



Board of Trustees Public Business Meeting

Brookdale Community College

Warner Student Life Center, Navesink Rooms, 765 Newman Springs, Rd.,

Lincroft, NJ 07738 or Zoom Webinar

Apr 25, 2023 5:30 PM - 7:30 PM EDT

Table of Contents

I. Call to Order, Reading of Statement, Roll Call and Announcement of Procedures for

Making Public Comment

II. Pledge of Allegiance

III. Moment of Silence

IV. Adoption of Agenda

V. Swearing in of Trustee Steve Clayton

VI. County and Community Update

VII. Public Comment on Agenda Items

VIII. Approval of HR Recommendations.....5

BOT HR April 2023.docx.....5

Faculty Promotion Bios 2023.docx.....16

Tenure Bios 2023.docx.....28

Promotion Tables 2023.xlsx.....33

Performance Recognition bios 2023.docx.....39

Analysis of Performance Recognition 2023.docx.....43

Summary of Staff by Band 2023.doc.....44

Performance Recognition History 2023.xlsx.....45

IX. Recognition

A. Faculty Tenure Promotion & Recognition

1. Faculty Promotion Recognition

2. Tenure Recognition

B. Professional Staff Association Performance Recognition

X. Recess - Photos and Cake

XI. Reconvene

XII. President's Report

XIII. Approval of MOU with Monmouth Ocean Educational Services Commission - Middle College Program with Virtual High School.....	46
MOESC MOA Brief for BOT Report .docx.....	46
RESOLUTION to enter into Agreement w MOESC .docx.....	48
XIV. Approval of MOU with Kean University - University Partnership - Bachelor Degree Completion Pathway and Lease Agreement.....	50
BRIEF Kean University - University Partnership .docx.....	50
RESOLUTION Kean University.docx.....	52
XV. Approval of MOU with Penske Automobile Group - Automotive Technician Career Program.....	53
Board Brief Penske Automotive Group Brief .docx.....	53
PENSKE RESOLUTION .docx.....	54
XVI. Reports from the Board Committees and Liaisons	
A. Finance & Facilities Committee - April 18, 2023	
1. Capital Project Update	
2. Monthly Financial Reporting	
B. Student Success & Educational Excellence Committee - April 12, 2023	
C. Student's Perspective	
D. NJCCC Update	
E. Foundation Update	
XVII. Review of Consent Agenda	
*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	
XVIII. Approval of Public Business Meeting Minutes - March 28, 2023.....	55
BOT PBM Minutes March 28 2023 DRAFT 04-21-23.docx.....	55
Attachment A - BOT PBM Minutes March 28 2023.docx.....	64
Attachment B - BOT PBM Minutes March 28 2023.pdf.....	65
Attachment C - MIN BOT PBM minutes March 28 2023.pdf.....	66
XIX. Approval of Executive Session Meeting Minutes - March 28, 2023.....	69
Exec Session Min cybersecurity March 28 2023.docx.....	69
Exec Session Min Labor PSA March 28 2023 v2.docx.....	72
Attachment A Exec Session Minutes Labor Negotiations PSA.pdf.....	74
Exec Session Min Contract Hazlet March 28 2023.docx.....	75
Exec Session Min Emergency Communications March 28 2023.docx.....	77

XX. Approval of Consent Agenda

A. Submission of Grants.....	79
041223-2.1 Submission of Grants-CAT and LLNJ.docx.....	79
B. Purchases in Excess of \$37,500 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500.....	81
4-25-23 4 2.doc.....	81
C. Open Invoice Payment Requests for Vendor, Student and Employee.....	91
4-25-23 4 2c AP Check Register Summary.doc.....	91
D. Monthly Financial Reports.....	92
3-28-23 4 1 Financial Reporting.doc.....	92
E. Spring Semester Financial Forecast.....	98
FY23 Spring Semester Financial Forecast Brief.docx.....	98
F. Capital Project Update.....	99
4-25-23 Brookdale Engment Status Report at 4-7-23.pdf.....	99
4-25-23 Facilities Brief M Naparolo.docx.....	101

XXI. Approval of Contract Modification Request.....103

4-25-23 4 2b Contract Modification Request.doc.....	103
---	-----

XXII. Approval of Memorandum of Understanding with the Brookdale Community

Professional Staff Association

XXIII. Approval of Revised Policies

A. Policy 2.0000-A Solicitation, Acceptance and Deaccessioning of Gifts and/or Donations.....	106
2.0000 A Gifts and Donations Marked Up submitted for approval 4-25-23.docx.....	106
2.0000 A Gifts and Donations CLEAN submitted for approval 4-25-2023.docx.....	109
B. Policy 2.0001 Naming Rights	111
2.0001 Naming Rights Policy Marked Up submitted for approval.....	111
2.0001 Naming Rights Policy CLEAN submitted for approval 4-25-2023.docx.....	113
C. Policy 2.7000 Fundraising.....	114
2.7000-Fundraising-Marked Up submitted for approval 4-25-2023.docx.....	114
2.7000-Fundraising CLEAN submitted for approval 4-25-2023.docx.....	116
D. Policy 4.1004 Grants and Loans for Student Aid	118
4.1004 Grants and Loans for Student Aid Policy Marked Up submitted for approval 4-25-2023.docx.....	118

4.1004 Grants and Loans for Student Aid Policy CLEAN submitted for approval	
4-25-2023.docx.....	120
XXIV. Public Comment	
XXV. Old/New Business	
XXVI. Resolution to Hold a Closed Meeting	
XXVII. Motion to Re-Open the Meeting to the Public	
XXVIII. Adjournment	
XXIX. Appendix	
Board Schedule, Board Committee	

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 189 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires	Recommendations
Adjunct Faculty	1
B. Separations	Recommendations
Faculty	1
Support Staff	3
C. Reappointment of Tenured Faculty with Promotion	12 Recommendations
D. Reappointment of Non-Tenured Faculty to Tenure with Promotion	4 Recommendations
E. Reappointment of Non-Tenured Faculty	23 Recommendations
F. Reappointment of All Other Tenured Faculty	139 Recommendations
G. Performance Recognition	6 Recommendations

A. HIRES**ADJUNCT FACULTY**

1. Name: Shalini Rajakaruna
Department: Environmental Science

ADJUNCT DEGREE SUMMARY

Doctoral

1

B. SEPARATIONS**FACULTY**

1. Name: Joseph Robinson
Department: Education
Position: Professor
Action: Retirement
Effective: 5/31/23, with retirement on 6/1/23

SUPPORT STAFF

1. Name: Elizabeth Lehmann
Department: Culinary Arts
Position: Lab/Studio Assistant
Action: Retirement
Effective: 6/30/23, with retirement on 7/1/23
2. Name: Anthony Perrella
Department: Common Services
Position: Common Services Assistant
Action: Resignation
Effective: 4/21/23
3. Name: Tarin Varvar
Department: Enrollment Management
Position: Associate, Student Services
Action: Resignation
Effective: 4/4/23

C. REAPPOINTMENT OF TENURED FACULTY WITH PROMOTION – Effective 9/1/23. Supporting documentation is provided as an attachment.

1. Name: Brooke Batchler
Department: Reading & Academic Access
Position: Professor
2. Name: Michael Broek
Department: English
Position: Professor
3. Name: Nathalie Darden
Department: Mathematics
Position: Professor
4. Name: Hanli Huang
Department: Mathematics
Position: Professor
5. Name: AnnMarie Hughes
Department: Fashion Merchandising/Marketing
Position: Associate Professor
6. Name: Abdul Rahman Kamara
Department: Mathematics
Position: Associate Professor
7. Name: Michele Locandro
Department: English
Position: Associate Professor
8. Name: Susan Monroe
Department: Mathematics
Position: Professor
9. Name: Cameron Mount
Department: English
Position: Associate Professor

10. Name: Karina Ochs
Department: Mathematics
Position: Associate Professor

11. Name: Claire Smuga
Department: Fine Art
Position: Professor

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

D. REAPPOINTMENT OF NON-TENURED FACULTY TO TENURE WITH PROMOTION – Promoted to the rank of Assistant Professor, effective 9/1/23, unless otherwise indicated. Supporting documentation is provided as an attachment.

1. Name: Charlotte Cole
Department: Nursing
Effective: 1/16/24

2. Name: Caitlin Raiten
Department: Nursing

3. Name: Chad Schoonveld
Department: Culinary Arts

4. Name: Trent Welcome
Department: Graphic Design
Effective: 1/17/23

E. REAPPOINTMENT OF NON-TENURED FACULTY – Effective 9/1/23, unless otherwise indicated.

Fifth 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

Fourth Year Contracts

1. Name: Georgia Cassidy
 Department: Nursing
2. Name: Jessica Domb
 Department: Nursing
3. Name: Amy Faris
 Department: Fine Arts
4. Name: Mary Grilli
 Department: English
5. Name: Christine Hogan
 Department: Nursing

Third Year Contracts

1. Name: Maria Bouchard
 Department: Culinary
2. Name: Thomas Cancia
 Department: Nursing
 Effective: 1/16/24
3. Name: Christy DeVito
 Department: Education
 Effective: 1/16/24
4. Name: Peter Enge
 Department: Nursing

5. Name: PattyAnn Hansen
 Department: Nursing
6. Name: Ryan Kearns
 Department: Economics
7. Name: William Roll
 Department: Culinary
8. Name: William Ryan
 Department: Languages/ESL
 Date: 1/16/24
9. Name: Ceaphus Stubbs
 Department: Photography

Second Year Contracts

1. Name: Elisabeth Eittreim
 Department: History
2. Name: Bryan Cocchiara
 Department: Philosophy
3. Name: Emily Hoeflinger
 Department: English
4. Name: Theresa Kosko
 Department: Accounting
5. Name: Chelsea Rizzolo
 Department: Library

F. REAPPOINTMENT OF ALL OTHER TENURED FACULTY – Effective 9/1/23

Roseanne	Alvarez	Professor	English
Chad	Anderson	Professor	Communication Media
Ivan	Anderson	Assistant Professor	Automotive
Barbara	Baron	Professor	Speech Communication
Barbara	Barrella	Professor	Reading & Academic Access
David	Bassano	Associate Professor	History
Catherine	Blackburn	Professor	Speech Communication
Bettejane	Bolan-Kenney	Professor	English
Marc	Bonagura	Professor	English
Valerie	Bonilla	Professor	Library
Diane	Booker	Associate Professor	Nursing
Joanne	Boyd	Associate Professor	Respiratory Therapy
William	Boyke	Associate Professor	Chemistry
Mary Beth	Boylan	Professor	Psychology
Joseph	Boyle	Professor	Sociology
John	Bukovec	Professor	Theater
Sara	Burrill	Associate Professor	Psychology
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
Brent	Costleigh	Professor	Psychology
Deborah Stefania	DeBlasio	Professor	Languages/ESL
Shay	Delcurla	Professor	Library
Eugene	DeRobertis	Professor	Psychology
Richard	Dery	Assistant Professor	English
Patricia	Dillon	Professor	Biology
Samantha	Doluweera	Assistant Professor	Mathematics
Michael	Elmes	Associate Professor	Mathematics
Dara Courtney	Evans	Professor	English
Cheryl	Fencik	Associate Professor	Biology
Howard	Finkelstein	Professor	Sociology
Robert	Fiore	Assistant Professor	Mathematics

Donna	Flinn	Professor	English
Marlena	Frank	Associate Professor	Psychology
Daijuan	Gao	Associate Professor	Psychology
Peter	Geiselman	Assistant Professor	Computer Science
Geri	Girard	Associate Professor	English
Diana DelConsole	Glynn	Professor	Psychology
Eric	Goll	Professor	Chemistry
Cathleen	Goode	Professor	Counseling
Juliette	Goulet	Associate Professor	Environmental Sciences
Brandon	Gramer	Professor	English
Christine	Greco-Covington	Associate Professor	Psychology
Lisa	Hailey	Professor	Engineering & Technology
Michele	Halat	Assistant Professor	Nursing
Lawrence	Hartzell	Professor	History
Teresa	Healy	Professor	Mathematics
William Keith	Heimann	Professor	Music
Helen	Heinmets	Professor	Nursing
Stephen	Hiamang	Assistant Professor	Mathematics
Kevin	Holl	Assistant Professor	Computer Science
Eleanor	Horgan	Professor	Counseling
Alex	Idavoy	Associate Professor	Languages/ESL
Nicole	Jackson-Walker	Associate Professor	Psychology
Alexis	Jankowski	Assistant Professor	Fashion Merchandis/Marketing
Barbara	Jones	Professor	Anthropology
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
Dina	Long	Assistant Professor	English

Daniel	Lopez	Professor	Mathematics
Marie	Maber	Professor	Fine Art
Darlene	Macomber	Professor	Philosophy
Kelsey	Maki	Associate Professor	English
Elana	Maloney	Assistant Professor	English
Robert	Martens	Professor	Biology
Sabrina	Mathues	Assistant Professor	College Success
	McCullough-		
Laura	Thoms	Professor	English
Martin	McDermott	Associate Professor	Speech Communication
Brian	McKeon	Professor	Mathematics
Charles	Mencel	Associate Professor	English
Howard	Miller	Professor	Speech Communication
Diditi	Mitra	Associate Professor	Sociology
Matthew	Montemorano	Assistant Professor	Communication Media
Jonathan	Moschberger	Professor	Political Science
Sally Ann	Mulvey	Associate Professor	Mathematics
Deborah	Mura	Professor	Communication Media
Andrea	Murowski	Associate Professor	Accounting
Nicolette	Nicola	Assistant Professor	English
Dominick	Nigro	Professor	Counseling
Glenn	Noe	Professor	Mathematics
Nancy	Noe	Professor	English
Michael	Nolan	Assistant Professor	Mathematics
Brian	Oland	Professor	Psychology
Edward	O'Neill	Professor	Architecture
Andrew	Panitz	Associate Professor	Mathematics
Suzanne	Parker	Professor	English
Arianne Ross	Pathak	Assistant Professor	Mathematics
Kristen	Petersen	Assistant Professor	Biology
James	Poinsett	Assistant Professor	Mathematics
Donna M	Pope	Professor	English
Michael	Qaissaunee	Professor	Engineering & Technology
George	Reklaitis	Professor	History
Heather	Revesz	Assistant Professor	English
Thomas	Riley	Assistant Professor	Chemistry
Tara	Rostron- Lorenz	Assistant Professor	Nursing

Franklyn	Rother	Professor	Psychology
Spyro	Roubos	Assistant Professor	Mathematics
Rebecca	Rozario	Professor	Mathematics
John	Ryan	Assistant Professor	English
Jennifer	Salvo	Assistant Professor	Reading & Academic Access
Angela	Saragusa	Professor	English
Carol	Schedel	Professor	Respiratory Therapy
Kurt	Scheffler	Professor	English
Jane	Scimeca	Professor	History
Jacquelynn	Seely	Associate Professor	Criminal Justice
Prince Kweku	Sekyi	Assistant Professor	Mathematics
Linda	Servidio	Professor	Nursing
Thomas	Setaro	Professor	Computer Science
Phyllis	Shafer	Professor	Business Management
Mohammad	Shanehsaz	Professor	Engineering & Technology
Gabriela	Sprague	Associate Professor	Mathematics
Kathleen	Taggart	Assistant Professor	Radiologic Technology
Ashley	Tasy	Associate Professor	Mathematics
Lauren	Tatulli	Assistant Professor	Economics
Ana	Teodorescu	Associate Professor	Mathematics
Robert	Thomas	Associate Professor	Philosophy
Lori	Uffer	Professor	Fine Art
Christine	Vasquez	Professor	English
Thomas	Vorbach	Assistant Professor	Business Management
Nambrath Rajkumari	Wesley	Professor	Psychology
Arminda	Wey	Professor	Mathematics
David	Wiseman	Professor	Psychology
Caroline	Wong	Associate Professor	Biology
Ashley	Zampogna-Krug	Associate Professor	History
Joseph	Zavaglia	Professor	Legal Studies
Michelle Ann	Zuppe	Professor	Culinary Arts/Hospitality Mgt

G. PERFORMANCE RECOGNITION – Effective 7/1/23. Supporting documentation is provided as attachments.

1. Name: Cynthia Bradbury
Department: Humanities Office
2. Name: Daniel Hoosein
Department: Chemistry
3. Name: Kenneth McGee
Department: Teaching & Learning Center
4. Name: Jennifer Riley
Department: Chemistry
5. Name: Ahmed Said
Department: Mathematics
6. Name: Lisa Savage
Department: Continuing & Professional Studies

BROOKE T. BATCHLER

Associate Professor Brooke Batchler is recommended for promotion to Full Professor. Hired in 2008 to teach Reading and Learning Disabilities, Ms. Batchler earned a bachelor's degree in English from Randolph-Macon College and a master's degree in Reading and Language Arts from Rider University.

TEACHING EFFECTIVENESS

Ms. Batchler is a devoted instructor and an ardent supporter of student success. She pours her heart into delivering relevant and valuable pedagogy to her students, which is not always an easy task when teaching developmental level courses. Her classes bear the distinction of "globally enhanced courses (GEC)" which means students spend six plus hours a semester learning about geographical regions outside of the United States and consider issues which affect diverse populations. Ms. Batchler's effectiveness in the classroom is clear when you speak with her colleagues and students. In a Student Opinion Report, one of her students wrote *"Our professor was very passionate about this course. I am a second language student, and I could not ask for a better professor to present this course to me."*

COLLEGE SERVICE

Ms. Batchler's long-standing service to the College is substantial. She worked with the Global Citizen Project for over 10 years. She served on the Wellness Center Committee which was instrumental in bringing to life the Caroline Huber Holistic Wellness Center. Ms. Batchler serves as the Governance Student Development Committee co-chair and coordinates Foundational Studies. She served in many roles within the Brookdale Community College Faculty Association including vice president.

PROFESSIONAL DEVELOPMENT

Ms. Batchler is a member of several professional organizations like the Association for Supervision and Curriculum Development (ASCD) and the Learning Disabilities Association (LDA). Her record of professional development speaks for itself. She attended numerous training courses including Mental Health First Aid. She is currently completing an Emotional Freedom Technique (EFT) course. Ms. Batchler is headed to New York City this month for a two-day educator's conference which will address strategies to help students improve social cognition, cooperation, and belonging in the classroom.

COMMUNITY SERVICE

Ms. Batchler's community service speaks to her desire to connect to others and serve them at their level of need. This March, she co-hosted the second annual Human Library event on campus. This opportunity to "read" human books was well-received by the college community and beyond. She volunteers her free time as a crisis counselor through Crisis Text Line service. Ms. Batchler responds to people in need using active listening, problem solving, and safety planning techniques. She served in several leadership positions in her church and co-founded a women's group which promotes health and spiritual well-being.

DR. MICHAEL R. BROEK

Associate Professor Michael Broek is recommended for promotion to Full Professor. Hired in 2001 to teach English, Dr. Broek earned a bachelor's degree in English from Georgia State University, a master's degree in Poetry from Goddard College and a doctoral degree in American Literature from the University of Essex United Kingdom.

TEACHING EFFECTIVENESS

As a teacher of American literature, Dr. Broek replaced the typical literature anthology with OER materials to make the course more affordable for students. In his creative writing courses, he worked to include a diverse variety of contemporary literary voices. Working with the International Center, he developed, promoted, and co-lead three short-term Study Abroad programs, the most recent to Paris in 2022. In this program, he delivered courses that centered around the art of the Louvre, the Pompidou, the Musée D'Orsay, and the Rodin museums.

COLLEGE SERVICE

Dr. Broek was elected the Faculty Association President in 2022. As a co-adviser to the Creative Writing Club from 2015-2022, he supported student club leaders to foster an inclusive, supportive community of creative individuals. He accompanied club students to the Dodge Poetry Festival in Newark, as well as to the annual three-day conference of the Association of Writers and Writing Programs Conference. Dr. Broek hosted many writers in Brookdale's Visiting Writers series, leading discussions, and interviewing writers for Brookdale television.

PROFESSIONAL DEVELOPMENT

Dr. Broek's newest book of poems, *The Window Light*, is forthcoming from Finishing Line Press. Since 2016, he published more than a dozen poems in literary journals, and his poem "The Golden Venture" was published in the book *Border Lines: Poems of Migration* (Penguin) in 2020. Dr. Broek received two poetry fellowships from the New Jersey State Council on the Arts, and received fellowships to the MacDowell Colony, the Marble House Project, and the Breadloaf Writers Conference.

COMMUNITY SERVICE

From 2015-2018, Dr. Broek served as a volunteer on the Editorial Board of the award-winning press Alice James Books. He served since 2016 as the Managing Editor of the award-winning annual journal Barrow Street, which publishes new and established poets from around the world. He gave readings across the state, at the Brookdale Reads event in Red Bank, at Warren County College, and at Richard Stockton University. Dr. Broek was a guest lecturer at the Morristown School District Community School about the novel *Moby-Dick* and presented a similar lecture through Brookdale's Lifelong Learning Program.

NATHALIE DARDEN

Associate Professor Nathalie Darden is recommended for promotion to Full Professor. Hired in 2007 to teach Mathematics, Ms. Darden earned a bachelor's degree in Civil Engineering from Rutgers University College of Engineering and a master's degree in Applied Mathematics from Rutgers University.

TEACHING EFFECTIVENESS

Ms. Darden primarily teaches all levels of algebra, both General Education and STEM tracks: MATH 021, MATH 025, MATH 145, and MATH 151. She brings her experience as a civil engineer to the classroom by incorporating applications into her lesson plans and tests. Ms. Darden globalized her MATH 145 class to bring awareness of global issues to her students. Additionally, she co-chaired the OER book adoption for MATH 025, and co-created the OER workbook for MATH 145.

COLLEGE SERVICE

Ms. Darden was reelected to the position of Assistant Department Chair. This position gave her the opportunity to work on tasks which directly affect students and her colleagues in the Mathematics Department. Her record of service to the College includes being a reelected member of the Steering Committee and serving as chair of the Constitution Subcommittee. Being bilingual, she continues to be listed in the Language Bank for French.

PROFESSIONAL DEVELOPMENT

Ms. Darden regularly attends the Mathematical Association of Two-Year Colleges in New Jersey (MATYC-NJ) Conference and Brookdale's Scholars' Day. She helped organize the annual STEM Adjunct Professional Development Day during her tenure as Assistant Department Chair. She also maintained disabilities services for mathematics students by transitioning the processes to remote format.

COMMUNITY SERVICE

Ms. Darden volunteered regularly (2010-2019) with the Institute of Electronics and Electrical Engineers - Women in Engineering (IEEE-WIE) organization through a liaison who commissioned her to create engineering outreach activities for one hundred high school STEM students. Her "Let's Build a Roller Coaster" continues to serve a wide variety of students including Brookdale's EOF students, College Readiness Now students, and S-STEM students. She participated in the Snacks with Scientists at a Hi-Tech High event for girls. Her presentation focused on why there is a need for women in STEM.

HANLI HUANG

Associate Professor Hanli Huang is recommended for promotion to Full Professor. Hired in 2009 to teach Mathematics, Ms. Huang earned a bachelor's degree in Statistics from Tamkang University in Taiwan and a master's degree in Applied Mathematics from the State University of New York, Stony Brook.

TEACHING EFFECTIVENESS

Ms. Huang is the co-founder of the Data Science Program Option. This is the first Data Science Option among all community colleges in New Jersey. She is the creator of MATH 132 - Introduction to Data Science and Applied Statistics. The Math department offered the MATH 132 Data Science course for the first time in spring 2022. She is the course coordinator of MATH 025 Elementary Algebra and MATH 131 Statistics as well. Ms. Huang loves to teach test review workshops to help students.

COLLEGE SERVICE

Ms. Huang is the co-chair of the Governance Academic Council Committee, a member of the General Education Assessment Committee, and was the Assistant Department Chair for the Math department, overseeing daily Math Lab operations for the past five years. She participated in the Basic Needs Committee and multiple search committees.

PROFESSIONAL DEVELOPMENT

Ms. Huang frequently participates in Mathematical Association of Two-Year Colleges in New Jersey (MATYC NJ) Conferences, Brookdale Math department teaching circles, and TLC roundtables. For the past two years, she learned R software and developed the MATH 132 Data Science curriculum.

COMMUNITY SERVICE

Ms. Huang worked with CentraState Hospital on various research projects, and you can often see her helping at the Brookdale Open House events.

ANNMARIE HUGHES

Assistant Professor AnnMarie Hughes is recommended for promotion to Associate Professor. Hired in 2014 to teach Fashion and Marketing, Ms. Hughes earned a bachelor's degree in Fashion Merchandising from Ohio State University, a master's degree in Organizational Leadership from St. Joseph's College, and anticipated Ed.D. in Community College Leadership from New Jersey City University in July 2023.

TEACHING EFFECTIVENESS

Ms. Hughes taught a variety of Fashion and Marketing courses such as Fashion Merchandising, Fashion Buying and Merchandise Math, Visual Merchandising, Introduction to Marketing, Retail Case Studies and Executive Development, and Global Sourcing and Sustainability. She teaches online and hybrid classes in addition to traditional classes at the Lincroft campus. Ms. Hughes is a mentor for numerous instructors in Fashion and Marketing. She continues to bring new and exciting technology formats to the classroom as well as guest speakers. Each semester, she takes students on field trips to local businesses, locations in New York City, and colleges with whom Brookdale have articulation agreements.

COLLEGE SERVICE

Ms. Hughes has been heavily involved in governance throughout her time at Brookdale and currently serves as a General Education Committee member. She coordinates the Advisory Board for the Fashion program and has been a member of the hiring committees for new faculty in Economics and Business. Ms. Hughes has been the advisor for the Fashion Club and an Outstanding Student Award committee member, as well as committee chair. Additionally, she worked with numerous committees and organizations throughout her time at Brookdale and presented multiple times on Sustainability in the Fashion Industry to students, faculty, and community members. Ms. Hughes served as a lecturer on Sustainability for Brookdale's CPS lecture series.

PROFESSIONAL DEVELOPMENT

Since receiving tenure, Ms. Hughes earned a certificate in Sustainable Design Entrepreneurship from Fashion Institute of Technology (FIT) and is currently on track to complete in July 2023 her doctoral degree at NJCU in Community College Leadership. She represented Brookdale at the National Retail Foundation Conference in New York City and attended and participated in numerous conferences and conventions. Ms. Hughes published an article in Carnegie Project on the Education Doctorate (CPED) with her cohort members at NJCU.

COMMUNITY SERVICE

In addition to coordinating the uniform exchange program and serving as a PTA member at her children's school, Ms. Hughes is a regular supporter of her children's activities within her local community. She served as a judge for Family Career and Community Leaders of America (FCCLA) for New Jersey high school student competitors.

ABDUL RAHMAN KAMARA

Assistant Professor Abdul Rahman Kamara is recommended for promotion to Associate Professor. Hired in 2010 to teach Mathematics, Mr. Kamara earned an associate's degree in Mathematics from Milton Margai College of Education and Technology, University of Sierra Leone, a bachelor's degree in Mathematics from Njala University College Sierra Leone, and a master's degree in Mathematics from the University of Toledo.

TEACHING EFFECTIVENESS

Mr. Kamara is rated highly on his student opinion reports and evaluations from his peers and supervisors. He coordinates the highly enrolled MATH 151 and 152 courses which improves the experience for students and faculty. For students, he played an integral role in developing the open educational resource (OER) textbook for the MATH 151 course, which saved students in aggregate thousands of dollars in textbook purchases. Materials for the course were nearly \$200 per student before implementing the OER textbook which now costs just \$25 per student. For faculty, he is a thoughtful steward of the online component of the MATH 151 course. Mr. Kamara created online homework, quizzes, exams, and course shell for all faculty. While this is of great value for full-time faculty teaching the course, its value is incalculable for adjunct faculty. The copious amounts of time it takes to create online homework, quizzes, and exams is time most part-time faculty do not have, which results in a much better product for students. He is one of the Math department's de facto "go-to-guys" regarding technology issues. His knowledge of Canvas and the various online homework platforms is an excellent service to his department. He collaborates with other instructors to help resolve technical issues.

COLLEGE SERVICE

Mr. Kamara is the Professional Development Committee Co-chair, thereby expanding his contributions to the College beyond his department. Noticing a need for faculty leadership in professional development last year, he volunteered to serve as co-chair. He leads the committee in examining the funding allocated to the constituencies, developing new methods to streamline and standardize the professional development application process, and recommending a process to educate all constituencies on applying for professional development funds during a time when professional development for faculty is highly vital. From 2021 to the present, he served as the Mathematics Department Open House representative and coordinated the department's efforts for this event. Mr. Kamara met prospective students and parents who learned about the college admission requirements, cutoff SAT scores, and the ALEKS placement scores. At the end of each Open House, he wrote thank-you letters to participating colleagues.

PROFESSIONAL DEVELOPMENT

Mr. Kamara is a member of the American Mathematical Association of two-year Colleges (AMATYC), Brookdale Faculty Association (BCCFA) and gave presentations at Brookdale on efficient ways to proctor online exams via zoom in the Mathematics Department Professional Development Day.

COMMUNITY SERVICE

Mr. Kamara is an active Sierra Leone Community of New Jersey (SLCNJ) member. A social group which helps eradicate Ebola and provides good drinking water to disadvantaged communities. SLCNJ assists in securing gloves, hand sanitizers, and other medical equipment to Sierra Leone communities in need.

MICHELE F. LOCANDRO

Assistant Professor Michele F. Locandro is recommended for promotion to Associate Professor. Hired in 2014 to teach English, Ms. Locandro earned bachelor's and master's degrees in English and American Literature from New York University.

TEACHING EFFECTIVENESS

Ms. Locandro prides herself on her ability to meet students where they are. Dedicated to the success and belonging of all students, she consistently earns high student ratings; her students describe her as caring, respected, and invested in their growth. Ms. Locandro teaches all of Brookdale's composition courses as well as some literature courses.

COLLEGE SERVICE

Ms. Locandro worked with area high schools to discuss college preparedness as it relates to writing; this led to a series of professional development workshops for high school English teachers in spring 2019. At the onset of the Pandemic, she conducted research and synthesized her own experiences in the remote classroom to develop best practices in a synchronous online environment. She presented her findings first to members of her department, then to the faculty at large at Brookdale's Faculty Share Day, and ultimately, to the entire college community at Convocation in fall of 2020. She served in various departmental and collegewide committees, including chairing a hiring committee for new tenure-track English faculty, participating in the English Department's Placement Committee, and serving on a hiring committee for a new Writing Center tutor. Ms. Locandro is currently the English Department Co-chair with Cameron Mount. In this role, she helped guide faculty and students back to in-person learning. She serves as the Safety Officer and a Humanities representative for the faculty union. In this capacity, Ms. Locandro co-authored several documents related to Covid safety and protocols, including a Frequently Asked Questions guide for students regarding masking and quarantine. She participated in the recent faculty contract negotiations and spearheaded an initiative to reorganize the supervisory structure for tutors. As part of this pilot, she served as the Writing Center supervisor for one year.

PROFESSIONAL DEVELOPMENT

While Ms. Locandro taught online since 2014, she is proud of how her instruction both online and face to face has evolved in response to the shifting social, emotional, and academic needs of students in a pandemic, and now post-pandemic, environment. She is a member of the New Jersey Education Association, the National Council for Teachers of English, and the American Association for Women in Community Colleges.

DR. SUSAN MONROE

Associate Professor Susan Monroe is recommended for promotion to Full Professor. Hired in 2007 to teach Mathematics, Dr. Monroe earned a bachelor's degree in Mathematics from Colgate University and a doctoral degree in Applied Mathematics from the State University of New York, Stony Brook.

TEACHING EFFECTIVENESS

Dr. Monroe taught almost every course in the Math department over the last 17 years and students seek her sections. She is a strong proponent of the Higher Education Centers and teaches part of her load in Neptune. She worked on several initiatives at the Neptune Higher Education Center to increase enrollment and improve success rates. Dr. Monroe is a strong advocate for students. Recently she researched and nominated a student for a scholarship which would pay for part of his PTK membership. She is always looking for ways to decrease barriers to success and to challenge students to seek more challenging degrees such as Data Science, encouraging them that yes, they can do the math!

COLLEGE SERVICE

In 2020, Dr. Monroe and Professor Daniel Lopez received a five-year \$650,000 S-STEM Grant through the National Science Foundation. These highly competitive grants are to encourage low-income students to persist in STEM fields. This grant created the S-STEM Scholars Program at Brookdale and helped 16 students work toward programs in Computer Science and Engineering. It is a high touch program which involves skills development, leadership development, mentoring, and a \$2,500 student scholarship each semester. They are actively recruiting the third cohort while supporting current students and putting in place resources which will continue to serve students at the conclusion of the grant. Dr. Monroe and fellow Math Professor Hanli Huang spearheaded the creation of a Data Science program option. She is currently working with the New Jersey Council of Community College (NJCCC) Workforce Development Office to create a pathway to Data Science Careers at Brookdale Community College.

PROFESSIONAL DEVELOPMENT

Dr. Monroe served as the Mathematics Association of Two-Year Colleges of NJ (MATYCNJ) President, in 2018 and 2019. During her tenure, she brought together the Mathematics Association of America – NJ (MAA-NJ) with 2-year and 4-year colleges to improve communication at a spring conference and she oversaw the update of the organization's constitution.

COMMUNITY SERVICE

Dr. Monroe serves as the college liaison to American Association of University Women (AAUW) and collaborated with them to bring events to Brookdale. They are a founding member of Brookdale and have long supported Brookdale students with scholarships. She is active in her community and served as her local Board of Education President.

CAMERON MOUNT

Assistant Professor Cameron Mount is recommended for promotion to Associate Professor. Hired in 2014 to teach English, Mr. Mount earned a bachelor's degree in English from Norwich University and a master's degree in Creative Writing from Emerson College.

TEACHING EFFECTIVENESS

Mr. Mount is consistently rated highly on both Student Opinion Reports as well as on yearly faculty observation and evaluation forms. He received recommendations and praise from his peers because of how deeply ingrained he is in the discussions at all levels of English education, including Foundational Studies, College Composition, Literature, and Creative Writing.

COLLEGE SERVICE

Mr. Mount served as the English Department Co-chair, alongside Michele Locandro, since fall of 2021, when the college was making the full transition back from the pandemic. Prior to that, when he was Assistant Chair, the college hit a major roadblock in the implementation of Multiple Measures Placement that coincided with the pandemic. Mr. Mount was one of the lead proponents of the English department's shift to a Guided Self-Placement model, patterned after widely successful programs that have been rolled out across the country. His design of the form using Microsoft Office is still the model being used today, and his understanding of the logic sequences and branching paths is what gave the Office of Information Technology the information needed to integrate the results into the college's backend student management database. Mr. Mount has been involved in pilot programs of technological solutions, including Advise CRM and the early stages of Zoom (right before the pandemic hit). In addition, he has been deeply invested in the Brookdale Faculty Association, having served as Institute Representative and Parliamentarian, where he was a member of the 2021-2022 negotiations team. He helped revise and update the Association's by-laws. Mr. Mount served on Academic Integrity Committees, received Student Conduct Board training, and in 2020/2021 was actively involved, along with Michele Locandro and others, in helping Student Affairs revise COVID memos and communication to faculty and students. Lastly, during the pandemic, Mr. Mount, an amateur magician, and skeptic, gave a widely attended Zoom presentation to the SAGE Club about the history of magic, a follow up to a presentation he did years ago debunking psychics and mediums.

PROFESSIONAL DEVELOPMENT

Mr. Mount is a member of the National Council of Teachers of English (NCTE) and served on departmental curriculum committees for composition, research writing, literature, and creative writing courses.

KARINA OCHS

Assistant Professor Karina Ochs is recommended for promotion to Associate Professor. Hired in 2014 to teach Mathematics, Ms. Ochs earned an associate degree in Mathematics from Bergen Community College, and bachelor's and master's degrees in Applied Mathematics from New Jersey Institute of Technology.

TEACHING EFFECTIVENESS

Ms. Ochs continues to have a passion for teaching Math courses in foundational studies, general education, and STEM. As an educator, she successfully adapted to teaching in new modalities, such as hybrid and remote live. Her lessons continue to be student-centered with a focus on active learning.

COLLEGE SERVICE

Ms. Ochs serves as an Assistant Chair for the Math Department and as a grant co-coordinator for the Brookdale NASA STEM Fellowship, a program which funds a cohort of Brookdale students to conduct year-long research projects with experts in industry and academia. She serves as a course co-coordinator for Math 171 - Calculus I and previously served as course co-coordinator for Math 011 and Math 012. In 2021, Ms. Ochs chaired the Outstanding Student Award for STEM and played a key role in organizing several annual STEM events, including The "Annual Celebration of Women in STEM" and the "STEM Quiz Bowl." She hosted an information session on "Research Experience for Undergraduate Students" and organized a STEM outreach trip to the USS Intrepid Museum. Ms. Ochs was awarded two Community College Opportunity grants, served on two hiring search committees for Environmental Science, and served as a faculty advisor for Women in the Enterprise of Science and Technology (WEST). She served as a member of the Student Development Committee, Civility Week Committee, Grade Appeal Committee, and Foundational Studies. Ms. Ochs worked extensively on developing OER curriculum material for Math 011 and Math 012 as a member of the Prealgebra Committee. She also developed OER supplemental material for Math 025, Math 145, Math 156, and Math 176.

PROFESSIONAL DEVELOPMENT

Ms. Ochs served as the Mathematics Association of Two-Year Colleges of New Jersey President since June 2021, where she organized biannual conferences which provide math faculty from across New Jersey with professional development workshops. She serves as the Brookdale Chapter of the American Association of Women in Community Colleges treasurer and is a member of the American Mathematical Association of Two-Year Colleges. She presented workshops to faculty during COVID on "Sharing Techniques for Grading Student Work" and "Creating Canva Quizzes with Images."

COMMUNITY SERVICE

Ms. Ochs takes part in several 5K races each year in support of charities and her local community, including the Asbury Park Santa Run, Run the Hook, and the Matawan Turkey Trot.

CLAIRE SMUGA

Associate Professor Claire Smuga is recommended for promotion to Full Professor. Hired in 2008 to teach Digital Animation, Ms. Smuga earned a bachelor's degree in Graphic Design from The College of New Jersey and a master's degree in Digital Imaging from New York University.

TEACHING EFFECTIVENESS

Ms. Smuga embraced enhanced teaching methods during the pandemic by creating instructional video materials for all her courses. This allows her to teach using hyflex meetings, giving her students flexibility and support. She created a fully online version of her introductory course DIGM 121 and improved student communication with a dedicated website for Animation and Game Design students. In 2019, she successfully launched the Game Design AAS degree program.

COLLEGE SERVICE

Ms. Smuga is serving as the Institutional Planning and Effectiveness (IPEC) Co-chair, which is involved in developing Brookdale's strategic planning language and with educating the campus community about strategic planning. She is serving as the Educational Technology Committee Co-chair, which makes recommendations about technology across campus. She is also serving as the Art Department Chair, overseeing Studio Arts, Photography, Digital Animation, and Game Design. Ms. Smuga recently added two faculty members, one in Studio Arts, and one in a new position supporting both Photography and New Media. She is the coordinator for Digital Animation and Game Design. Her responsibility for these programs includes assessment, technology updates, and staffing both assisted labs and classes.

PROFESSIONAL DEVELOPMENT

In the past few years, Ms. Smuga obtained her online teaching certification, becoming familiar with teaching methodologies including QM and UDL. She is constantly expanding her technology expertise. During the pandemic, she added Splashtop to her repertoire so she could teach her students how to use virtual desktops. Ms. Smuga is a member ACM SIGGRAPH, allowing her to stay current with her industry's changing software and hardware needs.

COMMUNITY SERVICE

Ms. Smuga is active in the community. She serves as liaison to the Teen Arts Festival, sponsored by the Monmouth County Arts Council, and enjoys giving lectures about art and animation history through CPS.

MICHAEL K. SULLIVAN, ESQ.

Associate Professor Michael K. Sullivan is recommended for promotion to Full Professor. Hired in 2005 to teach Paralegal Studies, Mr. Sullivan earned an associate degree in Criminal Justice from Brookdale Community College, a bachelor's degree in Criminal Justice from Stockton University, and a Juris Doctorate degree from Seton Hall University School of Law.

TEACHING EFFECTIVENESS

Mr. Sullivan teaches legal specialty courses where he draws on his wealth of experience as a former trial lawyer to bring real life scenarios into the classroom. In the Paralegal Studies Program, he teaches Introduction to Law, Legal Ethics, Civil Litigation, Criminal Law, and Constitutional Law. Mr. Sullivan also teaches the Business Law I and II courses in both live and online format. His teaching is student-centered where he engages students in an active and collaborative learning environment that features extensive group discussion and debate of complex legal topics. He consistently receives very high reviews from his supervisors and in Student Observation Reports with students providing comments such as: *"Professor Sullivan rocks!" "Great teacher! One of Brookdale's best!" and "Professor Sullivan is one of the best teachers I've ever had. He is very thorough, makes us feel comfortable asking questions, is very smart and always prepared for class. He wants us to succeed and will help us do anything to get us there. And he's funny too which makes class even better."*

COLLEGE SERVICE

Mr. Sullivan has been the Department Chair of the Paralegal Studies Program since 2015. He co-developed the Legal and Social Justice Certificate of Achievement. He developed the six-week Paralegal Certification Preparation course as part of Brookdale's Continuing and Professional Studies. Mr. Sullivan currently serves as a faculty liaison to the Caroline Huber Holistic Wellness Center. Last year, he organized a personal fundraiser for the Center which raised just under \$1,000.00. He developed and moderated six college wide financial wellness seminars that were sponsored by the Center. This year, he is serving as the Business and Social Science Outstanding Student Award Committee Co-chair, which he has been a member of since 2015. Mr. Sullivan served on the Academic Council Ad Hoc Committee, which provided curriculum process and checklists updates for Department Chairs and Deans to use for organizing the curriculum development processes.

PROFESSIONAL DEVELOPMENT

Mr. Sullivan frequently attends and speaks at legal conferences for attorneys and paralegals on both a local and national level. He was chosen as the keynote speaker at the Statewide Annual Paralegal Convention. