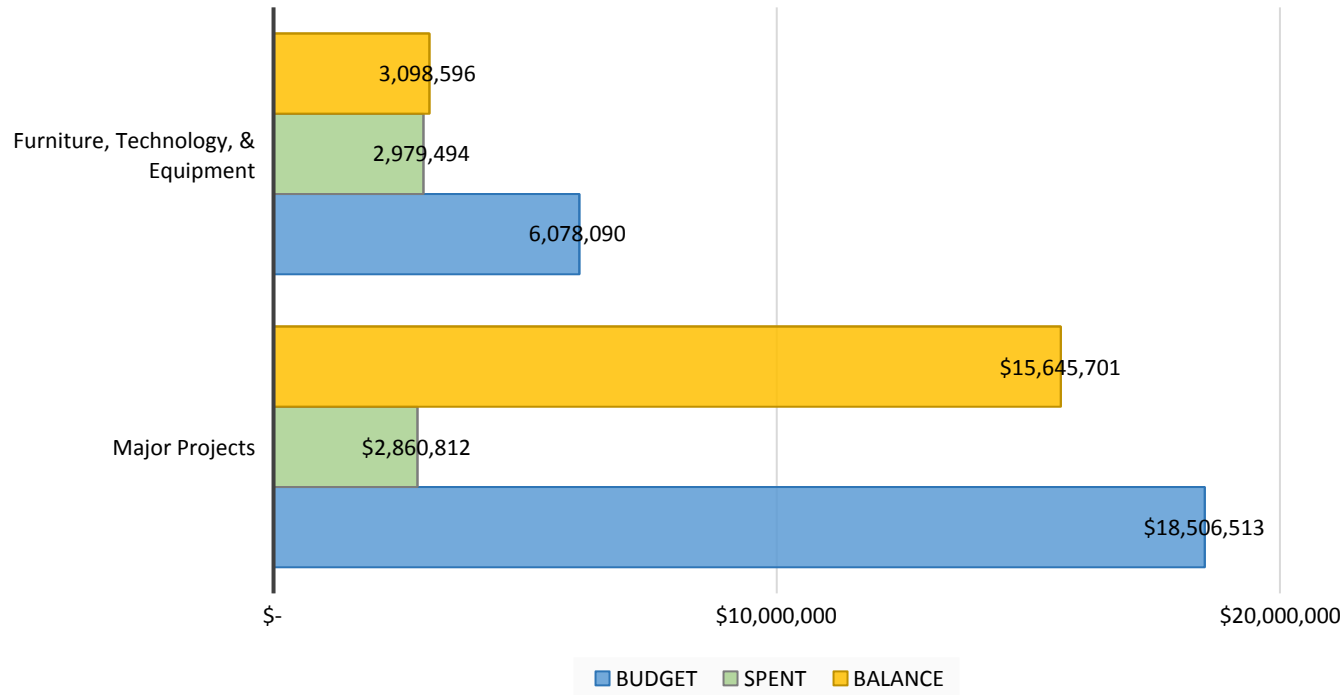
Capital Summary through March 31, 2018

	ASSOCIATED REVENUE	ALLOCATED	ACTUAL & COMMIT	BALANCE
Chapter 12				
FY12	\$ 320,651		\$ -	\$ -
8120550 - Wall Campus Expansion	-	320,651	320,651	-
	320,651	320,651	320,651	-
FY13*	534,372	(496,070)	-	-
8130515 - Replacement of Carpet and Flooring MAC	-	38,302	38,302	-
	534,372	(457,768)	38,302	-
FY14*	1,335,139	(596,989)	-	-
8140510 - Infrastructure Improvements Lincroft	-	534,876	67,894	466,982
8140540 - Replacement of Carpet and Flooring MAC		203,274	164,971	38,303
	1,335,139	141,161	232,865	505,285
FY15 *	2,694,232	59,570	-	59,570
8150510 - Infrastructure Improvements (CAR, LAH, CVA)	-	1,431,698	15,182	1,416,516
8150515 - Life Safety	-	755,634	29,448	726,186
8150520 - CAR One Stop Renovation	-	485,600	8,550	477,050
8150525 - Upgrade of Sewer System	-	21,300	21,300	-
	2,694,232	2,753,802	74,480	2,679,322
FY16	3,000,000	-	-	1,021,626
8160505 - Roof Replacement Lincroft Campus	-	628,374	241,794	386,580
8160515 - Infrastructure Improvements	-	1,350,000	-	1,350,000
	3,000,000	1,978,374	241,794	2,758,206
FY17	3,500,000	-	-	1,551,925
8170510 - Milling, Paving and Striping Lincroft Parking Lots		805,000	503,932	301,068
8170515 - CUP		1,122,974	1,122,974	-
8170520 - Maintenance Building Renovations		20,101	20,101	-
	3,500,000	1,948,075	1,647,007	1,852,993
FY18**	3,800,000	-	-	3,800,000
Total Chapter 12	15,184,394	6,684,295	2,555,099	11,595,806
Capital Projects				
8131005 - Higher Ed Bond Administration - Wall	159,842	20	159,857	-
8131010/8131030 - Equipment Leasing Fund (ELF)	840,571	-	157,194	683,377
8131015/8131025 - Hi Ed Technology Infrastructure (HETI)	34,980	-	9,600	25,380
8161005 - Higher Ed Bon Administration - MAS	686,726	-	567,430	119,296
8132450 - College Hi Ed Bond Admin Match - Wall	53,185	5	53,190	-
8132455/8132460 - College HETI Match	34,980	-	9,600	25,380
8162450 - College Hi Ed Bond Admin Match - MAS	228,909	-	195,477	33,432
Total Capital Projects	2,039,192	25	1,152,348	886,865
Total Major Capital	17,223,586	6,684,320	3,707,447	12,482,671
Minor Capital	5,989,925	97,040	3,332,263	2,754,702
Total Capital	\$ 23,213,511	\$ 6,781,360	\$ 7,039,710	\$ 15,237,373

* Adjusted for Fund Reallocation

** Pending County Bond Sale

March 2018 Capital Fund Expenditures



	BUDGET		ALLOCATED		SPENT		BALANCE
