



Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, April 27, 2021 5:30 PM (EDT)
Zoom meeting

- I. Call to Order, Reading of Statement, Roll Call and Announcement of Procedures for Making Public Comment - Chair Cram
- II. Pledge of Allegiance - Chair Cram
- III. Adoption of Agenda - Chair Cram
- IV. Approval of Human Resources - Chair Cram
- V. Recognition of 2021 New Century Workforce Pathway Scholar - Elisa Masiero
- VI. Faculty Tenure Promotion & Recognition - Chair Cram
 - A. Tenure Recognition - Dr. Reed
 - B. Promotion Recognition - Professor Cioppa
- VII. Professional Staff Association Performance Recognition - Chair Cram
 - A. Performance Recognition Committee - Ms. Pat Sensi
- VIII. Reports from the Board Committees and Liaisons - Chair Cram
 - A. Executive Committee - March 16, 2021 - Chair Cram
 - B. Finance & Facilities Committee - April 20, 2021 - Trustee Horl
 - 1. Monthly Financial Reporting
 - 2. Capital Project Update - Mr. Ray Savacool, T & M Associates
 - C. Student Success & Educational Excellence Committee - April 19, 2021 - Vice-Chair Kaufmann
 - D. NJCCC Update - Trustee Horl
 - E. Student's Perspective - Trustee Walker
 - F. Foundation Update - Trustee Abby-White
- IX. Public Comment on Agenda Items - Chair Cram
- X. Review of Consent Agenda - Chair Cram
 - *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 Cram
- XI. Approval of Public Business Meeting Minutes - March 23, 2021 - Chair Cram
- XII. Approval of Executive Session Meeting Minutes - March 23, 2021 - Chair Cram
- XIII. Approval of Consent Agenda - Chair Cram - 5 minutes

- A. Application for Grants
 - B. Gift Acceptances
 - C. Purchases in Excess of \$36,400 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500
 - D. Open Invoice Payment Requests for Vendor, Student and Employee Payments
 - E. Monthly Financial Reports
 - F. Spring Semester Financial Forecast
 - G. Capital Project Update
 - H. Clinical Contracts, MOUs for Credit & Professional Studies, Clinicals & Internships
- XIV. Change Order Request - Chair Cram
 - XV. Approval of Revisions to Policy 2.2000 Stormwater Management Policy - Chair Cram
 - XVI. Public Comment - Chair Cram
 - XVII. Old/New Business - Chair Cram
 - XVIII. Resolution to Hold a Closed Meeting - Chair Cram
 - XIX. Motion to Re-Open the Meeting to the Public - Chair Cram
 - XX. Adjournment - Chair Cram
 - XXI. Appendix - Board Materials

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 205 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires	Recommendations
Supervisor – Administrative Operations	1
Non-Supervisor – Direct Student Contact	1
Support Staff	1
Adjuncts	9
B. Change of Status	Recommendations
Faculty	1
Support Staff	2
C. Separations	Recommendations
Faculty	2
Support Staff	3
D. Reappointment of Tenured Faculty with Promotion	10 Recommendations
E. Reappointment of Non-Tenured Faculty to Tenure with Promotion	6 Recommendations
F.. Reappointment of Non-Tenured Faculty to Tenure	3 Recommendations
G. Reappointment of Non-Tenured Faculty	19 Recommendations
H. Reappointment of All Other Tenured Faculty	144 Recommendations
I. Performance Recognition	3 Recommendations

A. HIRES**SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Lubomyr Woroch
Department: Finance & Operations
Position: Executive Director, Finance
Salary: \$100,873 to be prorated accordingly
Effective: 4/30/21

NON-SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Carolyn Matassa
Department: Academic Advising
Position: Student Success Coach/Advisor, temporary position
Salary: \$58,090 FY21 salary to be prorated accordingly
\$60,090 FY22 salary to be prorated accordingly
Effective: 5/3/21 until further notice, but not later than 12/23/21

SUPPORT STAFF

1. Name: Mary Rose Boutote
Department: STEM Institute
Position: Senior Office Assistant
Salary: \$39,119
Effective: 5/3/21

ADJUNCTS

1. Name: Mary Adams
Department: Nursing
2. Name: Malcolm Evans
Department: Speech
3. Name: Alexis Irvin
Department: Biology
4. Name: Timothy Lutcza
Department: Hospitality
5. Name: Dana McArthur
Department: Psychology

6. Name: Briane Peters
Department: Criminal Justice
7. Name: Mark Russo
Department: Physics
8. Name: Jonathan Scheick
Department: Psychology
9. Name: Jorge Terreros
Department: Marketing

ADJUNCT DEGREE SUMMARY

Masters

9

B. CHANGE OF STATUS**FACULTY**

1. Name: Linda Servidio
Department: Nursing
Position: Professor
Action: 20% reduced load for 20% reduced pay
New Salary: \$93,070.14
Effective: 9/1/21 – 6/30/22

SUPPORT STAFF

1. Name: Steven Dunn
Department: Physical Plant/Utilities
Position: Senior Specialist, HVAC
Action: Unpaid medical leave
Effective: 4/7/21 - 4/30/21
2. Name: John Scarinzi
Department: Pandemic Response Task Force
Position: Screening Center Staff, Pandemic Response Task Force, part-time, 10-month, temporary transfer to COVID Pandemic Task Force
Action: Return to work
New Salary: No change
Effective: 4/16/21 until further notice, but not later than 5/31/21

C. SEPARATIONS**FACULTY**

1. Name: Gerry Monroy
Department: Languages
Position: Professor
Action: Retirement
Effective: 6/30/21
2. Name: Anthony Pellicane
Department: Criminal Justice
Position: Professor
Action: Resignation
Effective: 3/25/21

SUPPORT STAFF

1. Name: Tara Brady
Department: Police
Position: Desk Clerk
Action: Resignation
Effective: 4/13/21
2. Name: Steven Dunn
Department: Physical Plant/Utilities
Position: Senior Specialist, HVAC
Action: Retirement
Effective: 4/30/21, with retirement on 5/1/21
3. Name: Ruben Guerra
Department: Physical Plant/Utilities
Position: Senior Specialist, Facilities
Action: Retirement
Effective: 7/31/21, with retirement on 8/1/21

D. REAPPOINTMENT OF TENURED FACULTY WITH PROMOTION – Effective 9/1/21. Supporting documentation is provided as an attachment.

1. Name: Chad Anderson
Department: Communication Media
Position: Professor

2. Name: David Bassano
 Department: History
 Position: Associate Professor
3. Name: Sara Burrill
 Department: Psychology
 Position: Associate Professor
4. Name: Brent Costleigh
 Department: Psychology
 Position: Professor
5. Name: Dara Evans
 Department: English
 Position: Professor
6. Name: Helen Heinmets
 Department: Nursing
 Position: Professor
7. Name: Kelsey Maki
 Department: English
 Position: Associate Professor
8. Name: Charles Mencil
 Department: English
 Position: Associate Professor
9. Name: Ana Teodorescu
 Department: Mathematics
 Position: Associate Professor
10. Name: Nambrath Rajkumari Wesley
 Department: Psychology
 Position: Professor

E. REAPPOINTMENT OF NON-TENURED FACULTY TO TENURE WITH PROMOTION – Promoted to the rank of Assistant Professor, effective 9/1/21, unless otherwise indicated. Supporting documentation is provided as an attachment.

1. Name: Samantha Doluweera
Department: Mathematics
2. Name: Michael Nolan
Department: Mathematics
3. Name: Kristen Petersen
Department: Biology
4. Name: Arianne Ross
Department: Mathematics
5. Name: Lauren Tatulli
Department: Economics
6. Name: Thomas Vorbach
Department: Business

F. REAPPOINTMENT OF NON-TENURED FACULTY TO TENURE – Tenure without change in rank, effective 9/1/21, unless otherwise indicated. Supporting documentation is provided as an attachment.

1. Name: Kevin Holl
Department: Computer Science
2. Name: Jacquelynn Seely
Department: Criminal Justice
Date: 1/18/22
3. Name: Judith Ungar
Department: Library
Date: 1/18/22

G. REAPPOINTMENT OF NON-TENURED FACULTY – Effective 9/1/21, unless otherwise indicated.Fifth Year Contracts

1. Name: Alexis Jankowski
 Department: Business/Marketing
2. Name: Ursula Lasky
 Department: Nursing
 Effective: 1/18/22
3. Name: Elana Maloney
 Department: English
4. Name: Sabrina Mathues
 Department: Innovation & Learning Resources/Student Success
5. Name: Nicolette Nicola
 Department: English
6. Name: Heather Revesz
 Department: English
 Effective: 1/18/22
7. Name: Tara Rostron-Lorenz
 Department: Nursing
8. Name: Prince Sekyi
 Department: Mathematics

Fourth Year Contracts

1. Name: Charlotte Cole
 Department: Nursing
 Effective: 1/18/22
2. Name: Caitlin Raiten
 Department: Nursing
3. Name: Chad Schoonveld
 Department: Culinary Arts

4. Name: Trent Welcome
Department: Graphic Design

Third Year Contracts

1. Name: Matthew Kalos
Department: Anthropology
2. Name: Lisa Mannino
Department: Nursing
3. Name: Matthew Perry
Department: Business
4. Name: Shalya Ward
Department: English

Second Year Contracts

1. Name: Georgia Cassidy
Department: Nursing
2. Name: Jessica Domb
Department: Nursing
3. Name: Christine Hogan
Department: Nursing

H. REAPPOINTMENT OF ALL OTHER TENURED FACULTY – 145, Effective 9/1/21

Roseanne	Alvarez	Professor	English
Ivan	Anderson	Assistant Professor	Automotive Technology
Barbara	Baron	Professor	Speech Communication
Barbara	Barrella	Associate Professor	English
Brooke	Batchler	Associate Professor	English
Rosemarie	Bello-Truland	Assistant Professor	Sociology
Catherine	Blackburn	Professor	Speech Communication
Bettejane	Bolan-Kenney	Professor	English
Marc	Bonagura	Professor	English
Valerie	Bonilla	Associate Professor	Library
Diane	Booker	Associate Professor	Nursing

Joanne	Boyd	Assistant Professor	Respiratory Therapy
William	Boyke	Associate Professor	Chemistry
Mary Beth	Boylan	Professor	Psychology
Joseph	Boyle	Professor	Sociology
Michael	Broek	Associate Professor	English
John	Bukovec	Professor	Theater
Caroline	Calogero	Associate Professor	Sociology
Celeste	Chirichello	Professor	Interior Design
Thomas	Cioppa	Professor	Political Science
Amy	Clark	Professor	Library
James	Cody	Professor	English
Michael	Cohen	Assistant Professor	Psychology
James	Crowder	Professor	Biology
Stephen	Curto	Professor	Counseling
Patricia	D'Aloia-Gandolfo	Assistant Professor	Nursing
Nathalie	Darden	Associate Professor	Mathematics
Deborah	DeBlasio	Professor	Language/ESL
Shay	Delcurla	Professor	Library
Eugene	DeRobertis	Professor	Psychology
Richard	Dery	Assistant Professor	English
Patricia	Dillon	Professor	Biology
Kenneth	Duffie'	Professor	Accounting
Michael	Elmes	Associate Professor	Mathematics
Bernice	Eng	Professor	Computer Science
Cheryl	Fencik	Associate Professor	Biology
Howard	Finkelstein	Professor	Sociology
Robert	Fiore	Assistant Professor	Mathematics
Donna	Flinn	Professor	English
Carey	Fox	Professor	Biology
Marlena	Frank	Associate Professor	Psychology
Daijuan	Gao	Assistant Professor	Human Geography
Peter	Geisleman	Assistant Professor	Computer Science
Geri	Girard	Associate Professor	English
Diana	Glynn	Professor	Psychology
Eric	Goll	Professor	Chemistry
Cathleen	Goode	Professor	Counseling
Brandon	Gramer	Professor	English

Christine	Greco-Covington	Associate Professor	Psychology
Juliette	Goulet	Assistant Professor	Environmental Sciences
Lisa	Hailey	Professor	Engineering & Technology
Michele	Halat	Assistant Professor	Nursing
Lawrence	Hartzell	Professor	History
Teresa	Healy	Professor	Mathematics
William Keith	Heimann	Associate Professor	Music
Charles	Heuser	Associate Professor	Accounting
Stephen	Hiamang	Assistant Professor	Mathematics
Eleanor	Horgan	Professor	Counseling
Hanli	Huang	Associate Professor	Mathematics
Ann Marie	Hughes	Assistant Professor	Fashion/Marketing
Alex	Idavoy	Associate Professor	Languages/ESL
Nicole	Jackson-Walker	Associate Professor	Psychology
Barbara	Jones	Professor	Anthropology
Abdul Rahman	Kamara	Assistant Professor	Mathematics
Jennifer	Kaminski	Associate Professor	English
Thomas	Kapsak	Assistant Professor	Criminal Justice
Kathleen	Kennedy	Professor	English
Terry	Konn	Professor	Radiologic Technology
Marcia	Krefetz-Levine	Professor	English
Gitanjali	Kundu	Associate Professor	Biology
Ave	Latte	Professor	Education
Sarah	Leahy	Professor	Economics
Jess	LeVine	Professor	History
Daniel	Leyes	Professor	Speech Communication
Gregory	Liano	Professor	Mathematics
Xiaoxiang	Liu	Professor	Physics
Michele	Locandro	Assistant Professor	English
Dina	Long	Assistant Professor	English
Daniel	Lopez	Professor	Mathematics
Marie	Maber	Professor	Art
Darlene	Macomber	Professor	Philosophy
Arthur	Marshall	Professor	Education
Robert	Martens	Associate Professor	Biology
Laura	McCullough	Professor	English
Martin	McDermott	Associate Professor	Speech Communication

Robert	McGovern	Assistant Professor	English
Brian	McKeon	Professor	Mathematics
John	Mensing	Professor	Computer Science
Howard	Miller	Professor	Speech Communication
Diditi	Mitra	Associate Professor	Sociology
Susan	Monroe	Associate Professor	Mathematics
Matthew	Montemorano	Assistant Professor	Communication Media
Jonathan	Moschberger	Professor	Political Science
Cameron	Mount	Assistant Professor	English
Sally	Mulvey	Associate Professor	Mathematics
Debra	Mura	Professor	Communication Media
Andrea	Murowski	Associate Professor	Accounting
Dominick	Nigro	Professor	Counseling
Nancy	Noe	Professor	English
Glenn	Noe	Professors	Mathematics
Karina	Ochs	Assistant Professor	Mathematics
Brian	Oland	Professor	Psychology
Elaine	Olaoye	Professor	Psychology
Edward	O'Neill	Professor	Architecture
Andrew	Panitz	Associate Professors	Mathematics
Suzanne	Parker	Professor	English
James	Poinsett	Assistant Professor	Mathematics
Donna	Pope	Associate Professor	English
Michael	Qaissaunee	Professor	Engineering & Technology
George	Reklaitis	Associate Professor	History
Thomas	Riley	Assistant Professor	Chemistry
Joseph	Robinson	Professor	Education
Franklyn	Rother	Professor	Psychology
Spyro	Roubos	Assistant Professor	Mathematics
Rebecca	Rozario	Associate Professor	Mathematics
John	Ryan	Assistant Professor	English
Jennifer	Salvo	Assistant Professor	Reading
Angela	Saragusa	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
Maryann	Smith	Associate Professor	Biology
Claire	Smuga	Associate Professor	Fine Arts
Gabriela	Sprague	Associate Professor	Mathematics
Edward	Stein	Professor	Fine Art
Michael	Sullivan	Associate Professor	Paralegal
Kathleen	Taggart	Assistant Professor	Radiologic Technology
Ashley	Tasy	Associate Professor	Mathematics
Robert	Thomas	Associate Professor	Philosophy
Paul	Tucker	Professor	Automotive
Lori	Uffer	Professor	Fine Art
Christine	Vasquez	Associate Professor	+English
Jeanne	Vloyanetes	Professor	History
Arminda	Wey	Professor	Mathematics
David	Wiseman	Professor	Psychology
Margo	Wolfson	Assistant Professor	Biology
Caroline	Wong	Associate Professor	Biology
Ashley	Zampogna-Krug	Assistant Professor	History
Joseph	Zavaglia	Professor	Legal Studies
Michelle	Zuppe	Professor	Hospitality Management

I. PERFORMANCE RECOGNITION – Effective 7/1/21. Supporting documentation is provided as attachments.

1. Name: Margaret Agha
Department: Continuing & Professional Studies
2. Name: Ernestine Keith
Department: Small Business Development Center
3. Name: Timothy Macaluso
Department: Environmental Science

CHAD ANDERSON

Chad Anderson is recommended for promotion from Associate Professor to Full Professor. He was hired to teach Communication Media in 2005. Associate Professor Anderson earned an associate degree in Liberal Arts from Brookdale Community College, a bachelor's degree in Communication Media from Monmouth University, and a master's degree in Educational Technology from New Jersey City University.

TEACHING EFFECTIVENESS

Associate Professor Anderson transitioned from a Learning Assistant in 2005 and has been teaching courses in video production, editing, audio recording, film studies, and animation. He has been chair of the Communication Department for the past nine years and teaches courses in the Digital Animation department. In the Communication Media department, Associate Professor Anderson revised and redesigned the curriculum to match modern broadcast standards as well as created new courses in Digital Media, Sports Broadcasting, and Film Genres. Several of his students have gone on to win Emmy awards in their fields.

COLLEGE SERVICE

Associate Professor Anderson was one of the primary coordinators of the college-wide Open House. He served on the Steering Committee of College Governance as part of the Vice President's academic advising committee and the Faculty Association Executive Board. Associate Professor Anderson served as a faculty liaison for two different student clubs, was chair of numerous academic search committees, and was instrumental in coordinating software access for students during the pandemic.

PROFESSIONAL DEVELOPMENT

Associate Professor Anderson received four separate software certifications for teaching in his field and as such is a licensed trainer for a collection of media production software. In addition to being full-time faculty, he offered professional training in media at CNN, NBC, AMC, Columbia University, and NYU. He has attended and presented at several video software conferences in New York, California, and Seattle.

COMMUNITY SERVICE

Associate Professor Anderson has been involved in the Video Production program for the Count Basie Theater, Voyager's Community School, and Long Branch Public Schools. He taught workshops and lectures to Planned Parenthood of Monmouth County and the Showroom Theater in Asbury Park. Associate Professor Anderson is currently working on a volunteer opportunity with the Neptune school system.

DR. DAVID BASSANO

Dr. David Bassano is recommended for promotion from Assistant Professor to Associate Professor. He was hired to teach History in 2012. Dr. Bassano earned a bachelor's degree in Communication from William Paterson University, and a master's degree in American History and a doctorate degree in International, Global, and Comparative History from University at Albany.

TEACHING EFFECTIVENESS

Dr. Bassano is highly rated in his Student Opinion Reports; students note that his classes are accessible, clearly organized, and relevant to their lives. He focused on subaltern history to explain the roots of current social problems in the United States and closes the loop on the learning process by responding to student feedback on which assignments work well, and which do not. This creates a system of constant improvement.

COLLEGE SERVICE

Dr. Bassano serves as History Department chair. He served in college governance as IPEC (Institutional Planning and Effectiveness Committee) chair and a GEAC (General Education Assessment Committee) member. Dr. Bassano is a Global Citizenship Project member. He has given public talks for Lifelong Learning, CHHANGE, and Global Citizenship.

PROFESSIONAL DEVELOPMENT

Dr. Bassano remains committed to research, publication, and presentation in his field of Human Rights History. In 2019, he visited Chiapas, Mexico to interview prisoners with SiPAZ, an international human rights organization. He developed his findings from that trip in an article published in Typehouse Literary Magazine in Sept. 2020. In October 2020, The American Historical Review invited him to write a review of "Reagan, Congress, and Human Rights: Contesting Morality in US Foreign Policy" by Rasmus Sinding Søndergaard for their publication. Dr. Bassano maintains a YouTube channel called "Human Rights Education," where he presents originally produced short documentaries on human rights topics:

https://www.youtube.com/channel/UCCRGZHfIsLyz-XB_pj9Jtg

COMMUNITY SERVICE

Dr. Bassano has served as the Brookdale liaison to the New Jersey Social Justice Remembrance Coalition (NJSJRC). The project is part of the Equal Justice Initiative, a national organization dedicated to "ending mass incarceration and excessive punishment in the United States, to challenging racial and economic injustice, and to protecting basic human rights for the most vulnerable people in American society." Part of the EJI's mission is to place markers memorializing the sites of lynchings of African Americans and to collect soil from each site and retain it at the Legacy Museum in Montgomery, Alabama. The NJSJRC's mission is to have a new marker placed at the site of New Jersey's only recorded lynching: the 1886 murder of Samuel "Mingo Jack" Johnson in Eatontown. This work is ongoing and expected to be completed in October 2021.

SARA BURRILL

Sara Burrill is recommended for promotion from Assistant Professor to Associate Professor. She joined the faculty in the Department of Psychology in 2012 after earning a bachelor's degree in History from Harvard University, dual master's degrees in Counseling Psychology from Columbia University and a master's degree in Education from Mercy College.

TEACHING EFFECTIVENESS

Assistant Professor Burrill has consistently received outstanding SORs for her teaching effectiveness in a wide range of classes, including Intro to Psychology I, Intro to Psychology II, Adolescent Psychology, Intro to Human Services and Community Agencies & Human Services Systems.

COLLEGE SERVICE

Ms. Burrill has been a strong contributor to the development of psychology curricula and faculty resources, and has served as mentor to several adjunct instructors and full-time faculty. Ms. Burrill created an enduring partnership with the Writing Center to offer enhanced in-class writing instruction to psychology students. She also worked with the Teaching and Learning Center to develop Brookdale's first CANVAS-based Course Learning Outcome data collection tool. As Program Coordinator for Human Services, Ms. Burrill launched a major marketing and recruitment campaign, designed 100+ hours of virtual fieldwork activities in response to COVID-19 restrictions, and secured \$30k+ in grants to hire a human services tutor, purchase a subscription to the APA online library of counseling instructional videos, obtain program-wide membership to the National Association of Social Work, and cover the cost for graduating students to become Board Certified - Human Services Practitioners. Assistant Professor Burrill authored the Human Services Program's first out-of-state articulation agreement with the University of Delaware. She is the founding Advisor to Brookdale's Chapter of Tau Upsilon Alpha, the National Honor Society for Human Services. Further, Ms. Burrill has served on a number of committees, including: Foundational Studies, Teaching Possibilities, Faculty Advisory and CHHAHGE. She was Chair of the Universal Design for Learning Committee. She participated in one tenure-track faculty search and one dean's search. She participated in two academic integrity hearings. Ms. Burrill has also presented at faculty and department meetings on Universal Design for Learning, Politics in the Classroom, and Best Teaching Practices for Remote Teaching.

PROFESSIONAL DEVELOPMENT

Assistant Professor Burrill currently is enrolled in the Applied Positive Psychology Certificate Program at University of Pennsylvania (*graduation expected December 2021*). She attended the Northeast Open Education Resource Summit and the Achieving the Dream Conference. Burrill annually chaperones Brookdale students at the National Organization for Human Services national and regional conferences.

COMMUNITY SERVICE

Ms. Burrill is a member of the Monmouth County Positive Youth Develop Committee and Stigma-Free Initiative Committee. She serves as Advisor to the Monmouth County Rising Strong Youth Council. Ms. Burrill participates in half marathons and 10k's to fundraise in support of domestic violence victims.

BRENT COSTLEIGH

Brent Costleigh is recommended for promotion from Associate Professor to Full Professor. He was hired to teach Psychology in 2008. He earned an associate degree in Psychology from Union County College, and a bachelor's degree in Psychology and master's degree in Experimental Psychology from Seton Hall University.

TEACHING EFFECTIVENESS

Associate Professor Costleigh authored/revised curricular independently/with colleagues on: PSYC AA Program Option for 60 Credits revision; major GE revision and sequencing; Human Services AS, Pre-Social Work for 60 Credits revision; Human Services AS, Addiction Studies for 60 Credits revision; Cross-Cultural Psychology new course; received Cultural and Global Awareness GE Status; Human Sexuality revision; Course Description & Course Learning Outcomes revision; Cultural and Global Awareness GE status received; PSYC AA Program Option revision based on program review including mission, PLOs, GE requirements, electives, and sequencing; CLOs for PSYC 105 revision; PSYCH 208 CLOs & course description revision; CLOs in PSYC 247 revision; and PSYC 218 pre- & co-requisites revision. He conducted quality outcomes assessment on PLOs, CLOs, and GE outcomes and assessment for GE and psychology courses including courses PSYC 105, 208, & PSYC 247.

COLLEGE SERVICE

Associate Professor Costleigh served by contributing to the College, Psychology Department, and Business & Social Science Institute; and maintained teaching excellence while building professional growth and development, impacting the College and Monmouth County. This record of service and leadership led to being recipient of the Outstanding Colleague Award. He served as: Collegial Governance vice-chair, chair, & chair emeritus; Psychology Department chair; Strategic Institutional Leadership Council member; Proactive Pandemic Preparation Committee member; PSYC AA Program Review co-chair/team leader; BCCFA Grievance Committee Co-chair; BCCFA Negotiations member; Middle States Higher Education Self Study Standard III member; Academic Council Governance Committee chair; Careers in Psychology & Human Services Symposium chair/emcee, and Curriculum Dean/Director and BSSI Institute Administrator searches member. He served as PSYC 208 Curriculum Committee team leader and on PSYCH 247 and PSYC 105 Curriculum Committees.

Associate Professor Costleigh presented on: New Faculty Orientation Program: "The BCCFA Membership & You," "Brookdale's Collegial Governance System & You," "Enhanced Teaching w/ Technology: Using Hybrid/Blended Teaching Modalities," "Brookdale's Collegial Governance System: An Introduction for Adjunct Faculty & New Employees," "Shared General Education Assessment" and on Scholars' Days.

PROFESSIONAL DEVELOPMENT

Associate Professor Costleigh served as NJEA Local Leadership Development Institute (inaugural class) member and NJEA Higher Ed Committee member & the Legislative Review Sub-committee. He attended: Animal Consciousness-NYU Center for Mind, Brain and Consciousness; NJEA Higher Education; NJCCC Best Practices; NJEA; Annual Eastern Psychological Association, ValeNJ OER; NJSBA Virtual; Neural Mechanisms, Antioch Conservation Psychology Institute and Teaching Ethics in Research Methods conferences, conventions, and webinars.

COMMUNITY SERVICE

Associate Professor Costleigh is a Freehold Borough Board of Ed elected member where he serves on the Strategic Planning Sub-committee and serves as Liaison of the Freehold Borough Arts Council.

DARA COURTNEY EVANS

Dara Courtney Evans is recommended for promotion from Associate Professor to Full Professor. She was hired to teach English in 2008. Associate Professor Evans earned a bachelor's degree in English Literature from Rutgers University and a master's degree in English from Monmouth University.

TEACHING EFFECTIVENESS

Associate Professor Evans teaches The Accelerated Learning Program, The Writing Process, Writing & Research, Introduction to Social Media, World Literature I, and American Literature I. She aims to create discourse communities of classrooms; safe spaces where students begin and end on equal footing and come together to discuss and reframe issues and topics — past and present; public and private — through a variety of perspectives to transform their own. Associate Professor Evans's students are challenged to challenge each other, accept diverse views, and see opposition as means to strengthen or reconsider convictions, not an attack. She believes engagement stems from interaction and taking responsibility for learning positively impacts the outcome of academic experiences. Associate Professor Evans teaches face-to-face, hybrid, and online, and each of her classes is textbook and paper-free. She was invited to present her method for Canvas course organization at InstructureCon.

COLLEGE SERVICE

Associate Professor Evans is advisor to Brookdale's chapter of Sigma Kappa Delta, the Two-Year College English Honor Society, and The English Club. She has served as ENGL-122 assessment co-chair, ENGL-122 course co-coordinator, English Option A.A. Five Year Program Review Committee chair, Literature Curriculum Committee chair, Faculty Assessment Fellow, Canvas Liaison through the transition to Brookdale's current Learning Management System, Professional Development Committee co-chair, the inaugural Scholars Day co-chair, collegial Governance chair, chair of the Council of Former Chairs of Governance, and New Faculty Orientation program co-chair. Associate Professor Evans created the English Department Open House and, after a Summer Series presentation, hosts a monthly roundtable series on Work Life Balance for the English Department. She was presidentially appointed First Impressions Taskforce co-chair, wrote articles for Brookdale's Newsroom, and served as faculty liaison to the Marketing Department, when she managed Brookdale's social media. Associate Professor Evans expanded Brookdale's Instagram audience and reach by 70%, Facebook by 15%, and Twitter by 33%. She created #SoulsOfBrookdale, seen on social media, CentralJersey.com, and Brookdale's revamped website.

PROFESSIONAL DEVELOPMENT

Professors Jane Scimeca and Elaine Olaoye nominated Associate Professor Evans for the AAWCC 2018 LEADERS Institute. She is a member of the Association of Writers and Writing Programs (AWP) and NJEA.Ms. Evans was invited to present at the NJEA Higher Education Conference and NJ Edge.

COMMUNITY SERVICE

Associate Professor Evans volunteered for the Emanuel Cancer Foundation. As chair and co-chair of the SAGE (Seniors Actively Growing Educationally) program, Associate Professor Evans organized academic programs for retired Monmouth County citizens. They fell in love with Brookdale via presentations provided by employees, connecting the college to community members on a personal level.

HELEN HEINMETS

Helen Heinmets is recommended for promotion from Associate Professor to Full Professor. She was hired to teach Nursing in 2011. Professor Heinmets earned a bachelor's degree in Nursing from Wagner College and a master's degree in Nursing Administration from Hunter College.

TEACHING EFFECTIVENESS

Associate Professor Heinmets has always engaged students with active learning strategies. When on campus, she was seen pushing a cart of "injured" manikins into class so that students could determine critical findings for patients with head injuries. With the advent of remote live teaching, traditional teaching strategies were augmented with use of online games, a document reader, and breakout and escape rooms. Her teaching expertise in the classroom, on-line, and in the clinical setting is validated by consistently positive comments by students.

COLLEGE SERVICE

Associate Professor Heinmets service to the College includes coordinating placement each semester of over 70 students for the final capstone nursing course, interfacing with clinical agencies throughout Monmouth County while simultaneously promoting Brookdale. She co-authored the curriculum standard in the department's report for reaccreditation in 2019. Subsequent to a major curriculum revision, the department still received full accreditation. From spring 2016-fall 2018, she co-chaired Planning Group VI: Planning, Resources, and Institutional Improvement in preparation for the Middle States visit. Despite personnel changes in the position of Director of Finance and Facilities, the standard received no recommendations. Associate Professor Heinmets co-chaired numerous Governance committees, including Academic Council, at which time over 100 curriculum changes were reviewed and approved to meet with the state statute requiring a 60-credit limit for community colleges. She is currently Vice Chair of Governance.

PROFESSIONAL DEVELOPMENT

Recent professional achievements for Associate Professor Heinmets include attaining national certification as a Nurse Educator through the National League for Nursing. This credential is noted to be a mark of distinction for nursing faculty. She is currently the Region 6 Monmouth County Chairperson for the New Jersey State Nurses Association. Associate Professor Heinmets mentored numerous course faculty and recently expanded this leadership role as a participant in the American Nurses' Association mentoring project.

COMMUNITY SERVICE

Associate Professor Heinmets community service endeavors have included working with The Innovation Network (TIN) at Brookdale by organizing a group of students to participate in Habitat for Humanity's Neighborhood Revitalization Initiative. This project led to collaboration with the Long Branch Concordance Family Success Center, where health and blood pressure screenings at two health fairs were done by groups of nursing students. She fostered a relationship between Lincroft Bible Church and Helping Hands, opening the door for numerous donations by the church to this worthy initiative.

KELSEY MAKI

Kelsey Maki is recommended for promotion from Assistant Professor to Associate Professor. She was hired to teach English in 2012. Assistant Professor Maki minored in Education and earned a bachelor's degree, with honors, in American Literature from The University of California at Santa Cruz and a master's degree in English, with distinction, from Rutgers University.