Major Projects	\$	18,506,513	\$	6,684,315	\$	2,860,812	\$ 15,645,701
Furniture, Technology, & Equipment		6,078,090		78,040		2,979,494	3,098,596
Total	\$	24,584,603	\$	6,762,355	\$	5,840,306	\$ 18,744,297

**Brookdale Community College
Capital Fund
Income Summary Report
FY18**

As of February 28, 2017

	BUDGET	ADJUST *	PROJECTED REVENUE	YTD ACTUAL	BALANCE
State of New Jersey	\$ 3,100,000		\$ 3,100,000	\$ -	\$ 3,100,000
County of Monmouth	2,300,000		2,300,000	-	2,300,000
Other	5,989,925	-	5,989,925	-	5,989,925
Total	<u>\$ 11,389,925</u>	<u>\$ -</u>	<u>\$ 11,389,925</u>	<u>\$ -</u>	<u>\$ 11,389,925</u>

*** Adjustments reflect prior year capital funding balances**



BROOKDALE COMMUNITY COLLEGE PROJECTS

A. CAPITAL PROJECTS

1) LINCROFT CAMPUS CENTRAL UTILITY PLANT-

SCOPE: Due to limited funds, the project scope was limited to replacement of the water piping within the plant (base bid) with possible replacement of the cooling towers (alternate bid).

STATUS: Seven bids were received on July 13, 2017. Estock Piping, Chesterfield, NJ was low bidder for both the piping replacement and the cooling towers replacement with bids of \$489,150.00 and \$623,767.00 respectively. A contract in the amount of \$1,112,917 was awarded to Estock Piping on August 22, 2017. The project improvements have been completed and startup of the new cooling system is dependent on the arrival of warmer weather (possibly later this month or early next month). The project was successfully completed without using the "Miscellaneous Work Allowance" of \$50,000 within the contract award amount. In addition, reduction in internal piping within the new cooling towers resulted in an additional savings of \$20,000. In light of these project savings, the Facilities Department has identified additional improvements related to the completed work for consideration at this time:

a) 4 LED lights on Cooling Tower Platform	\$7,499.80 (quoted price)
b) Additional Valve and Drain	\$2,724.15 (quoted price)
c) Replace sand medium in sand filter	\$6,000 (estimated price)
d) Paint plant floor	\$25,000 (estimated price)

ESTIMATED TOTAL	\$41,225
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Pricing for items c) and d) are currently being finalized and are expected shortly.

Authorization to utilize some of the project savings to implement these improvements is requested.

2) LINCROFT CAMPUS PARKING LOTS

The College is managing a Not to Exceed budget of \$805,000 for the milling and paving of Parking Lots 6 and 7 at the Lincroft Campus. Lot 7 was completed during the summer of 2017 for a cost of approximately \$230,000. In Lot 6, curbing and sidewalk replacement along the arena was completed during the fall of 2017 at a cost of \$23,500. The College has initiated discussions with Monmouth County to schedule paving of Lot 7 for this summer. The College seeks approval to include other paving needs such as portions of Arena Drive and other lots on a risk assessed basis to maximize efficiencies of the County paving team while on site. The Not To Exceed amount of \$805,000 will be monitored and reported on monthly as work progresses. Authorization to proceed with this expanded scope is requested.



3) BAC ROOF REPLACEMENTS/LINCROFT CAMPUS

BAC- A contract to prepare plans and specifications to replace the roof was awarded to USA Architects in December 2017 in the amount of \$14,600. Bids were received on March 2, 2018. The BOT awarded a contract to Roof Management of Wall, NJ in the amount of \$143,000 on March 27, 2018. Construction is expected to begin this month.

4) SIDEWALK REPAIRS/LINCROFT CAMPUS

A contract to eliminate trip hazards and repair cracks in the sidewalks was awarded to Always Safe Sidewalks in the amount of \$91,005 on December 19, 2017. The project has been completed however some of the crack repair work completed over the winter needs to be redone. The contractor is expected to return this month to correct these deficiencies at no cost to the College subject to the weather. The College intends to use sidewalk condition data collected during the sidewalk trip hazard repair work to solicit bids for sidewalk and curb replacement during the coming summer.

5) CVA CHILLER REPLACEMENT

During February's warm spell, the air conditioning system at the CVA building was inoperative due to failure of the chillers. Based on the age of the units, replacement of the units is warranted. In light of the impending cooling season, replacement of the units is not feasible at this time. However, our office has consulted with Automated Building Controls (College on-call HVAC contractor) and they believe that making repairs to the chillers (currently estimated to be approximately \$20,000), should enable the College to use the existing equipment for one more cooling season. We agree with this assessment and recommend the College pursue making these repairs recognizing additional repairs may be warranted over the summer. In addition to pursuing these repairs, the College should formally bid the replacement of the chillers and controls over this summer to allow a winter installation of new chillers. Also, subject to available funds, we recommend the Larrison Hall (LAH) chillers and controls be included in this bid as their age is the same as the CVA chillers and controls warranting replacement. Preliminary Cost Estimate; \$1.2 million.

6) 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, we recommend the College pursue replacement of the panels with new upgraded panels as soon as possible. Failure of the panels could potentially pose serious life safety scenarios at the Lincroft campus. Our office, working with the Facilities Department and Fire Security Technologies (on-call service contractor for the College), is compiling information which will serve the basis of preparing bid documents for replacement of the eight panels subject to BOT authorization. We recommend the College pursue a comprehensive review of its current fire alarm system with an eye of bringing it up to current day standards.

7) 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, the College will be pursuing energy saving measures by replacing the existing light bulbs with LED bulbs throughout the Lincroft Campus. Our office will be assisting the College with preparation of bid documents with the intent of replacing the bulbs this summer. The LGEA Reports indicate potential annual savings in excess of \$300,000 from this project.



B. DESIGN/STUDIES/REPORTS

1) FREEHOLD CAMPUS DRAINAGE IMPROVEMENTS

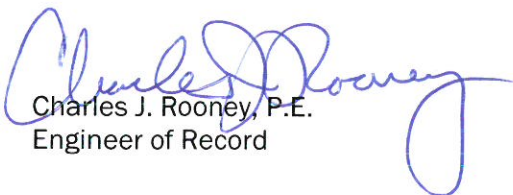
Due to an underlying clay layer, a perched groundwater condition has resulted in water bleeding onto the parking lot pavement after heavy rain events at several locations. This condition has created icing problems in the winter and over time will shorten the life of the pavement. In January 2017 a section of underdrain was installed along the upslope side of the parking lot to cut off the perched groundwater from reaching the parking lot. The underdrain has shown some improvement to the amount and duration of water bleeding onto the pavement. In the interest of better understanding the underlying soil conditions, five soil borings were performed on August 10, 2017. The borings indicated a layer of moderately compacted sand below the dense clay layer. As the boring holes were backfilled with gravel, the boring holes have the potential to act as wicks and provide relief to the perched groundwater above the clay layer. Review of the site in late August following two days of rain indicated the backfilled soil borings may be providing relief. Our office will continue to monitor the site over the fall/winter. Should the backfilled boring holes not provide sufficient relief, additional underdrains will be required.

2) FACILITIES MASTER PLAN/ESIP (ENERGY SAVING INCENTIVE PROGRAM)

The College has decided not to pursue an ESIP program at this time. A three-year Capital Improvement Program, utilizing the currently available Chapter 12 funds through FY 2017 has been developed by the Facilities Department. In anticipation of additional Chapter 12 funds (FY 2018 & FY 2019) preparation of a five-year plan is currently underway.

3) SEWER EJECTOR PUMPS/LINCROFT CAMPUS

Our proposal dated October 23, 2017, to prepare Plans and Specifications for upgrading/replacing sanitary sewer ejector pumps located in the MAS and ATC buildings in the amount of \$21,300 was approved by the Board of Trustees on December 19, 2017. We have recently completed preparation of technical plans and specifications and have submitted same to the Facilities Department for review and comment. Subject to the Facilities Department's approval of these documents, the College needs to determine appropriate bidding and construction schedules as installation of the new pumps will require 2 to 3 days work at each location during which time no use of plumbing fixtures will be permitted. The College is currently engaging in discussions with the academic leadership team to coordinate the best possible timing for minimizing disruption during completion of this project.


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 Interim President and the Finance and Facilities Committee of the Board of Trustees at a meeting held April 16, 2018.

April 24, 2018: Interim Executive Director, Finance & ITS, Joseph Pingitore

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
April 24, 2018

			Change Orders	Current	Proposed	Contract	Proposed
Vendor Name	Description	Contract Award	Approved	Contract Value	C/Os	Total	% Increase
1 Automated Building Controls, Inc.	Temporary repairs to the chillers at the CVA building.	\$ 165,000.00	\$ 26,000.00	\$ 191,000.00	\$ 30,000.00	\$ 221,000.00	34%
		\$ 165,000.00	\$ 26,000.00	\$ 191,000.00	\$ 30,000.00	\$ 221,000.00	

5.1 Curriculum

The faculty and administration of the College have proposed discontinuance of the Accounting Academic Credit Certificate due to low enrollment.

The number of majors in the Accounting Academic Credit Certificate has been declining. There were fourteen students in Fall 2015, seven students in Fall 2016, and only four students in Fall 2017.

Students identified as majors in the Certificate have been notified of the discontinuance and may complete the program as no courses will be deleted.

The discontinuance of the Accounting Academic Credit Certificate has been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Learning, the Interim President and the Policy and Education Committee of the Board.

The Interim President recommends that the Board of Trustees adopt a resolution discontinuing the Accounting Academic Credit Certificate.

WHEREAS, the faculty and administration of the College have proposed discontinuance of the Accounting Academic Credit Certificate due to low enrollment; and

WHEREAS, the number of majors in the Accounting Academic Credit Certificate has been declining as there were fourteen students in Fall 2015, seven students in Fall 2016, and only four students in Fall 2017; and

WHEREAS, students identified as majors in the Certificate have been notified of the discontinuance and may complete the program as no courses will be deleted; and

WHEREAS, the discontinuance of the Accounting Academic Credit Certificate has been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Learning, the Interim 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 Accounting Academic Credit Certificate be discontinued.

April 24, 2018

5.1 Curriculum

The faculty and administration of the College have proposed discontinuance of the Health Information Technology Associate in Applied Science and the Medical Coding Academic Credit Certificate.

The Health Science Institute determined that the Health Information Technology Associate in Applied Science and Medical Coding Academic Credit Certificate were no longer viable due to a decline in enrollment, a reduced employment forecast for graduates attributable to the consolidation of health information departments, and below national average student scores on the Registered Health Information Technician (RHIT) exam. Additionally, the program was not fully meeting the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) guidelines requiring two full-time faculty members in the program.

Required courses in the Health Information Technology Associate in Applied Science and Medical Coding Academic Credit Certificate will continue to be offered to allow current matriculated students to complete the program by Spring 2020. No new students will be admitted to the program in Fall 2018.

All students in the program and certificate were notified of the pending discontinuance of the program and certificate.

The discontinuance of the Health Information Technology Associate in Applied Science and Medical Coding Academic Credit Certificate have been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Learning, the Interim President and the Policy and Education Committee of the Board.

The Interim President recommends that the Board of Trustees adopt a resolution discontinuing the Health Information Technology Associate in Applied Science and the Medical Coding Academic Credit Certificate.

WHEREAS, the faculty and administration of the College have proposed discontinuance of the Health Information Technology Associate in Applied Science and the Medical Coding Academic Credit Certificate; and

WHEREAS, the Health Science Institute determined that the Health Information Technology Associate in Applied Science and Medical Coding Academic Credit Certificate were no longer viable due to a decline in enrollment, a reduced employment forecast for graduates attributable to the consolidation of health information departments, and below national average student scores on the Registered Health Information Technician (RHIT) exam; and

WHEREAS, the program was not fully meeting the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) guidelines requiring two full-time faculty members in the program; and

WHEREAS, required courses in the Health Information Technology Associate in Applied Science and Medical Coding Academic Credit Certificate will continue to be offered to allow current matriculated students to complete the program by Spring 2020, and no new students will be admitted to the program in Fall 2018; and

WHEREAS, all students in both the program and certificate were notified of the pending discontinuance of the program and certificate; and

WHEREAS, the discontinuance of the Health Information Technology Associate in Applied Science and Medical Coding Academic Credit Certificate have been reviewed by Institute Deans, Academic Council, the Registrar, the Vice President for Learning, the Interim President and the Policy and Education Committee of the Board; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Health Information Technology Associate in Applied Science and Medical Coding Academic Credit Certificate are hereby discontinued.

April 24, 2018

4.7002 Information Security Program

I. Title of Policy

Information Security Program

II. Objective of Policy

The College hereby establishes an information security program (“the InfoSec Program”) to comply with the “Safeguards Rule” promulgated by the Federal Trade Commission (FTC). The InfoSec Program is designed to develop, implement, and maintain a comprehensive information security program that contains administrative, technical, and physical safeguards that are appropriate to the size and complexity of the College, the nature and scope of the College’s activities, and the sensitivity of any of the College’s information at issue. The InfoSec Program is purposefully intended to protect the College’s data and information, any loss of which may represent a threat to the well-being of the College, the College community, or persons.

III. Authority

The Safeguards Rule, 16 C.F.R. § 314.3, has been promulgated by the FTC in the FTC’s implementation of sections 501 and 505(b)(2) of the Gramm-Leach-Bliley Act of 1999, an extension of the FTC’s Protection of Nonpublic Personal Information code, 15 U.S.C. 6801(b), 6805(b)(2).

IV. Policy Statement

The Safeguards Rule requires that any institution that houses **customer information** (broadly defined as any record containing nonpublic personal information, as articulated in 16 CFR 313.3(n), about a customer of a financial institution, whether in paper, electronic, or other form) establish an information security program that defines administrative, technical, or physical safeguards utilized to access, collect, distribute, process, protect, store, use, transmit, dispose of, or otherwise handle customer information. The Safeguards Rule further stipulates that institutions must designate an employee or employees to coordinate the information security program.

The President will develop College Regulations and procedures as required to ensure compliance with the InfoSec Program which shall include reasonable steps to:

1. Insure the security and confidentiality of nonpublic personal customer (i.e. student, staff, and faculty) information;
2. Protect against any anticipated threats or hazards to the security or integrity of such information;
3. Protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any customer (i.e. student, staff, and faculty member); and
4. Ensure that the InfoSec Program is updated periodically to reflect changes in risks to College consumers and to the safety and soundness of the College’s information.

V. Responsibility for Implementation

President

Lodged: April (**add date**), 2018
Approved: May (**add date**), 2018

4.2 Addendum
Agenda for Purchases in Excess of \$35,300
April 24, 2018

Board Item No.	Fund	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
1	Operating	3H Service System, Inc.	Custodial Services, Bid No. 18-19 / Notice was sent to 28 vendors, received 5 replies. This is a one year contract with an option for a 2nd and 3rd year renewal for custodial services and is funded by the Facilities Budget. *\$75,000 is included in cost for Special Events. FY18 \$1,782,158.	Bid	\$ 1,783,800.00 *

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.

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

* The Human Resources Committee – A committee of the whole

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2018

(Rev 2: 02/05/18)

2018 Public Business Meetings (PBM)	Executive	Governance	Finance & Facilities	Audit	Policy & Ed	Foundation Board Meetings
DATES/LOCATIONS Public Business Meeting 5:30 PM	Shall meet prior to each regular meeting	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as 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 Brookdale at Neptune, Rm 202 & 204	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		July 16 5:30 PM			
Tuesday, August 28 Brookdale at Wall, Rm 110 & 112	August 21 5:30 PM		August 20 5:30 PM			
Tuesday, September 25 Lincroft, SLC, Navesink I & II	September 20 5:30 PM		September 17 5:00 PM		September 13 5:30 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			
Tuesday, November 27 Lincroft, SLC, Navesink I & II	November 13 5:30 PM		November 12 5:30 PM		November 8 5:30 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