TEACHING EFFECTIVENESS

Assistant Professor Maki strives to stay abreast of evolving pedagogy and recently integrated aspects of Culturally Responsive Teaching, Universal Design for Learning, and growth mindset into her teaching practices, as she believes it is important to continually improve her craft to better serve a diverse group of students. On official opinion reports, Assistant Professor Maki's students consistently rank her as a highly effective teacher. Recently, as students' mental health has become an increasing concern for educators, she reframed her approach to teaching by focusing on the way in which students' mindsets, life experiences, and mental health impact their learning, with the goal of creating a classroom environment where all students feel a sense of safety and belonging.

COLLEGE SERVICE

Service to Brookdale is a primary concern for Assistant Professor Maki. Within her department, she served as a course coordinator for English 095, creating an entire digital curriculum on Canvas. She participated in multiple assessment projects for English 121, served as the chair of the English 122 curriculum committee, and led the recent updates to the syllabus and course learning outcomes, which were approved by the College in spring 2020. On a collegewide level, Assistant Professor Maki served as a co-chair of the Diversity Council and as the faculty liaison to the International Education Center, where she co-chaired the International Advisory Committee (IEAC) and chaired the Global Citizenship Project (GCP). Under her leadership, GCP established criteria for globally enhancing Brookdale courses across all disciplines. In her time at the IEC, she headed three campus-wide "Global Read" projects and planned six major awards ceremonies at the College.

PROFESSIONAL DEVELOPMENT

Assistant Professor Maki's areas of scholarly interest are in composition studies and the scholarship of teaching and learning. She presented at regional and national conferences on mentoring, proactive feedback, and the application of generative rhetoric in the composition classroom. Assistant Professor Maki is a practicing writer whose fiction has been anthologized and published in literary journals including [Mosaics: A Collection of Independent Women—Volume I](#), [The Laurel Review 50.2](#), and [Panoply](#).

COMMUNITY SERVICE

Much of Assistant Professor Maki's work with GCP extends beyond Brookdale, as she coordinated or promoted at least fifty events that were open to the public. For her engagement in global issues, she was recently honored as an outstanding educator by the Long Branch City Council.

CHARLES MENCEL

Charles Mencil is recommended for promotion from Assistant Professor to Associate Professor. He was hired to teach English Composition in 2009. Mr. Mencil earned a bachelor's degree in English from Providence College and a master's degree in Writing from New England College.

TEACHING EFFECTIVENESS

Mr. Mencil teaches a full range of English composition courses at Brookdale. He began specializing in foundational writing course work, piloting the English Department's successful Accelerated Learning Program (ALP) writing program. In doing so, he saw the connection to *community* and how writing students are woven by ideas and experiences, not cut off scores in placement. English 121 is the course he teaches the most, and Mr. Mencil sees the course as more than a gateway course offering. In his eyes, it is the most important course in the College, teaching students to think and write authentically directly connects to college level success. Mr. Mencil is currently teaching English 122: Research Writing, the final course of the writing sequence. He sees the Brookdale student as a whole circle, not a finite peg.

COLLEGE SERVICE

Mr. Mencil recently finished an Assistant Department Chair position in the English Department and, prior to that, was involved in college-wide committee work. He has been a long-standing member of the Foundational Studies Committee and chaired the committee for two years. In doing so, he heralded many charges and goals to success, many of which have impacted students and their educational journey to Brookdale.

PROFESSIONAL DEVELOPMENT

Mr. Mencil attended and presented with other English faculty at The League of Community Colleges: Innovations Conference, in New York City. The focus of the presentation surrounded the success of the Department's Accelerated Learning Program (ALP), but the larger hope is to continue to foster and develop innovative approaches in placement, course offerings, and assessment at Brookdale. He has been an integral part of these offerings and adaptations. He continues to work and pilot the best modes for students to enter the college.

COMMUNITY SERVICE

Mr. Mencil is a lifelong resident of Eastern Monmouth who volunteers with beach related events through A Walk on Water (AWOW), Maui Ola Foundation, and AFSNJ that engage special needs children with the ocean and surfing. He volunteers and contributes to the effort of New Jersey Covenant House and its efforts in helping homeless youth.

ANA TEODORESCU

Ana Teodorescu is recommended for promotion from Assistant Professor to Associate Professor. She was hired to teach Mathematics in 2007. Assistant Professor Teodorescu earned a bachelor's degree in Mathematics from Wayne State University and a master's degree in Mathematics from Oklahoma State University.

TEACHING EFFECTIVENESS

Assistant Professor Teodorescu's highest priority has always been student success. She is highly rated on Student Opinion Reports and receives excellent evaluations from her supervisors. Assistant Professor Teodorescu teaches a variety of courses which serve general education, foundational studies, and STEM students. She developed over a hundred online interactive activities to help students engage in the physical as well as the remote classroom.

COLLEGE SERVICE

Assistant Professor Teodorescu serves on the Honors Advisory Council and has been involved with the initiative to expand the Honors Program to STEM students. She has been co-adviser to the Math Club since 2013. As such, she chaperoned numerous trips to museums, helped students organize meetings, and presented interesting and engaging problems to the club. Assistant Professor Teodorescu is the co-founder of the STEM Quiz Bowl, a yearly event which engages students from all STEM clubs. In its seventh year, the event engaged over 70 students from all STEM fields who worked in teams to earn prizes and recognition. She served as chair and co-chair of the Outstanding Student Selection Committee from STEM for three years in a row. Assistant Professor Teodorescu served on the NASA Fellowship Selection Committee since its inception and currently is serving as NASA Fellowship co-coordinator, mentoring four of the fellows.

PROFESSIONAL DEVELOPMENT

Assistant Professor Teodorescu is a member of the Mathematics Association of Two-Year Colleges in New Jersey and the Brookdale representative to the NJ chapter of Mathematics Association of America. She attended and facilitated numerous workshops centered on best practices as well as using technology to engage students in the classroom.

COMMUNITY SERVICE

Assistant Professor Teodorescu has been the grant writer and co-chair of the Timberlane Middle School Science Fair since 2018. She gets funding for the fair as grant writer and organizes presenters and activities to engage and inspire middle school students who attend the science fair.

DR. NAMBRATH RAJKUMARI WESLEY

Dr. Nambrath Rajkumari Wesley is recommended for promotion from Associate Professor to Full Professor. She was hired to teach Educational Psychology in 2004. Dr. Wesley earned a bachelor's degree in Science from Mount Carmel College (Bangalore, India) and has a master's degree in Science and in Education, from Bangalore University India; her doctoral degree in Educational Psychology is from The Graduate Center, The City University of New York.

TEACHING EFFECTIVENESS

Being an Educational Psychologist enabled Dr. Wesley to implement the best pedagogical strategies in her classes. She requires students to be well-prepared for class, ready for engaging in dialogue and discussion. Students perceive her as a firm, disciplined instructor; yet their responses are encouraging, and many say that she is the first one to push them to reach their potential. Regardless of the nature of the assignments, Dr. Wesley strives to enable students to perform at their highest standards. She gives them detailed handouts for projects and works with students as they complete assignments. Dr. Wesley taught online, blended, and on-campus classes. She spends time guiding students via mail/phone across the range of student abilities. At a personal level, it has been gratifying for her to see their growth as she walks alongside them on their academic journey. Retention rates of all her classes are consistently high.

COLLEGE SERVICE

Dr. Wesley serves as the Global Citizenship Distinction Program faculty coordinator; she works with the administration, faculty, staff, and students towards implementing curricular and co-curricular activities to increase awareness and responsibility towards global issues. She represented Brookdale at the first Summer Teaching Assignment, in China, in 2019. Dr. Wesley is a recipient of the Brookdale Innovation Grant nine times. She engages in educational research, training inter-disciplinary faculty in study skill interventions using the principles of growth mindset, grit, resilience, and self-regulation. She was the lead faculty associated with building and teaching the Poseidon Early College High School at Neptune. Dr. Wesley engages in departmental and institute work. She served on several Governance Committees and is the co-chair of Academic Council. She is involved in the International Education Center a member of several search committees.

PROFESSIONAL DEVELOPMENT

Dr. Wesley enjoys the vibrant energy at conferences where she networks and communicates with educators worldwide. She shares what she learns at forums with her students. She presented with former President Dr. Murphy, Vice President for Learning Dr. Reed, and Associate Professor of Mathematics Daniel Lopez, at the American Association of Community Colleges Annual Meeting. They presented their work with the Early College High School Programs and it was well-received. Dr. Wesley is a member of professional organizations such as the American Psychological Association, the American Educational Research Association, and the Association of Supervision and Curriculum Development.

COMMUNITY SERVICE

Dr. Wesley is associated with the CPS. She conducted lecture/workshops and presented at the CPS Women's Conference. It has been rewarding for her to work with diverse groups of learners outside of Brookdale. Her Brookdale position earned her a respectable position in the community and she is invited to speak at events and to counsel youths and adults.

SAMANTHA DOLUWEERA

(Tenure)

Samantha Doluweera is recommended for tenure and promotion from Instructor to Assistant Professor. She was hired to teach Mathematics in 2016. Instructor Doluweera earned a bachelor's degree in Mathematics and Physics from University of Kelaniya and in Film Making from Wayne State University, and a master's degree in Mathematics from Sam Houston's State University.

TEACHING EFFECTIVENESS

Instructor Doluweera teaches a variety of courses in the Math department to serve foundational, general education, and STEM students. She was a member of the MATH 015 prealgebra and MATH 153 precalculus curriculum committees to revise the course material. Instructor Doluweera created preconcept activities to develop a growth mindset in foundational math students and developed new course materials for the MATH 012 prealgebra course.

COLLEGE SERVICE

Instructor Doluweera was a member of the Student Development Committee and currently serves as a member of the Diversity Committee. She offered several mindfulness-based stress reduction workshops to support students. She presented at the professional development day on Mathematical Mindset project and conducted a meditation workshop for the college community on Scholars' day.

PROFESSIONAL DEVELOPMENT

Instructor Doluweera is a member of the Mathematical Association of two-year colleges in New Jersey and attended many local math conferences. She completed the NJ-NeXT fellowship program for new faculty. She collaborated with other faculty members in the Mathematical Mindset project which focused on developing a "thinking, sense-making and growing" mathematical mindset in students. Instructor Doluweera presented some of the activities she developed for the project at the MATYC NJ conference. She completed the Online Certification Course conducted by the TLC to teach fully online courses focusing on "Quality Matters" standards.

COMMUNITY SERVICE

Instructor Doluweera conducted "Mindfulness Meditation-Be Yourself Now" workshop at the Brookdale CC Lifelong Learning annual Women's Conference for the women in the community.

KEVIN HOLL
(Tenure)

Kevin Holl is recommended for tenure. He was hired to teach Computer Science in 2016. Assistant Professor Holl earned a bachelor's degree in Mathematics from Lehigh University and a master's degree in Computer Science from New Jersey Institute of Technology.

TEACHING EFFECTIVENESS

Assistant Professor Holl sees Computer Science majors at the beginning of their studies in his Computer Logic and Design classes, and again near the completion of their program in Data Structures. He brings a wealth of industry experience into the classroom, having developed software systems in financial services and telecom. He created a fully online version of Computer Logic and Design this past summer.

He sees students from all over the college in Information Technology, helping them become proficient in office productivity applications; appreciate the technologies that drive the Internet, Cloud Computing and the Internet of Things; and explore the ethical issues that arise with the use of these technologies.

He strives to live up to a comment made on a Student Opinion Report survey:

"Professor Kevin Holl has a passion for programming, and his love for his work shows through with his enthusiasm to teach the course. He is very understanding and knowledgeable, and always willing to help students without judgement."

COLLEGE SERVICE

Assistant Professor Holl served on the College-Wide Assessment Committee in the fall of 2018 through Brookdale's re-accreditation by Middle States the following June. He is currently a member of the General Education Assessment Committee, joining that group this past fall when Technological Competency was chosen as the learning outcome to be assessed by the pilot program under development.

He is an advisor to the Computer Science Club and is especially proud of the club's leadership over the past year who put in the time and effort to keep the club active despite the COVID restrictions.

PROFESSIONAL DEVELOPMENT

Since being hired as a full-time instructor, Assistant Professor Holl attended various teaching workshops put on by the NJCCC Center for Student Success and completed the center's Hybrid Course Design Institute. He also completed the Brookdale TLC's certification course for online teaching.

He is a member of the Community College Computer Consortium of NJ.

MICHAEL NOLAN
(Tenure)

Michael Nolan is recommended for tenure and promotion from Instructor to Assistant Professor. He was hired to teach Mathematics in 2016. Instructor Nolan double majored, earning bachelor's degrees in Mathematics - Actuarial Science Track and Economics Analysis from Binghamton University and a master's degree in Applied Mathematics from City University of New York – Hunter College.

TEACHING EFFECTIVENESS

Instructor Nolan began his career at Brookdale Community College as a part-time learning assistant in the Math Lab in the Fall of 2013 as he completed his master's degree. He is an effective and respected instructor who has focused on teaching excellence over the last five years. Mr. Nolan has consistently received outstanding Student Opinion Reports as well as excellent evaluations from his supervisor. While he has taught a variety of courses ranging from Prealgebra to Calculus 1, he regularly teaches Precalculus, Calculus and Statistics. Since the Spring of 2020, Instructor Nolan instructed his classes via Zoom and records all his lectures to accommodate students' needs.

COLLEGE SERVICE

Instructor Nolan is the co-advisor for the Math Club and serves on the General Education Committee. He has served on two hiring committees for academic tutors in the Math Lab. Over the last five years, Instructor Nolan hosted more than 25 departmental review sessions, including Super Saturday reviews for MATH 131, 152, 153, and 171. He consistently attends Open House events and instructed courses at the Freehold campus during fall, spring, and summer semesters. Mr. Nolan participated as a judge for the annual STEM Quiz Bowl. He shared his experience as a third-year faculty member at the New Faculty Workshop and was involved in the OER textbook search for MATH 025. Instructor Nolan will step into the role of co-course coordinator for MATH 171 in the Fall of 2021.

PROFESSIONAL DEVELOPMENT

Instructor Nolan presented several projects at the Mathematics Association of Two-Year Colleges of New Jersey, on Scholars' Day, and STEM Institute professional development days. He has been involved in four research projects through CentraState Hospital, where he provided the analysis of data for Internal review. Mr. Nolan conducted two presentations on the capabilities of MAPLE and Desmos, where he demonstrated how mathematics professors can effectively use technology to enhance learning outcomes.

COMMUNITY SERVICE

Instructor Nolan donates to charitable causes including the LUPUS Foundation of America and the Vietnam Veterans of America. He volunteered his expertise in genealogical research to people looking to start their family trees.

DR. KRISTEN PETERSEN
(Tenure)

Dr. Kristen Petersen is recommended for tenure and promotion from Instructor to Assistant Professor. She was hired to teach Biology in 2016. Dr. Petersen earned her bachelor's degree with Distinction in All Subjects in Economics from Cornell University and her Doctorate of Medicine (M.D.) from The University of Medicine and Dentistry of New Jersey.

TEACHING EFFECTIVENESS

Dr. Petersen strives for teaching excellence in the classroom, and has taught courses in General Biology, Life Sciences, Anatomy and Physiology I and II and Microbiology, currently teaching several sections of courses at the Wall campus. She has been involved in curriculum development, including the creation and revision of laboratories in the Human Biology course. She uses multiple modes of instructions to convey class material, including videos, interactive games, and demonstrations. Dr. Petersen particularly enjoys using case studies with her classes to apply the concepts learned in the classroom to real-world situations that her students will encounter in their future occupations.

COLLEGE SERVICE

Dr. Petersen is actively involved in her department, the STEM Institute, and the college. She plays an active role in the Biology Department's Poster Presentations, Earth Day celebrations, and Biology Information Sessions. Dr. Petersen is co-chair of the Science Department Sunshine Committee and has served on multiple hiring committees. Last year, she led a group of students in an "Eye Dissection" as part of the Science Experience Series which is a BIG Grant-funded project that engages Brookdale students and instills in them a passion for learning about science. As part of the STEM Institute, Dr. Petersen participates in the Online STEM Committee, is serving in the Outstanding STEM Student Selection Committee, and in the STEM Quiz Bowl. She previously served as co-chair for Governance's Professional Development Committee and represents the Biology Department during Brookdale's Open House.

PROFESSIONAL DEVELOPMENT

Dr. Petersen is a member of the Metropolitan Association of College and University Biologists and regularly attends the Association's conferences. In addition, she participates in Current Topics in Biology seminars, webinars, and conferences on incorporating effective teaching strategies in the classroom.

COMMUNITY SERVICE

Dr. Petersen volunteers annually with the Biology Department in "The Giving Tree" project. She previously served as an Ocean County Master Gardener and donates her time and effort to various Animal Rescue Organizations.

ARIANNE ROSS
(Tenure)

Arianne Ross is recommended for tenure and promotion from Instructor to Assistant Professor. She was hired to teach Mathematics in 2016. Instructor Ross earned a bachelor's degree in Mathematics from Spelman College and a master's degree in Mathematics from Iowa State University.

TEACHING EFFECTIVENESS

Instructor Ross teaches a variety of mathematics courses ranging from Prealgebra to Calculus. She incorporates technology and uses group work and class participation to promote active learning in the classroom. Instructor Ross worked on curriculum committees for several courses. Building relationships with students is an integral part of her teaching philosophy. She wants her students to know they have her support, and her goal is to give them the tools to be successful in her class and beyond. Instructor Ross' SORs and classroom observations show her dedication to her students and teaching excellence.

COLLEGE SERVICE

Instructor Ross serves as an advisor to the Women in Engineering, Science and Technology club (WEST), fulfilling her passion for mentoring and supporting women in STEM. Ms. Ross is the course coordinator for Math 011 and a member of the Pre-Algebra and Math 156/176 curriculum committees. She has held departmental review sessions for various courses and participated in Super Saturday review days. She has participated in Open Houses to help recruit potential students and publicize the opportunities at Brookdale.

PROFESSIONAL DEVELOPMENT

Instructor Ross is a member of the Mathematics Association of Two-year Colleges of New Jersey, the American Association of Women in Community Colleges, and the National Alliance for Doctoral Studies in the Mathematical Sciences (Math Alliance). Math Alliance is an organization that provides funding and mentorship to underrepresented students interested in pursuing doctoral degrees in a mathematical science. She attended several conferences and connected with math faculty from community colleges across New Jersey. Instructor Ross participates in teaching circles and departmental discussions around teaching methods.

COMMUNITY SERVICE

Instructor Ross represented Brookdale as a volunteer for the Building STEAM Maker festival. This is a community event for youth ages 4-18 geared at using hands on projects and demonstrations to promote interest in the STEM fields.

JACQUELYNN SEELY
(Tenure)

Jacquelynn Seely is recommended for tenure. She was hired to teach Criminal Justice and Homeland Security in January 2017. Assistant Professor Seely earned a bachelor's degree in Political Science from Wilkes College and a Juris doctorate degree from Rutgers University School of Law.

TEACHING EFFECTIVENESS

After a career of prosecuting, Assistant Professor Seely drew on her wealth of experience teaching fellow prosecutors and jurors and brought criminal justice to life in her courses. An advocate of active learning, she uses the technique in a variety of formats in all her courses. Within her first year, Assistant Professor Seely was teaching four different courses in the Criminal Justice Department. Upon her hire, she immediately began the process of analyzing the books being used for the courses and comparing them to what was available and had the department adopt books that better aligned with course and program learning outcomes.

Assistant Professor Seely has taken on the role of mentor and advisor to the adjuncts in the department, never hesitating to share her course materials. She has taken over the lead role in assessment for the Criminal Justice Department, conducting and preparing assessment reports for both her own courses and those taught exclusively by adjuncts.

COLLEGE SERVICE

Since the fall of 2019, Assistant Professor Seely served as Department Chair for the Criminal Justice Department. She is a faculty advisor for both the Adventure Bound Club and the Criminal Justice Club. Assistant Professor Seely calls upon her contacts within the Criminal Justice field to do presentations for the Criminal Justice Club and has accompanied the Adventure Bound Club on zipline and skiing trips.

Assistant Professor Seely promoted the Criminal Justice Department by attending the Open House each semester and by hosting Information Sessions on the Criminal Justice degree programs. She served the College by participating in Academic Integrity and Grade Appeal hearings, hiring committees, and the Outstanding Student Award committee. Assistant Professor Seely has been active with the Sunshine Committee.

PROFESSIONAL DEVELOPMENT

Assistant Professor Seely is admitted to practice law in the States of New Jersey and Pennsylvania, as well as the Federal Third Circuit courts. She regularly attends continuing legal education seminars. In addition, Assistant Professor Seely has taken a number of courses offered by the TLC and became certified to teach online.

COMMUNITY SERVICE

Assistant Professor Seely is the past President and current Legal Advisor to the New Jersey Women in Law Enforcement. In addition, she serves on the Keansburg High School and the Asbury Park High School Criminal Justice Advisory Boards.

LAUREN TATULLI
(Tenure)

Lauren Tatulli is recommended for tenure and promotion from Instructor to Assistant Professor. She was hired full-time to teach Economics in 2016. Instructor Tatulli earned an associate degree in Business Administration from Brookdale Community College, a bachelor's degree in Economics from Montclair State University and a master's degree in Finance from Keller Graduate School of Management.

TEACHING EFFECTIVENESS

Instructor Tatulli teaches three courses (Macroeconomics, Microeconomics and Business Statistics) and all modalities offered in the Economics Department, at the Lincroft, Freehold, and Wall campuses. Since joining the department full-time, she has created the ECON 105 assessment and assisted with the ECON 106 assessment. Instructor Tatulli incorporates current events and new ideas into the classroom for a better learning experience for the students. Her Student Opinion Reports consistently prove her enthusiasm and passion for the material she teaches and her willingness to help her students.

COLLEGE SERVICE

Instructor Tatulli serves on the College Life Governance Committee contributing to charges such as, bus transportation, college hour, and the application process for the Outstanding Student Award. She serves as a member of the Outstanding Student Award Committee for the Business and Social Science Institute. Instructor Tatulli is a member of the Business Advisory Committee, attending meetings each semester, contributing experiences from her business background and as a previous business student at Brookdale Community College.

PROFESSIONAL DEVELOPMENT

Instructor Tatulli attends the NJCBAA Bright Idea and Best Practice meetings which are held each semester at various campuses throughout the state. She actively attends Brookdale's College-Wide Open Houses. The ECON 106 assessment, which she assisted with, was displayed and presented at Scholars' Day. Instructor Tatulli was invited by three PTK members to the Phi Theta Kappa Honor Society Spring Induction Ceremony where they showed her their appreciation for the impact she made on their college career. She was a member of the AAS Program Review where she regularly attended meetings, provided research and information, and proved how the ECON 105 assessment applied to the program learning objectives and analysis of time spent in and out of the classroom. Instructor Tatulli created and presented a PowerPoint slideshow with an Excel Personal Budget about the basics of finance to students at the Financial Literacy Presentation co-hosted by PTK Honor Society and the Business Club.

COMMUNITY SERVICE

Instructor Tatulli serves as Secretary of the Board for her condo association, Fox Chase II, since 2019. She attends quarterly meetings and contributes her expertise to better the community.

JUDITH UNGAR
(Tenure)

Judith Ungar is recommended for tenure. She was hired to teach Library and Information Science in 2017. Assistant Professor Ungar earned a bachelor's degree in English from the University of Maryland Baltimore County and a master's degree in Library Science from Vanderbilt University.

TEACHING EFFECTIVENESS

Assistant Professor Ungar teaches, on average, 35 information literacy sessions each semester and received high praise from both students and faculty. She conducts many individual research appointments with students to help them with their research. Assistant Professor Ungar is the library liaison to the business, history, culinary, and hospitality departments and developed close working partnerships with many faculty in these disciplines. She is currently embedded in 19 courses where she provides individualized research help.

COLLEGE SERVICE

Assistant Professor Ungar is currently co-chair of the Student Development Committee of Governance. She is very proud of working with this committee to develop a civility statement for the College. She is on the Culinary and Hospitality Advisory Boards and has participated in program reviews for the history, business, hospitality, and culinary departments. Professor Ungar worked with a team to win an American Library Association Grant on Resiliency and Climate Change. She implemented Writing and Research Days where students could get help from Writing Center tutors and librarians at the same time.

PROFESSIONAL DEVELOPMENT

Assistant Professor Ungar is a member of the American Library Association, the Association of College and Research Libraries, the New Jersey Library Association, and the American Association of Women in Community Colleges.

COMMUNITY SERVICE

Assistant Professor Ungar sings with the New Jersey Choral Art Society and serves on its board.

DR. THOMAS VORBACH
(Tenure)

Dr. Thomas Vorbach is recommended for tenure and promotion from Instructor to Assistant Professor. He was hired to teach business and management in 2014. Dr. Vorbach earned a bachelor's degree in Psychology from St. Peter's College, a master's degree in Management from Regis University, and a doctorate degree in Management from Colorado Technical University.

TEACHING EFFECTIVENESS

Principles of Management is the second most highly enrolled course in the business department. Dr. Vorbach has the responsibility of managing this course. He is the sole decision-maker in textbook selection and exam development. Since his time at Brookdale, he has revamped this course and taken it to another level. Dr. Vorbach requires a higher level of critical thinking by assigning case analysis with argumentative rationale using APA formatting and academic attribution. The goal and outcomes of the case analyses of the students was a critical part of the department's last program review. Dr. Vorbach shares this course and mentors those adjuncts who teach it. He created BUSI 246 - Supply Chain Management and has proven his flexibility in teaching diverse classes such as Introduction to Business, Global Business, and Human Resources Management.

COLLEGE SERVICE

Dr. Vorbach participates in department activities both on campus and outside of campus. Within the department, he is truly a team player. Dr. Vorbach regularly contributes to the revisions of the departments core business course, Introduction to Business. He participates in the review process for textbook updates and selection, assists in exam development, and mentor's department adjuncts. He is active in governance as a member of the Academic Standards Committee since 2015 and is co-chair of the committee. Dr. Vorbach is active in the Business Club and is an enthusiastic presenter during Brookdale's Open House sessions.

PROFESSIONAL DEVELOPMENT

Dr. Vorbach is an active member of the New Jersey Collegiate Business Administration Association. The NJCBAA consists of two-year and four-year higher education faculty from the business and management disciplines to share ideas and improve education. He is a proud alumnus of Leadership Brookdale.

COMMUNITY SERVICE

Dr. Vorbach is a member of the Brookdale Community College Business Management Advisory Committee which seeks input from leaders in the business community to better align Brookdale's business programs with the needs of Monmouth County and New Jersey businesses.

TABLE I
ANALYSIS OF PROMOTIONS
2021-2022

TOTAL FACULTY*	185
LESS FULL PROFESSOR	83
NUMBER OF AUTOMATIC PROMOTIONS IN CONJUNCTION WITH TENURE	6
FACULTY RECOMMENDED FOR TENURE (no promotion in rank)	3
FACULTY RECOMMENDED FOR PROMOTION TO PROFESSOR	5
FACULTY RECOMMENDED FOR PROMOTION TO ASSOCIATE PROFESSOR	5
AUTOMATIC PROMOTIONS TO ASSISTANT PROFESSOR	6
TOTAL PROMOTIONS	16

**includes 2 previously approved hires for 9/1/21*

TABLE II
PROMOTIONS RECOMMENDED FOR 2021-2022

<u>Business & Social Science</u>	<u>Recommended by President</u>	
	David Bassano	to Associate Professor
	Sara Burrill	to Associate Professor
	Brent Costleigh	to Professor
	Jacquelynn Seely	Assistant Professor**
	Lauren Tatulli	to Assistant Professor*
	Thomas Vorbach	to Assistant Provessor*
	Nambrath Wesley	to Professor
<u>Health Science</u>	Helen Heinmets	to Professor
<u>Humanities</u>	<u>Recommended by President</u>	
	Chad Anderson	to Professor
	Dara Evans	to Professor
	Kelsey Maki	to Associate Professor
	Charles Mencil	to Associate Professor
<u>Library</u>	Judith Ungar	Assistant Professor**
<u>STEM</u>	<u>Recommended by President</u>	
	Samantha Doluweera	to Assistant Professor*
	Kevin Holl	Assistant Professor**
	Michael Nolan	to Assistant Professor*
	Kristen Petersen	to Assistant Professor*
	Arianne Ross	to Assistant Professor*
	Ana Teodorescu	to Associate Professor

***Promotion granted in conjunction with tenure**

****Tenure only**

TABLE III
SUMMARY OF FACULTY BY RANK

2021-2022

	<u>Instructor*</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>	<u>Total</u>
Rank Distribution Before Current Promotions	26	38	43	78	185
Percent	14%	21%	23%	42%	100%
Current Promotions	-6	1	0	5	16
Rank Distribution After Current Promotions	20	39	43	83	185
Percent	11%	21%	23%	45%	100%

**Instructor count includes 2 previously approved hires for 9/1/21*

TABLE IV

DISTRIBUTION OF FACULTY RANK BY UNIT
BEFORE CURRENT PROMOTIONS

2021-2022

	<u>Instructor*</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>	<u>Total</u>
Business & Social Science	8 15%	9 17%	12 22%	25 46%	54 100%
Health Science	7 41%	5 29%	2 12%	3 18%	17 100%
Humanities	5 9%	10 19%	13 24%	26 48%	54 100%
Innovations-College Success	1 100%	0 0%	0 0%	0 0%	1 100%
Library	0 0%	1 25%	1 25%	2 50%	4 100%
STEM	5 10%	13 25%	15 29%	18 35%	51 100%
Student Affairs/Counseling	0 0%	0 0%	0 0%	4 100%	4 100%
TOTAL	26 14%	38 21%	43 23%	78 42%	185 100%

TABLE V

DISTRIBUTION OF FACULTY RANK BY UNIT
AFTER CURRENT PROMOTIONS

2021-2022

	<u>Instructor*</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>	<u>Total</u>
Business & Social Science	6 11%	9 17%	12 22%	27 50%	54 100%
Health Science	7 41%	5 29%	1 6%	4 24%	17 100%
Humanities	5 9%	8 15%	13 24%	28 52%	54 100%
Innovations-College Success	1 100%	0 0%	0 0%	0 0%	1 100%
Library	0 0%	1 25%	1 25%	2 50%	4 100%
STEM	1 2%	16 31%	16 31%	18 35%	51 100%
Student Affair-Counseling	0 0%	0 0%	0 0%	4 100%	4 100%
TOTAL	20 11%	39 21%	43 23%	83 45%	185 100%

**Instructor count includes 2 previously approved hires for 9/1/21*

		Employee %		Sections Taught	
Adjunct Data	FT Faculty	Fall 2020 Adjuncts	FT %	PT %	
	188	389	33%	67%	
			FT %	PT %	
			60%	40%	

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	6	3	7		
Health Science	1	2	3	0	0	1		
Humanities	7	1	4	5	4	4		
Innovations-College Success	0	0	0	0	0	0		
Library	1	0	1	0	1	1		
STEM	0	2	3	9	6	6		
Student Affairs-Counseling	1	1	0	0	0	0		
NON-AUTOMATIC	12	10	12	12	14	10		
AUTOMATIC	4	9	3	8	3	9		
TOTAL	16	19	15	20	17	19		

Margaret Agha, Account Specialist, Continuing and Professional Studies

Margaret serves a wide range of students from seniors to non-credit students. She continuously goes above and beyond her job duties. The functions Margaret volunteers for are: The Annual Golf Outing, the Annual College Graduation ceremony, the CPS completion ceremony and the annual CHHANGE colloquium, to name a few.

Margaret is a big advocate of all the scholarships offered throughout the College. She has been going beyond her job duties by helping students obtain Financial Aid for Clock Hour programs. Margaret goes to great lengths to help students and even educates herself to be able to help students in the future. For example, Margaret took a professional development class on social media just to be able to help students to navigate and use their own. Margaret has gone out of her comfort zone and done simultaneous translations during a community outreach function for the VNA.

Margaret went above and beyond when she discovered there were expired gift certificates in the Displaced Homemaker Program in the amount of \$1,950 from a local food store. She made the effort to get the expired gift certificates renewed. These gift cards couldn't have been handed out at a more appropriate time than during the early stages of COVID 19. They were distributed to families in need.

All her efforts reflect her passion and compassion for the students of Brookdale Community College.

Ernestine Keith, Associate, Small Business Development Program

Ernestine has proven to adapt with the times. When the Women's Rock Event was changed from an in-person event at the Stony Pony to a Zoom conference, Ernestine went above and beyond helping with all the changes and to make the event a success. She helps clients find resources to fund their businesses. She spends a lot of time educating herself on all the funding that is available so that she can help guide clients in the right direction.

To stay current with information that was changing constantly during the pandemic, Ernestine participated in daily calls with the Small Business Association and asked to be briefed on new information. Ernestine has good outreach for the Center and even attended the Latino Festival of Monmouth County to promote Brookdale. When her manager was unable to present at the VNA at the last-minute, Ernestine filled in and presented for her. Ernestine has been nominated to be on three search committees for CPS.

Ernestine goes above and beyond to provide an outstanding level of customer service and is always willing to help anyone who walks into her office, from clients to lost students.

Timothy Macaluso, Closed Lab Instructional Assistant, Environmental Science

Tim models continual learning to his students. After being hired by Brookdale, he continued his studies to earn a Master's Degree and to further advance his opportunities to teach, he obtained the online teaching certificate that the TLC offers. He trains all the new hourly employees in his department to ensure consistency in the laboratory materials. Tim's dedication to his field and activities are exceptional. He is the advisor for the Environmental Club and he also goes above and beyond with the outreach of helping other clubs and connecting their engagement. After a student taught Tim how to grow hydroponically he then performed a demonstration for the Big Grant Science Experience, a class for Continuing and Professional Studies and a demonstration for the Bio Club Horticulture Open House unity class. Tim has been the recipient of grants, he has held the position of President of the GANJ, and has presented at Scholars' Day. He also performed a hydroponic demonstration for the BIG Grant Science Experience.

Tim actively participates in Brookdale functions such as Brookdale Open House, Brookdale graduation and the STEM Bowl. He also volunteers for committee assignments such as the NASA STEM Scholarship Committee, and College-Wide Performance Recognition Committee.

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

March 23, 2021

**Brookdale Community College
Zoom Webinar**

Chair Cram called the meeting to order at 5:30 P.M. and roll call was taken.

Present	Trustees	Administration:
	Ms. Abby-White, Trustee	Dr. Matthew Reed
	Ms. Latonya Brennan, Trustee (5:30 PM)	Ms. Patricia Sensi
	Ms. Suzanne Brennan, Trustee	Dr. Nancy Kegelman
	Dr. Hank Cram, Chair	Dr. Yesenia Madas
	Mr. Paul Crupi, Trustee	Ms. Bonne Passarella
	Ms. Dyese Davis, Trustee	Dr. Joan Scocco
	Ms. Madeline Ferraro, Trustee	Ms. Kathy Kamatani
	Mr. Bret Kaufmann, Vice-Chair	Ms. Teresa Manfreda
	Ms. Marta Rambaud, Trustee	Dr. Anita Voogt
	Dr. Les Richens, Trustee	
	Ms. Hanna Walker, Trustee	Mr. Edward Johnson
	Dr. David Stout, Secretary	Dr. William Burns
	Ms. Hanna Walker (6:30 PM)	
Absent	Mr. Paul Crupi, Trustee	
	Ms. Barbara Horl, Trustee	Ms. Cynthia Gruskos, Recorder
College Counsel	Mr. Mitch Jacobs, Esq., General and Labor Counsel	

Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:

On March 18, 2021 at 9:30 AM advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Mr. Jacobs read the statement on giving public comment in a virtual meeting and announced that this meeting is being recorded.

Chair Cram led the Pledge of Allegiance.

Dr. Stout led a moment of silence for Barbara Tozzi who passed away this month. He shared her accomplishments, heartfelt memories, and extended our sincere thoughts and prayers to her family, friends, and colleagues.

Chair Cram read our mission statement:

Brookdale Community College empowers a diverse community by providing open access to high quality and cost-effective educational and lifelong learning options with clear paths to personal, educational, and economic success.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda	A motion to adopt the revised meeting agenda was made by Trustee Richens and seconded by Trustee L. Brennan.	
Voluntary Framework of Accountability Presentation – Spring Workshop		
<p>Dr. Laura Longo, Director, Director, Institutional Research & Evaluation, presented findings from Brookdale’s 2020 participation in the Voluntary Framework for Accountability (VFA). Results are categorized into four groups of progress and success metrics: (1) Developmental Education Progress Measures, (2) One-Year Progress – Early Momentum Key Performance Indicators (KPIs), (3) Two-Year Progress Measures / Outcomes, and (4) Six Year Outcomes. Following are the key findings she presented:</p>		
<ul style="list-style-type: none">• Key findings from Developmental Education Progress Measures: More than six out of 10 new students are placed into a Developmental Math. The Course Percentages for English (29%) and Reading (44.0%) are lower. How does this compare to other VFA Colleges? Twenty-five northeast VFA Community Colleges were selected as a comparison group. New Brookdale students are much more likely to be placed into Developmental Math and Reading compared to the comparison group. However, of those that needed developmental coursework, a much higher percentage of Brookdale students became college ready. This was the case in Math, English, Reading, and for ‘Completing All Developmental.’• Two Year Progress Measures: Brookdale performed substantially better than our peers on all five measures: Fall to Spring Retention (81.2%), Term 1 Success Rate (78.2%), 2 Year Success Rate (77.1%), Reaching a Credit Threshold (47.6%), and 2-Year Graduation Rate (13.1%).• One-Year Progress – Early Momentum Key Performance Indicators (KPIs): On the 10 KPI metrics, Brookdale’s performance is compared to all VFA member colleges (approximately 230). Brookdale students had higher success rates on 8 out of 10 early KPIs: Percentage of students earning 6+ credits in the First Semester (64.9%); Percentage earning 15+ or 24+ credits in the First Year (50.3% and 26.3% respectively); Percent passing College Level Math (29.6%), English (68.0%), and both Math and English (26.7%); Fall to Spring Retention (81.1%); and One Year Credit Success Rate (75.8%).• Deeper dive into Early Momentum KPIs by Race / Ethnicity: When looking at the KPIs by ethnic group, it is apparent that some groups have far lower success rates than others. More specifically, four KPIs were		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>examined (Earned 12+ credits in Term 1; Earned 30+ credits in Year 1; Passed College Level Math and English in Year 1; Fall to Spring Retention). On all four metrics, Black / African American students had much lower success rates compared to other groups. Success rates for Hispanic students were higher, but not as high as those achieved by Asian, White, and students with two or more racial/ethnic groups. To explore why the first-year success rates varied by ethnicity, we examined the need for Developmental Math as well as College-level Math completion within a six-year period. This VFA data showed that a higher percentage of first-time Black students (81.9%) required Developmental Math compared to Hispanic (71.5%), White (61.5%) and Asian (45.5%) students. What was striking, however, was the finding that only 17.8% of Black students completed College level Math with the six-year time frame. Completion rates for other groups were higher: Hispanic (37.7%); those with two or more racial/ethnic groups (43.5%); White (46.4%); Asian (52.5%). While there is room for improvement in all ethnic groups, supportive interventions for Black and perhaps Hispanic students are clearly needed.</p> <ul style="list-style-type: none"> • Six Year Outcomes: This data highlights our student successes as well as opportunities for improving retention. Specifically, 33.6% of students earned an Associate degree, 21.0% transferred prior to earning a degree, 10.0% left after earning 30+ credits and 30.1% left with fewer than 30 credits earned at Brookdale. <p>At the suggestion of Trustee Abby-White, benchmark Brookdale against aspirational colleges who participated in the Voluntary Framework of Availability, and furthermore, learn from those Colleges who have better student success outcomes.</p> <p>At the suggestion of Trustee Richens, share this type of presentation with our High Schools' officials to show them that there is a successful pathway at Brookdale for high school students who are not fully prepared to take College coursework. Dr. Longo also thought it would be valuable for the high schools to see the level of preparedness the students are coming in with as well.</p> <p>Chair Cram, thanked Dr. Longo for her very informative presentation. He pointed out that the last Board Workshop focused on demographic information, which started a discussion among the Board members about right sizing the College and trying to determine whether we are offering the right programs and services. He said that this presentation raised another interesting point, even though we are ranked among the top Community Colleges and we are outperforming our cohort groups, we could actually improve upon that performance. He suggested that Dr. Longo, may be invited back, to provide additional data at the end of the fiscal year, to lead us into setting some reasonable targets for improvements for the College.</p>		
<p>President's Report –</p> <p>In the interest of time, Dr. Stout limited his remarks. He thanked Dr. Longo for her presentation and analysis. He also welcomed Commissioner Thomas Arnone, Commissioner Sue Kiley and the representatives from the Workforce Development Board to this evening's meeting.</p>		
<p>Reports from the Board Committees and Liaisons</p> <p>A. Executive Committee – March 16, 2021 – Chair Cram reported that the Executive Committee met to set the agenda and reviewed the items to be discussed during the Executive Session.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>B. Finance & Facilities Committee – March 16, 2021 – Trustee Abby-White</p> <ol style="list-style-type: none"> 1. Monthly Financial Reporting – Trustee Abby-White directed the members to review the financial overview provided by VP Manfreda. She highlighted that our operating revenue as of January 31, 2021 was 12.3% lower than the same time last year and our expenditures are \$39 million compared to \$36.1 million the same time last year, indicating a reduction of \$3 million. Trustee Abby-White commended everyone at the College for their fiscal stewardship, “doing more with what we have”. She brought attention to the Application for the Securing our Children’s Future Bond Act, which the College applied for and is hoping to be able to use the proceeds from the grant to establish a Center of Excellence for Cybersecurity in Gorman Hall South and expand our Career and Technical Education programs. She announced that the Foundation received a \$500,000 donation that will be used to establish a Wellness Center and that the restricted income has doubled since last year. She also announced that she has challenged the participants for the Committee to bring forward innovative ideas. She brought attention to Dr. Scocco’s idea of establishing a Jersey Shore Academy of Lifelong Learning, which will expand our programming into Ocean County with partnerships with Ocean County College and possibly Georgian Court. 2. Capital Project Update – Mr. Ray Savacool, T & M Associates – report submitted in the Board packet. <p>C. Governance Committee – March 17, 2021 – Trustee Suzanne Brennan highlighted the following from the Governance Committee meeting held on March 17:</p> <ol style="list-style-type: none"> 1. The Committee recommends lodging of Stormwater Policy. 2. The Committee reviewed the proposed evaluation language in the president’s employment contract, and were satisfied with the language. 3. The Committee discussed the format and types of information that would be presented at the Board Professional Workshop at this meeting. Trustee Suzanne Brennan thanked Dr. Longo for her informative presentation, and pointed out this information will help to guide the Board’s decision-making process. 4. Retreat/Workshops – The Committee discussed the benefits of holding a retreat in June, and she looks forward to developing an agenda and identifying dates for the retreat. 5. Employee Evaluation Process/Software – The Committee continued to discuss improving the employee evaluation process and received an update on the employee evaluation software options. 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>D. Audit Committee – March 8, 2021 – No report was given.</p> <p>E. NJCCC Update/ACCT Legislative Summit – Trustee Horl was unable to attend tonight’s meeting, but she provided her update to the Trustees. Dr. Stout reported on the most recent NJCCC meeting, and reported that due to the advocacy of Trustee Horl, our Board and the College community, we are leading in the number of letters to Governor Murphy, advocating for an increase in our State budget allocation.</p> <p>F. Student’s Perspective – Trustee Walker reported on the following:</p> <p>Eleanor Glazewski, our Registrar, sent out a message on my behalf to the entire Brookdale student body to let them know that I represent them. Many students responded, and let me know that their classes are going well. Students were pleased to know that my role exists to represent their voices. Students shared that their professors are terrific and care about their success, and they really appreciate the way that Zoom classes have been handled during the past year.</p> <p>Students mentioned how much they like the Zoom format and hope that it continues, even with in-person classes starting to open up. One student brought up how a computer class offered in the Fall, COMP296, usually allows for about 25 students, but now will only allow about 11 students due to COVID restrictions. This is concerning because it limits students’ chances to be added to the class, which may disrupt their path to graduation. Students think that classes with low seating should also be available in a remote-live option, to accommodate those who are uneasy going to Campus and those who can not get a seat in the live class.</p> <p>Community members have brought up concerns about the new website format. They could not find information on the website regarding COVID restrictions and spectator attendance for sporting events. Brookdale also serves the Community, and it’s important to keep information easily accessible to them to let them know any restrictions and protocols with COVID restrictions in place when visiting Campus.</p> <p>G. Foundation Update – Trustee Abby-White provided an update on the Scholarship Ball which is planned for June 4.</p> <ol style="list-style-type: none"> 1. Honorary Degree Nomination at Commencement 2021 – Trustee Abby-White announced that at this meeting the Board is going to vote to extend an honorary degree to Chaz Bono. Dr. Stout added that Mr. Bono is a regular speaker for the Keys Recovery High School on campus. 2. Distinguished Alumni Awards at Commencement 2021 – Trustee Abby-White announced that the Distinguished Alumni Awards this year will be presented to Kristina and Barton Henderson. 		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Public Comment on Agenda Items No public comment was made and Ms. Gruskos confirmed that no written public comments were received.		
Review of Consent Agenda <ul style="list-style-type: none"> Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees. A. Acceptance of Revised Consent Agenda	A motion to adopt the consent agenda was made by Trustee Rambaud and seconded by Trustee S. Brennan. Motion Passed.	
Approval of Public Business Meeting Minutes A. Approval of Public Business Meeting Minutes – February 23, 2021 B. Approval of Executive Session Meeting Minutes – February 23, 2021	A motion to approve the minutes from the public business meeting held on February 23, 2021 was made by Trustee Ferraro and seconded by Trustee Davis. Motion Passed. Abstentions: Trustee Abby-White A motion to approve the Executive Session Minutes for the meeting held on February 23, 2021 was made by Trustee Rambaud and seconded by Trustee L. Brennan. Motion passed.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Abstentions: Trustee Abby-White	
Consent Agenda A. Approval of Human Resources B. Application of Grants C. Emergency Purchase in Excess of \$36,400 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500 Purchase(s) D. Purchases in Excess of \$36,400 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 Reports G. Capital Project Update	A motion to approve the consent agenda was made by Vice-Chair Kaufmann and seconded by Trustee Richens. Motion passed. YES: Trustees Abby-White, L. Brennan, S. Brennan, Davis, Ferraro, Kaufmann, Rambaud, Richens, Walker and Chair Cram NO: None ABSTENTIONS: None	
Monmouth County Workforce Development Incumbent Worker MOU Dr. Stout welcomed Commissioner Director Thomas Arnone, Deputy Director Sue Kiley and Monmouth County Workforce Development Commission representatives, Lawrence Sternbach, Executive Director and Yolanda Taylor, Deputy Director. He explained that this program is a partnership between all of these entities together and Brookdale, managed by our Dean of Continuing and Professional Studies, Dr. Joan Scocco.	A motion to approve by resolution the joint agreement with the Monmouth County Workforce Development Incumbent Worker Training was made by Trustee S. Brennan and seconded by Trustee Walker. Motion passed.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Dr. Scocco described that the partnership will provide training to support economic sustainability for county employers and their employees. The goals of the training are to make the business and their employees more competitive, to help prevent potential layoffs, and to upskill the employees.</p> <p>Lawrence Sternbach elaborated that this partnership is about making a commitment to support our business community, especially in light of the economic and health crisis that we are all living through. He said that we are taking this opportunity to pivot towards recovery. He felt that Brookdale offers the perfect partnership in helping them to connect with employers, customizing programs that can meet their needs and providing experienced instructors that can deliver these programs, and enhance the skills of our workforce.</p> <p>Commissioner Sue Kiley, the liaison to the Workforce Development Board, felt privileged to join the meeting tonight and thanked everyone for partnering together to make this program possible.</p> <p>Director Thomas Arnone thanked everyone for working together to make this program available to the businesses in Monmouth County.</p> <p>A. Approval of Monmouth County Workforce Development Incumbent Worker MOU</p>	<p>YES: Trustees Abby-White, L. Brennan, S. Brennan, Davis, Ferraro, Kaufmann, Rambaud, Richens, Walker and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of Dr. Stout's Employment Contract</p>	<p>A motion to approve by resolution to extend employment of Dr. David</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Chair Cram read the resolution (Attachment A)</p> <p>Trustee Abby-White said as a member of the Board it is an honor to serve with him and was very appreciative of his leadership role at the College.</p> <p>Commissioner Kiley said that she has never met anyone who is more committed, not only to the College, but to the Community. She has been delighted to work with him.</p> <p>Director Thomas Arnone, congratulated Dr. Stout on what he has accomplished since he became president, and the Boards' decision to place him in that seat. He said that all the Commissioners believe that Brookdale is in good hands and that he is making Monmouth County a better place.</p> <p>Dr. Stout thanked the Board not only for the amazing work and relationship they have developed, but also for their vote of confidence in him. He was very appreciative of their constant support, which enables him to be able to do what he does. He acknowledged his incredible colleagues at Brookdale, and noted that nothing is ever done by one person. He appreciates the opportunity to serve this institution. He thanked the Board and the Commissioners for their faith in his abilities to lead the institution.</p>	<p>Stout as President of Brookdale Community College for a three-year term commencing on July 1, 2021 and ending on June 30, 2024 was made by Trustee Richens and seconded by Trustee L. Brennan.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, L. Brennan, S. Brennan, Davis, Ferraro, Kaufmann, Rambdaud, Richens, Walker and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Acceptance of FY20 Financial Audit</p>	<p>A motion to accept the FY20 Financial Audit was made by Trustee Abby-White and seconded by Trustee Richens.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, L. Brennan, S. Brennan, Davis,</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Ferraro, Kaufmann, Rambaud, Richens, Walker and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Authorization to Present to Chaz Bono an Honorary Associate Degree at Commencement 2021</p>	<p>A motion to authorize to present Chaz Bono an Honorary Associate Degree at Commencement 2021 was made by Trustee Walker and seconded by Trustee Davis.</p> <p>Motion passed.</p>	
<p>Approval of Automotive Technician Academic Credit Certificate of Achievement</p> <p>Chair Cram announced that this certificate was approved last month, but due to a typographical error, the resolution needs to be brought forward again for approval. The original resolution indicated that you needed 41 credits to earn the certificate, but 43 credits is necessary to earn the Automotive Technician Academic Credit Certificate of Achievement.</p>	<p>A motion to approve the Automotive Technician Academic Credit Certificate of Achievement was made by Trustee Kaufmann and seconded by Trustee Rambaud.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, L. Brennan, S. Brennan, Davis, Ferraro, Kaufmann, Rambaud, Richens, Walker and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Lodging of 2.2000 Stormwater</p>	<p>A motion to lodge policy</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Management Policy	<p>2.2000 Stormwater Management Policy was made by Trustee S. Brennan and seconded by Trustee Richens.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, L. Brennan, S. Brennan, Davis, Ferraro, Kaufmann, Rambaud, Richens, Walker and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Approval of 2.9003 Social Media Policy	<p>A motion to approve the 2.9003 Social Media Policy was made by Trustee S. Brennan and seconded by Trustee Ferraro.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, L. Brennan, S. Brennan, Davis, Ferraro, Kaufmann, Rambaud, Richens, Walker and Chair Cram</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Public Comment – No public comment was made and Ms. Gruskos confirmed that no written public comments were received.		
Old/New Business - No old or new business was discussed.		
Resolution to Hold a Closed Meeting	A motion to approve by	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Mr. Jacobs read the resolution (<i>Attachment B</i>) to hold a closed executive session.	resolution to hold an executive session was made by Trustee Richens and seconded by Trustee Abby-White.	
Motion to Re-Open the Meeting to the Public	A motion to re-open the meeting to the public was made by Trustee Davis and seconded by Trustee Richens.	
Adjournment Meeting adjourned at 7:44 PM	A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Davis.	

Attachment A – Minutes of Board of Trustees Public Business Meeting – March 23, 2021

RESOLUTION OF THE BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES RENEWING THE SERVICES AND RATIFYING EMPLOYMENT AGREEMENT FOR DR. DAVID STOUT

WHEREAS, pursuant to N.J.S.A. 18A:64A-12(e), the board of trustees of a county college is empowered to appoint and fix compensation and term of office of a president of a college, who shall be the chief executive officer of the college and an ex officio member of the board of trustees; and

WHEREAS, as a result of the search process conducted in 2018, the Board of Trustees (“Board”) determined that Dr. David M. Stout (“Dr. Stout”), possessed the necessary skills and qualifications to serve as President of Brookdale Community College (“College”) and to lead the College into the future; and

WHEREAS, Dr. Stout was appointed to the office of President of Brookdale Community College for a three (3) year term on May 15, 2018; and

WHEREAS, as a result of and in recognition of Dr. Stout’s exemplified leadership, vision, extraordinary work ethic and positive performance reviews, the Board has determined that Dr. Stout, possesses the necessary skills and qualifications to continue to serve as President of the College and to lead the College into the future; and

WHEREAS, the Board of Trustees of Brookdale Community College (“Brookdale”) has determined that it is in the best interests of the College, its students, the college community and the residents of Monmouth County to retain Dr. Stout to continue to serve as President of Brookdale; and

WHEREAS, The Board and Dr. Stout have negotiated an Employment Agreement for the extension of the President’s employment for an additional three (3) year term commencing July 1, 2021;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College as follows:

1. The Board of Trustees hereby agrees to extend the employment of Dr. David M. Stout as President of Brookdale Community College for a three (3) year term commencing on July 1, 2021 and ending on June 30, 2024.
2. The Board of Trustees hereby approves and ratifies the Employment Agreement negotiated between the parties upon the terms set forth therein.
3. The Chairman of the Board is hereby authorized and directed to execute and deliver said Employment Agreement on behalf of the Board.

BROOKDALE COMMUNITY COLLEGE

Date adopted: March 23, 2021

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 6 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 23, 2021 at approximately 7:05 PM** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

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

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

RESOLUTION
Approved: March 23, 2021

☒ "(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 – **update on labor negotiations**

☒ "(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 – **a matter concerning the real estate needs to support our student body**

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

☒ "(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: **potential litigation with Follett, attorney client privilege on an issue with a contractor and contract negotiations with Monmouth Ocean Foundation, litigation with a student**

☐ "(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.

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

RESOLUTION
Approved: March 23, 2021

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

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

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

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

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

RESOLUTION
Approved: March 23, 2021

2.1 Application for Grants

Executive Summary

A. New Jersey Office of the Secretary of Higher Education

Program Title: Governor's Emergency Education Relief Funds II (GEERF II) Grants:
Opportunity Meets Innovation Challenge Grant

Short Title: OMIC

Goal/Purpose: Funding will enable the College to offer high school juniors and seniors a new and expanded on-ramp to college that will better address the needs of underserved and minority students. The College will develop the "Liberal Arts College Pathway" by modifying and enhancing its traditional Dual Enrollment (DE) programs. The new College Pathway program will target students and high schools in economically hard-hit areas of Monmouth County. The need for additional services for these vulnerable populations has been made more urgent by the economic and cultural impact of COVID-19. Under this project, the College will develop a cohesive structure for DE students to earn up to 30 college credits but will also include supports such as a required college success seminar and career exploration for students to explore career choices. Additional supports, unique to this proposed program, will include intentional advising and student mentoring.

Program Administrator: Dr. Sarah McElroy, Executive Director Career & Transfer Pathways

Total \$Requested: \$374,460, and does not require a match from the college.

Date Submitted: April 2, 2021

B. National Security Agency (NSA): National Center of Academic Excellence-Community

Program Title: Cybersecurity Education Innovation: Curriculum to Augment the NCAE K12 RING Project

Short Title: Curriculum to Augment K-12 Regions Investing in the Next Generation (RING)

Goal/Purpose: Funding will enable the College to develop and disseminate new content to augment the RING (Regions Investing in the Next Generation) project funded by the NSA. The deliverables for this project include: A cloud-based HTML5 RING cybersecurity career orientation 2D virtual experience, fifteen RING cybersecurity labs integrated into the RING 3D/2D virtual environments, thirty interactive activities to supplement the current RING curriculum, and a K12 student interactive cybersecurity capstone exercise and assessment tools.

Brookdale will serve as the lead for this project working in collaboration with partners Moraine Valley Community College, University of Alabama, Huntsville, the California State University San Bernardino and Sinclair Community. All participating institutions have experience working with middle and high school education.

Program Administrator: Professor Mike Qaissaunee, Engineering and Technology Department Chair

Total \$Requested: \$405,386, and does not require a match from the college.

Duration: One-year project

Date Submitted: April 12, 2021

C. Sinclair Community College Subaward (Funding Source: National Security Agency: National Center of Academic Excellence-Community)

Program Title: Cybersecurity Education Innovation: Increase Capacity for NCAE K12 Regions Investing in the Next Generation (RING) Project

Short Title: Curriculum to Augment K-12 Regions Investing in the Next Generation (RING)

Goal/Purpose: Brookdale partnered with Sinclair Community College (as lead), San Antonio College, Moraine Valley Community College, and Florida State College at Jacksonville to develop a cost-effective and sustainable RING Virtual Teaching and Learning (RING-VTL) environment that will equitably serve all high school students, including under-resourced and rural schools often lacking high-end computing systems and high-speed Internet access. This project addresses the challenges faced by schools in the “digital divide,” through a web-based solution that runs on minimal hardware (such as a Chromebook), and will not require school districts to purchase any new software or technical support. The objectives for the entire project are:

1. Involve 30 CAE schools that will use a common RING-VTL environment to onboard high school educators.
2. Create a community of five, state-level, public cyber ranges committed to hosting the RING-VTL and supporting student and teacher use.
3. Engage 400 high school teachers in an orientation session about accessing the RING framework on the RING-VTL environment

Each partner has a significant virtual environment that currently serves over 75 high schools collectively from across the country and each school is poised to roll out the new RING content to their existing K12 partners.

Program Administrator: Mike Quassaunee, Engineering and Technology Department Chair

Total \$Requested: \$341,388* and does not require a match from the college.

*optional third year at \$152,041

Duration: Two-year sub award

Date Submitted: April 7, 2021

April 27, 2021: Director of Grants and Institutional Development, Laura Quassaunee

D. National Science Foundation (NSF)**Program Title:** S-STEMack 3: Design & Development (Multi-Institution Consortia)**Short Title:** S-STEM Track 3

Goal/Purpose: Brookdale submitted a collaborative proposal with Kean University (lead agency), Fairleigh Dickinson University, and Union County College to respond to areas of national need in cybersecurity and data science by increasing the number of academically talented, financially needy students graduating with undergraduate and graduate degrees in Computer Science and Information Technology. The project will also build regional workforce strength and contribute to the knowledge base on student competence and belonging. A total of 256 students will benefit, receiving a scholarship to complete a degree at a community college or a university, majoring in CS or IT.

Program objectives include scholarship support for students, at least 50% of whom will be from underrepresented minority groups in the CS and IT professions, undergraduate research and/or professional experience opportunities prior to graduation, at least 70% of the students will attain jobs in NJ or elsewhere, and the remaining 30% of the students will pursue either professional employment or graduate studies, and generation of new knowledge through research on economic realities for students and impact on career trajectories in cybersecurity and data science.

Program Administrator(s): Mike Qaissaunee, Engineering and Technology Department Chair in collaboration with Peter Geiselman Assistant Professor from Compute Science

Total \$Requested: (Collaborative Budget-Brookdale only) **\$633,935** with \$492,000 (or 78%) to be used for cybersecurity and computer science student scholarships. Does not require a match from the college.

Duration: five-year project

Date Submitted: April 12, 2021

E. Office of the Secretary of Higher Education**Program Title:** Hunger-Free Campus Grant Program**Short Title:** Hunger Free-Helping Hands Lounge

Goal/Purpose: Funding will support the hiring of one N4 Associate to assist with daily operations of the Helping Hands Lounge, part-time over a two year period; the creation of a task force to identify strategies that will ensure recurring food donations; the purchase of vendor gift cards to provide to students who are in need of food and other items; raise student awareness about social services available on campus; sustain existing partnerships; ensure a continuous pool of volunteers are recruited to staff and operate the Lounge; and provide training for staff, volunteers and students in best practices for operating a food pantry.

Program Administrator: Dr. Charanne Smith, Director of Student Basic Needs**Total \$Requested:** \$60,791 and does not require a match from the college.**Date Submitted:** April 12, 2021**Recommendation:**

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

**1.51 Acceptance of Gifts
Background**

Board Policy 2.0000 provides that the President may accept unconditional gifts for the College and that acceptance of such gifts shall be reported to the Board of Trustees each month.

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

The following gift has been accepted and acknowledged for Brookdale Community College by the President:

DATE	DONOR	ITEM
March 16, 2021	RKE Athletic 1600 NJ-71 Belmar, NJ 07719	Donation of Dry-Fit t-shirts to be utilized by the Baseball team.
April 1, 2021	Mr. Walter O'Neil Local Supporter Does not wish to provide an address	Donation of jackets and socks to be utilized by the Men's Basketball team.

*4.2 Purchases in Excess of \$36,400 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 \$36,400. These proposed contracts have been bid in accordance with "County College Contracts Law," N.J.S. Chapter 64A-Title 18A, and Board of Trustees' Policy No. 4.2000, are under State contract or are legal exceptions to the Public Contracts Law.

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held April 20, 2021.

April 27, 2021: Vice President Finance & Operations, Teresa Manfreda

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$36,400, or purchases with a combined total in excess of \$36,400; and

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

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

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

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

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

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

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

Agenda for Purchases in Excess of \$36,400
April 27, 2021

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Auxiliary				
1	Able Mechanical Inc.	Commercial Kitchen Equipment Repair Services, Bid No. 21-13 (FY22) / Notice was sent to 4 vendors, received 1 reply. This is the 1st year of the contract with an option for a 2nd year renewal for commercial kitchen equipment repair services. This contract is funded by the Dining Services Budget. FY21 YTD \$19,089.	Bid	\$ 30,000.00 *
Cares/CRRSAA				
2	NurseTim Inc.	Virtual Clinical Simulation Software (FY22) / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This contract is for the purchase of virtual clinical simulation software licenses for Nursing students for Fall and Spring semesters. This contract is funded by the CARES Act/CRRSAA.	Exempt	\$ 54,000.00 *
3	EFS LLC	Acrylic Panel Barriers / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply, delivery and installation of acrylic barriers for various offices on the Lincroft Campus. This contract is funded by the Cares Act/CRRSAA.	Exempt	\$ 55,000.00 *
Chapter 12				
4	Grainger Inc.	Air Pack and Face Masks/ Exempt 18A:64A.25.9 (NJ State Contract). This State Contract is for the supply and delivery of an emergency air pack and face masks for the boiler room in the Central Utility Plant to meet PEOSHA safety requirements. This contract is funded by Chapter 12.	Exempt	\$ 14,126.06
5	Automated Building Controls, Inc.	Building Automation and Control System Service, Maintenance and T&M, Bid No. 20-37 / This contract is for the replacement of an air handler unit in the MAC Building and a rooftop unit at Gorman Hall. This contract is funded by Chapter 12.	Bid	\$ 6,098.56

6	Oliver Fire Protection & Security	Fire Suppression Services, Bid No. 19-23 / This contract is for fire suppression services at the MAN Building, Long Branch and Freehold Regional Locations. This contract is funded by Chapter 12.	Bid	\$ 51,255.00	
7	MTB, LLC	Roof Related Projects, Lincroft Campus, Bid No. 21-07 / Notice was sent to 25 vendors, received 3 replies. This contract is for roof related projects for various buildings on the Lincroft Campus and is funded by Chapter 12.	Bid	\$ 1,344,400.00	
8	T&M Associates	Professional Architectural and Engineering Services, RFQ No. 03-2021 / This contract is for professional architectural, engineering and consulting services for the rehabilitation of the MAN Building's rear entrance vestibule slab. This contract is funded by Chapter 12.	RFQ	\$ 46,300.00	
9	Posen Architects	Professional Architectural and Engineering Services, RFQ No. 03-2021 / This contract is for professional architectural, engineering and consulting services for the renovation of the former bookstore to a Wellness Center. This contract is funded by the Foundation and Chapter 12.	RFQ	\$ 90,000.00	
10	Garden State Sealing, Inc.	Milling and Paving Services, Parking Lot 1 / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for milling, paving, and striping services for Parking Lot 1. It also includes the installation of new curbs and storm drains. This contract is funded by Chapter 12.	Exempt	\$ 1,016,608.82	
Operating					
11	Holmes Corporation	Textbooks / Exempt 18:64A-25.5.a.(6) (Textbooks). This contract is for the supply and delivery of textbooks for the Project Management Certificate and Facility Management Professional (FMP) courses during the Summer Session and is funded by CPS Revenue Generating Programs.	Exempt	\$ 17,500.00	*
12	Innovative Interfaces, Inc.	Annual Millennium Maintenance (FY22) / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This annual 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. The annual license covers any upgrades, fixes and new releases. This contract is funded by the Library Budget. FY21 \$43,132.	Exempt	\$ 45,500.00	*

13	Ebsco Subscription Services	Subscription Services (FY22) 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. 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. FY21 YTD \$29,452.	Exempt	\$	34,000.00	*
14	Yankee Book Peddler	Library Books (FY22) / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This contract is for the purchase of books and e-books and is funded by the Library Budget. FY21 YTD \$13,249.	Exempt	\$	35,000.00	*
15	N.J. Institute of Technology/ NJEDGE.Net	Electronic Library Resource Licenses (FY22) / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This annual contract supplies electronic library resources used by our students for their 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. FY21 \$46,667.	Exempt	\$	67,200.00	*
16	West Publishing Corporation /Thomson Reuters	Subscription Services and Books (FY22) / Exempt 18:64A-25.5.a.(6) (Library materials). This contract is for subscription services and books for material used by the Paralegal Program and the Library. This service includes printed updates to the NJ Practice Collection as they are released, as well as online access to a large variety of law materials beyond those related to New Jersey. This contract is funded by the Library Budget. FY21 YTD \$10,545.	Exempt	\$	18,000.00	*
17	Amazon Business	Books and Miscellaneous Merchandise (FY22) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the purchase of books and miscellaneous merchandise college-wide and is funded by various departmental budgets.	Exempt	\$	50,000.00	*
18	CDW Government LLC	Computers / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of Lenovo computers and products and is funded by the IT Budget.	Exempt	\$	150,000.00	*

19	Apple Inc.	Computers / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of Apple computers and products and is funded by the IT Budget.	Exempt	\$	20,000.00	*
20	Rave Mobile Safety Alertus Technologies LLC	Emergency Alert Services, RFP No. 11-20 (FY22) / This is the 2nd year of the contract with an option for a 3rd year renewal for emergency alert services and is funded by the Institutional Marketing Budget. FY21 \$25,950.	RFP	\$	25,950.00	
21	Delta Dental	Dental Insurance (FY22) / Exempt 18A:64A-25.5.a.(11) (Insurance). This is the 2nd year of the contract with an option for a 3rd year renewal 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 \$73,000 for the additional coverage. This is estimated for reference, as monthly payments vary on employee headcount. This FY22 contract reflects a 0% increase from FY21. FY21 YTD \$277,078.	Exempt	\$	420,000.00	*
22	College APP	Student Recruitment Software / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This contract is for the purchase of a database platform to identify and target prospective students by creating predictive scores for individuals in a population based upon their probabilistic intent for enrolling in education and training programs. This contract is funded by the Operating Budget.	Exempt		NTE \$30,000	
23	ARC Document Solutions, LLC	Banners & Signage, Bid No. 21-14 (FY22) / Notice was sent to 19 vendors, received 1 reply. This is the 1st year of the contract with an option for a 2nd year renewal for banners and signage and is funded by various departmental budgets. FY21 YTD \$21,072.	Bid	\$	50,000.00	*
24	Harring Fire Protection LLC	Fire Suppression Services, Bid No. 21-09 (FY22) / Notice was sent to 7 vendors, received 4 replies. This is the 1st year of the contract with an option for a 2nd year renewal for fire suppression services and is funded by the Facilities Budget. FY21 YTD \$55,943.	Bid	\$	75,000.00	*

25	Magic Touch Construction Co., Inc.	Masonry Services T&M, Bid No. 21-11 (FY22) / Notice was sent to 9 vendors, received 2 replies. This is the 1st year of the contract with an option for a 2nd year renewal for masonry services and is funded by the Facilities Budget. FY21 YTD \$0.	Bid	\$	25,000.00 *
26		Plumbing Services T&M, Bid No. 21-10 (FY22) / Notice was sent to 3 vendors. Purchasing did not receive any bids; therefore, this bid is rejected. This will go back out to bid in May.	Bid		

* Estimated expense based on historical data

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

4.2b *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending March 31, 2021, which totaled \$3,110,756.84. This summarizes all payment transactions of the College and includes payments made on previously approved purchase orders as well as travel expenses and varied monthly expenses in accordance with collective bargaining contracts.

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held April 20, 2021

April 27, 2021: Vice President Finance & Operations, Teresa Manfreda

4.1 *Financial Report*

The following is the Financial Report for the month ending February 28, 2021.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting April 20, 2021.

April 27, 2021: Vice President Finance & Operations, Teresa Manfreda

Financial Overview at February 28, 2021

Any reference to budget in the following financial information represents the annual FY21 budget. February 2021 is the eighth month of the current fiscal year. Generally, when comparing year-to-date financial results to budget, February represents 66.7% of the annual budget. The following financial summary provides an overview of year-to-date February 2021 financial performance compared to FY21 budget, and to the same period last year.

Revenue:

Compared to Budget

Total revenues for the eight months through February 2021 were \$63.3M and represents 77.4% of the FY21 budget of \$81.8M.

Compared to Prior Year

Operating revenue as of February 28, 2021, was 9.8% lower than the same time last year.

Expenditures:

Compared to Budget

Total operating expenditures through February 2021 were \$40.9M of the \$76.5M FY21 budget. Year to date February expenses represent 53.4% of the FY21 budget. As previously noted, eight months represents 66.7% of our fiscal year and should serve as a point of reference when comparing actuals to budget.

Compared to Prior Year

Total operating expenses for the same period of time last year were \$40.1M compared to \$44.6M this year indicating a reduction of operating costs of \$3.8M.

Cash Balance:

As of February 28, 2021, the College's balance of cash in the bank was \$32M, which represents a \$6.8M increase over last year. For the eight months through February, the average monthly balance of cash was \$25.3M compared to \$18.3M last year.

Brookdale Community College
Current Year vs Prior Year
For the month ending February 28, 2021

	02/28/21	02/28/20	Change	% Change
Operating Revenue				
State of New Jersey	\$ 5,418,959	\$ 6,903,476	\$ (1,484,517)	-21.5%
County of Monmouth	13,351,346	13,351,346	-	0.0%
Student tuition	32,905,123	35,396,996	(2,491,873)	-7.0%
Fees	10,089,058	11,463,089	(1,374,031)	-12.0%
Continuing & Professional Studies	1,234,685	2,914,511	(1,679,826)	-57.6%
Miscellaneous	300,584	144,731	155,853	107.7%
	\$ 63,299,755	\$ 70,174,149	\$ (6,874,394)	-9.8%
Operating Expenditures				
Academic Affairs	\$ 16,676,144	\$ 18,320,786	\$ 1,644,642	9.0%
Benefits	7,916,508	8,629,058	712,550	8.3%
Finance & Operations	5,254,814	5,550,976	296,162	5.3%
Student Success Division	3,354,316	3,459,798	105,482	3.0%
General Expenses	2,720,401	2,458,675	(261,726)	-10.6%
Continuing & Professional Studies	1,265,938	2,050,100	784,162	38.2%
Utilities	1,101,168	1,308,040	206,872	15.8%
Human Resources & Safety	1,140,212	1,384,005	243,793	17.6%
Planning & Inst. Effectiveness	263,575	252,161	(11,414)	-4.5%
President & BOT	309,202	426,450	117,248	27.5%
Advancement Division	854,218	793,143	(61,075)	-7.7%
	\$ 40,856,496	\$ 44,633,192	\$ 3,776,696	8.5%
Net income/(loss) - Operating	\$ 22,443,259	\$ 25,540,957	\$ (3,097,698)	
Auxiliary				
Receipts	\$ 298,045	\$ 1,167,146	\$ (869,101)	-74.5%
Disbursements	588,693	1,038,786	450,093	43.3%
Net income/(loss)- Auxiliary	\$ (290,648)	\$ 128,360	\$ (419,008)	-326.4%

**FY21 Spring Semester Financial Forecast
April 27, 2021**

The Brookdale Community College FY21 operating budget approved by the Board of Trustees on February 18, 2020, was based on projected revenues and expenditures. Of the three primary revenue streams (tuition, State aid, and County aid), only County aid is static at this time. Tuition revenue and State aid are enrollment dependent.

The College is in its second year of State aid reduction due to the Coronavirus Pandemic. In addition to the unpredictability of enrollment, the College shifted the majority of course offerings to an online format at the in-County rate, which resulted in the loss of revenue from out-of-County and out-of-State tuition. The College was awarded HEERF funding and utilized it to offset the revenue losses and provided support for the additional expenses incurred due to the pandemic.

The following highlights significant budget adjustments:

Revenue	Variance	Explanation of Variance
State appropriation	\$ (1,573,101)	Reduction on FY21 State appropriation due to COVID-19
Tuition and fees	(3,218,582)	Enrollment decline/revenue loss
Tuition Summer III	74,654	HEERF I (CARES)
Tuition Fall	1,270,794	HEERF I (CARES)
Tuition Spring	1,484,821	HEERF II (CRRSAA)
Continuing Professional Studies	(1,640,161)	Revenue decline net stimulus offset
Other	(339,500)	Revenue decline: International center, interest income, indirect recovery
Total revenue increase/(decrease):	\$ (3,941,075)	
Expenses	Variance	Explanation of Variance
Operating expenses	\$ 388,947	Increase in snow removal, offset by savings in other expenses (part-time help, office supplies, travel, utilities, etc)
Part-time instructional	(750,000)	Adjunct salaries
Full-time positions	(1,400,931)	Vacancies/reorganization of positions/deferred or eliminated positions
Benefits	(2,041,083)	Health, dental, pension, tuition reimbursement
Continuing Professional Studies	(1,183,096)	All CPS expenses
COVID Response Team	(1,089,904)	Positions transferred to COVID Response Team
General institutional expenses	65,356	Increase in tuition waivers, offset by savings in other expenses (overnight travel, postage, consultant fees, etc.)
Total expense increase/(decrease):	\$ (6,010,711)	
Net adjustment to FY21 budget: Revenue less Expenses	\$ 2,069,636	

April 27, 2021: Vice President Finance & Operations, Teresa Manfreda

Brookdale Community College
FTE Enrollment Projection
FY21

FTE by term	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY21 Projected
Summer III Term						
Total Summer III terms	256	232	219	222	209	249
Fall Terms:						
Fall -11	185	155	189	163	154	168
Fall - regular, 7A&7B	4,152	4,042	3,751	3,573	3,397	3,251
Total Fall terms	4,337	4,197	3,940	3,736	3,551	3,419
Winterim & Spring Terms:						
Winterim	54	53	48	54	44	62
Spring -11	169	161	117	118	174	185
Spring - regular, 7A&7B	3,661	3,535	3,345	3,200	2,978	2,679
Total Winterim & Spring terms	3,884	3,749	3,510	3,372	3,196	2,926
Summer Terms:						
Summer I	395	371	343	328	312	378
Summer II	365	380	351	346	321	399
Total Summer I & II terms	760	751	694	674	633	777
Total Credit FTE	9,237	8,929	8,363	8,004	7,589	7,371
% Change	-5.92%	-3.33%	-6.34%	-4.29%	-5.18%	-7.91%
Non-Fundable FTE	561	488	484	480	437	400
% Change	0.90%	-13.01%	-0.82%	-0.83%	-8.96%	-16.67%
TOTAL FTE	9,798	9,417	8,847	8,484	8,026	7,771

Brookdale Community College
Analysis and Forecast of the Operating, Auxiliary, & Capital Funds
Positions at February 28, 2021

	FY21 Budget	2/28/2021	Increase/ (Decrease)	FY21 Projected
Operating				
Revenues:				
Tuition	\$ 36,074,791	32,905,123	176,202	\$ 36,250,993
State	10,285,798	5,418,959	(1,573,101)	8,712,697
County	20,027,019	13,351,346	-	20,027,019
Fees	11,290,301	10,089,058	(564,515)	10,725,786
Continuing & Professional Studies	3,450,000	1,234,685	(1,640,161)	1,809,839
Other income	689,500	300,584	(339,500)	350,000
Total revenue	\$ 81,817,409	63,299,755	(3,941,075)	\$ 77,876,334
Expenditures:				
Academic Affairs	31,212,851	16,676,144	(1,680,493)	29,532,358
Benefits	15,704,750	7,916,508	(2,041,084)	13,663,667
Finance & Operations	9,040,540	5,254,814	373,293	9,413,833
Student Success Division	6,641,088	3,354,316	(897,296)	5,743,792
General expenses	4,168,080	2,720,401	65,356	4,233,436
Continuing & Professional Studies	2,993,066	1,265,938	(1,183,096)	1,809,970
Utilities	2,208,377	1,101,168	(100,000)	2,108,377
Human Resources & Safety	2,381,854	1,140,212	(553,442)	1,828,412
Advancement Division	1,338,369	854,218	11,251	1,349,620
Planning & Inst. Effectiveness	383,135	263,575	(2,000)	381,135
President & BOT	466,924	309,202	(3,200)	463,724
Total expenditures	\$ 76,539,034	40,856,496	(6,010,711)	\$ 70,528,324
Other cash requirements:				
Debt principal	1,655,000	1,655,000	-	1,655,000
Interest expense	1,328,375	791,815	-	1,328,375
Technology	2,295,000	1,455,268	-	2,295,000
	\$ 5,278,375	3,902,083	-	\$ 5,278,375
Excess revenue/expenditures projected				\$ 2,069,636
Auxiliary				
Receipts	1,087,214	298,045	(980,107)	547,393
Disbursements	2,004,374	588,693	(1,010,112)	785,000
Profit/(loss) auxiliary	\$ (917,160)	(290,648)	30,005	\$ (237,607)
Excess revenue/expenditures projected				\$ (237,607)
Capital				
Revenues:				
State Chapter 12	2,900,000	1,363,236	-	2,900,000
County	2,900,000	1,363,236	-	2,900,000
Risk Management	-	244,310	400,000	400,000
Total revenue	\$ 5,800,000	2,970,782	400,000	\$ 6,200,000
Expenditures:				
State Chapter 12	\$ 2,900,000	1,363,236	-	\$ 2,900,000
County Chapter 12	2,900,000	1,363,236	-	2,900,000
Risk Management	-	118,635	460,000	460,000
Total expenditures	\$ 5,800,000	2,845,107	460,000	\$ 6,260,000
Excess revenue/expenditures projected				\$ (60,000)
Total excess revenue/expenditures all funds projected				\$ 1,772,029

April 8, 2021

BROOKDALE COMMUNITY COLLEGE PROJECTS

A. CONSTRUCTION PROJECTS - CHAPTER 12 FUNDS – MANAGED BY T&M

1) ATHLETIC FIELDS/LINCROFT CAMPUS

A project to reconstruct the baseball and softball field as well as rehabilitate the soccer field was awarded to Precise Construction in the amount of \$2,335,609.75. The project will provide for the installation of subsurface drainage and irrigation system, replacing dugouts and bleachers and leveling of the fields.

Bleacher replacement is currently under construction. Field contractor was on site March 6, 2021 to address deficient items and a follow up punch list is being prepared.

2) LIFE SAFETY AND ADDITIONAL LIGHTING

VA Electrical Contractor LLC was awarded a contract in the amount of \$377,000.00 for the replacement of emergency lighting and battery back-ups and to provide additional lighting efficiencies.

It is not desired to have the contractor continue with any work on campus. Brookdale is reviewing the work completed to date to develop a remedial scope and either seek its own contractor or have the bonding company do the work.

3) SALT STORAGE BUILDING

The college is required to provide a permanent salt storage facility in order to comply with NJDEP regulations and the BOT approved procuring the fabric structure through Sourcewell Cooperative at a cost of \$144,015.85 from Clear Span for a 35 by 30 fully enclosed salt storage building. The concrete pad for the structure was publicly bid and subsequently awarded to United Terrain Group at a cost of \$75,070.00.

Precision Door has been notified that one damaged slat was not replaced.

B. CONSTRUCTION PROJECTS – CHAPTER 12 – MANAGED BY COLLEGE

1) ATEC RETAINING WALL

Suburban Consulting Engineers (SCE) was awarded the design work for the retaining wall and additional drainage. Work at the BOT on July 28, 2020 in the amount of \$43,700.00

Final plans have been submitted to Facilities for review prior to establishing a bid date.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

2) ROOF REPAIRS – PHASE 3

FVHD was awarded a contract in the amount of \$74,500.00 to design Phase 3 of the roof replacement and repair project at the BOT meeting of September 22, 2020.

Bid were opened on April 6, 202 and MTB was the apparent low bidder. FVHD is currently reviewing for anticipated award at the April BOT.

3) SECURITY CAMERA AND SURVEILLANCE SYSTEM

This work is being coordinated by the IT Department. SHI is the general contractor. Their bid in the amount of \$1,023,470.99 was approved at the BOT on June 23, 2020. Total contract amount including equipment is \$1,334,872.72. Project consists of security camera installation at the Lincroft, Freehold, Hazlett, and Long Branch campuses.

Long Branch and Hazlet camera install has been completed, Freehold nearly complete. Contractor continues to install Lincroft wiring. Datacenter infrastructure install is underway.

4) LIGHTNING PROTECTION SYSTEM

At the BOT meeting of October 27, 2020, USA Architects was awarded a contract for the design of lightning protection system on the Lincroft Campus in the amount of \$68,440.00.

The project is currently out to bid. A pre-bid meeting is being held on April 19, 2021 and the anticipated bid date is May 5, 2021.

5) LOT 1 PAVING

The project consists of paving Lot 1 in its entirety including the access roads to CVA and the Monmouth Museum.

A Cooperative quote was submitted by Gordian through Education Commission Services of New Jersey in the amount of \$1,016,608.82. Phasing of the project will have to be further considered as there may be changes in use to the lower lot in the future.

6) GORMAN HALL SOUTH REHABILITATION

Posen Architects has been retained to prepare plans for the rehabilitation of Gorman Hall South. The plans will be utilized for submission to Pursuing Our Children's Future Bond Act funding.

Architectural plans were submitted with the grant application under the bond act. Response to the grant submission is expected in June or July.

Le: BROOKDALE COMMUNITY COLLEGE PROJECTS

7) CVA ROOFING PROJECT

Project is currently being scoped out by Brookdale Facilities.

2) DESIGN/STUDIES/REPORTS

1. MAN REAR VESIBULE SLAB LEAKAGE

T&M investigated the vestibule slab at the rear of the Man building. The slab is poorly pitched and water leakage into the building is an issue. An inspection summary was issued reviewing the existing conditions of concern. T&M will issue a report after reviewing the structural drawings for the vestibule.

T&M has reviewed available drawings and has provided a proposal for the design for consideration.

2. POWER PLANT GENERATOR UPGRADE

In order to maintain operations within the RAC and SLC during an emergency the power plant emergency generator will need to be upgraded. T&M has reviewed the site with facilities.

Upgrade to the generator would allow for cooling to the designated Monmouth County shelter located in the Collins Arena. As this is a project spearheaded by Monmouth County, the County is currently considering options for generator upgrade.



Raymond W. Savacool, P.E.
Engineer of Record

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**

Adler's Pharmacy

AHS Hospital Corporation (Morristown)

Arthritis and Osteoporosis Associates, P.A.

AtlantcCare Regional Medical Center

Brielle OBGYN (Manasquan)

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

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

CentraState Pulmonary Medicine

CVS Health Inc.

Deborah Medical Center (*Respiratory Care Only*)

eMedical Urgent Care (Middletown)

Food Emporium

Hackensack Meridian Health:

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

Hope Academy

Immediate Care Walk-In Management, LLC

IPPC Pharmacy

JFK Medical Center

Marlboro Podiatry Center

Massage Envy

Memorial Sloan Kettering Hospital

Monmouth Cardiology Associated, LLC

Monmouth County Board of Health

Monmouth Ocean Pulmonary Medicine

Morristown Medical Center, Pharmacy Services

Multi-Care Therapy Center (Somerset)

Preferred Home Health Care & Nursing Services, Inc.

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

Shrewsbury Pediatric Dentistry

Urgent Care (Freehold)

Urology Associates

VNA Health Group

Walgreens Co.

4.2a *Change Order Request*

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

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

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

This item was discussed with the President and the Finance and Facilities Committee of the Board of Trustees at a meeting held April 20, 2021.

April 27, 2021: Vice President Finance & Operations, Teresa Manfreda

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$36,400, or purchases with a combined total in excess of \$36,400; 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
Contract Modification
April 27, 2021

Vendor Name	Description	Contract Award	Change Orders Approved	Current Contract Value	Proposed C/Os	Contract Total	Proposed % Increase
1 Brightview Holdings, Inc.	Additional services for the maintenance of the baseball fields. This contract is funded by the Facilities Budget.	\$ 219,000.00	\$ -	\$ 219,000.00	\$ 41,095.17	\$ 260,095.17	19%
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		\$ 219,000.00	\$ -	\$ 219,000.00	\$ 41,095.17	\$ 260,095.17	

Brookdale Community College College Policy

2.2000 Stormwater Management Policy

I. Title of Policy

Stormwater Management Policy

II. Objective of Policy

The purpose is to ensure that stormwater management requirements and controls for all new “major development” (as defined in N.J.A.C. 7:8, as may be amended from time to time), redevelopment, construction, non-construction, ongoing maintenance and post-constructions projects on campus are as defined in this Policy.

This mechanism accomplishes the following:

1. Adapts (and incorporates by reference) for such projects that are applicable by design and for performance standards, including, maintenance requirements, and monthly inspections established under N.J.A.C. 7:8 for major development and redevelopment stormwater construction projects. All storm drains and inlets designed by state standards outlined in Attachment C: “Design Standard – Storm Drain Inlets” as outlined by the NJDEP NJPDES Public Complex Stormwater General Permit (NJG0149764); PI ID No. 222179.
2. Requirements for all such projects, in order to comply, must be designed in accordance with performance standards. All storm drain inlets are by design as per State standards.
3. Requirements for the College’s “Post-Construction Program Design Check list” as pertaining to Individual Projects must be completed before each project is approved.

III. Authority

N.J.A.C. 7:8

Water Quality Planning Act, N.J.S.A. 58:11A-1 et. seq.

Water Pollution Control Act, N.J.S.A. 58:10A-1 et. seq.

Flood Hazard Area Control Act, N.J.S.A. 58:16A-50 et. seq.

Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq.

Right to Farm Act, N.J.S.A. 4:1C-1 et seq.

New Jersey Department of Environmental Protection implemented Rules.

New Jersey Pollutant Discharge Elimination System Rules, N.J.A.C. 7:14A – 1 et. seq.

Submitted for approval: April 27, 2021

Page 1 of 3

IV. Policy Statement

A. All new development and redevelopment projects directly affecting stormwater on College property shall be evaluated for their respective applicability to the following:

1. Compliance with the applicable design and performance standards established under N.J.A.C. 7:8 for major stormwater development projects including, but not limited to:

- a. All standards that are applicable by variance or an exemption granted under N.J.A.C. 7:8; or

- b. Alternative standards may be applicable under local and Statewide Water Quality Management Plans adopted in accordance with N.J.A.C. 7:15.

2. When applicable under N.J.A.C. 7:8, an entity shall ensure adequate long-term operation and maintenance of its BMP ("Best Management Practices"). This can include but may not be limited to preparing a project maintenance plan in accordance with N.J.A.C. 7:8-5.8, where applicable.

3. All new stormwater management measures which are created in part or as a result of compliance with N.J.A.C. 7:8 must be managed and maintained in accordance with the College's Public Complex Stormwater General Permit (NJG0149764).

4. Compliance, where applicable, with standards set forth in Attachment C of the College's Public Complex Stormwater General Permit (NJG0149764) to control passage of solid and floatable materials through storm drainage inlets.

5. Projects that do not require any Department permits as outlined in:

https://www.state.nj.us/dep/dwq/public_complex/pdf/Chapter%204.pdf

B. Requirements for N.J.A.C. 7:8 are applicable to individual projects:

1. For all major development projects, the NJDEP "Post Construction Design Checklist for Individual Projects", must be completed prior to each new construction project approval.

2. This checklist has been included as an Appendix to this Policy.

Penalties

Any person who erects, constructs, alters, repairs, converts, maintains and or uses any College building, structure or land in violation of this Policy shall, in the College's sole discretion, be subject to a revocation of their construction contract as applicable

dependent upon misconducted circumstances. Unforeseeable circumstances resulting ~~due to~~ from third party ~~interference~~ actions which may include, for example, but is not limited to, unpermitted discharges to the environment are subject to disciplinary action in accordance by local and state authorities.

V. Responsibility for Implementation

President

Appendix to this Policy: NJDEP Post-Construction Program Design Checklist for Individual Projects: [Maintenance Plan](#)

Approved: Board of Trustees 4/12/2007

Revised: XX/XX/~~XXXX~~2021

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Approved: Board of Trustees 4/12/2007

Revised: XX/XX/2021

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2021 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. Hank Cram – Chair Mr. Bret Kaufmann, Vice-Chair Ms. Tracey Abby-White Ms. Suzanne Brennan Mr. Paul Crupi		<u>Finance and Facilities (5)</u> Ms. Tracey-Abby-White, Chair Mr. Bret Kaufmann Ms. Madeline Ferraro Ms. Suzanne Brennan Ms. Barbara Horl
Committees meeting 4 times per year	<u>Student Success & Educational Excellence (4)</u> Mr. Bret Kaufmann, Chair Ms. Hanna Walker Dr. Les Richens Ms. Dyese Davis Ms. Marta Rambaud	<u>Governance (4)</u> Ms. Suzanne Brennan, Chair Ms. Hanna Walker Ms. Dyese Davis Ms. Latonya Brennan	<u>Audit Committee (4)</u> Mr. Paul Crupi Chair Ms. Marta Rambaud Dr. Les Richens Ms. Latonya Brennan
Liaisons	<u>Liaisons</u> <u>Liaison to New Jersey Council of County Colleges (NJCCC)</u> Ms. Barbara Horl <u>NJCCC Trustees Ambassador</u> Ms. Barbara Horl		<u>Liaison to Brookdale Community College Foundation</u> Ms. Tracey Abby-White

* The Human Resources Committee – A committee of the whole

BROOKDALE COMMUNITY COLLEGE
2021 UPCOMING EVENTS

(Events in bold are held outside of Lincroft Campus)

DATE	EVENT	TIME	LOCATION
April 18	Open House		Robert J. Collins Arena
April 19	Student Success & Educational Excellence Committee Meeting	5:30PM	Zoom
April 20	Executive Committee Meeting	5:15PM	Zoom
April 20	Finance & Facilities Committee Meeting	5:30PM	Zoom
April 27	BOT Public Business Meeting	5:30PM	Zoom Webinar
May 11	EOF Graduation Dinner	6:30PM	Zoom
May 12	Culinary Graduation	4:00PM	Robert J. Collins Arena
May 13 & 14	Commencement	9:00AM-5:00PM	Lincroft – Drive Up Commencement
May 17	Audit Committee Meeting	6:00PM	Zoom
May 17	Nursing Pinning	6:00PM	Robert J. Collins Arena
May 18	Allied Health Pinning	4:00PM	Robert J. Collins Arena
May 18	Executive Committee Meeting	5:15PM	Zoom
May 18	Finance & Facilities Committee Meeting	5:30PM	Zoom
May 20	Foundation Board Meeting	4:00PM	Zoom
May 25	BOT Public Business Meeting	5:30PM	Zoom Webinar
June 15	Executive Committee Meeting	5:15PM	Zoom
June 15	Finance & Facilities Committee Meeting	5:30PM	Zoom
June 17	Foundation Board Meeting	4:00PM	Zoom
June 21	NJCCC Council Meeting	5:00PM	Zoom
June 22	BOT Public Business Meeting	5:30PM	Zoom Webinar
July 19	Scholarship Summer Bash	5:30PM	Lincroft Campus
July 20	Executive Committee Meeting	5:15PM	Zoom
July 20	Finance & Facilities Committee Meeting	5:30PM	Zoom
July 27	BOT Public Business Meeting	5:30PM	Zoom Webinar
August 17	Executive Committee Meeting	5:15PM	Zoom
August 17	Finance & Facilities Committee Meeting	5:30PM	Zoom
September 1	Convocation	9:00AM	Zoom
September 20	NJCCC Council Meeting	5:00PM	TBD
September 20	Governance Committee Meeting	5:30PM	Zoom
September 21	Executive Committee Meeting	5:15PM	Zoom
September 21	Finance & Facilities Committee Meeting	5:30PM	Zoom
September 22	Student Success & Educational Excellence Committee Meeting	5:30PM	Zoom
September 24	Education Golf Outing	All Day	Eagle Oaks Country Club
September 28	BOT Public Business Meeting	5:30PM	Zoom Webinar
October 13-16	ACCT Leadership Congress		Manchester Grand Hyatt, San Diego

DATE	EVENT	TIME	LOCATION
October 17	Fall Open House	12PM-3:00PM	TBD
October 18	Audit Committee Meeting	6:00PM	Zoom
October 19	Executive Committee Meeting	5:15PM	Zoom
October 19	Finance & Facilities Committee Meeting	5:30PM	Zoom
October 26	BOT Public Business Meeting	5:30PM	Zoom Webinar
November 8	Student Success & Educational Excellence Committee Meeting	5:30PM	Zoom
November 9	Executive Committee Meeting	5:15PM	Zoom
November 9	Finance & Facilities Committee Meeting	5:30PM	Zoom
November 10	Governance Committee Meeting	6:00PM	Zoom
November 15	NJCCC Council Meeting	5:00PM	TBD
November 16	BOT Public Business Meeting	5:30PM	Zoom Webinar
December 6	Audit Committee Meeting	6:00PM	Zoom
December 7	Executive Committee Meeting	5:15PM	Zoom
December 7	Finance & Facilities Committee Meeting	5:30PM	Zoom
December 8-10	MSCHE Annual Conference		Philadelphia, PA
December 14	BOT Public Business Meeting	5:30PM	Zoom Webinar

Brookdale Community College 2021 Upcoming Events

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2021 01/28/21

2021 Public Business Meetings (PBM)	Executive	Finance & Facilities	Governance	Student Success & Educational Excellence	Audit	Foundation
DATES/LOCATIONS Public Business Meeting 5:30 PM/ All Meetings will be held via Zoom	Shall meet prior to each regular meeting	Shall meet monthly	Shall meet a minimum of four times per year or as	Shall meet a minimum of four times per year or as needed	Shall meet a minimum of four times per year or as requested.	
Tuesday, January 26, 2021	January 19 5:15 PM	January 19 5:30 PM	January 20 5:30 PM			
Tuesday, February 23, 2021	February 16 5:15 PM	Feb. 16 5:30 PM		Feb. 17 5:30 PM	February 9 6 PM	
Tuesday, March 23, 2021	March 16 5:15 PM	March 16 5:30 PM	March 17 5:30 PM		March 8 5:30 PM	
Tuesday, April 27, 2021	April 20 5:15 PM	April 20 5:30 PM		April 19 5:30 PM		
Wednesday, May 25, 2021	May 18 5:15 PM	May 18 5:30 PM			May 17 6 PM	
Tuesday, June 22, 2021	June 15 5:15 PM	June 15 5:30 PM				
Tuesday, July 27, 2021	July 20 5:15 PM	July 20 5:30 PM				
No public business meeting	August 17 Follows F & F	August 17 5:30 PM				
Tuesday, September 28, 2021	September 21 5:15 PM	Sept. 21 5:30 PM	Sept. 20 5:30 PM	Sept 22 5:30 PM		
Tuesday, October 26, 2021	October 19 5:15 PM	October 19 5:30 PM			Oct. 18 6 PM	
Tuesday, November 16, 2021	November 9 5:15 PM	Nov. 9 5:30 PM	Nov. 10 5:30 PM	Nov. 8 5:30 PM		
Tuesday, December 14, 2021	December 7 5:15 PM	Dec. 7 5:30 PM			December 6 6 PM	

Human Resources is a Committee of the whole

V2 – Feb. Audit mtg. rescheduled for March 8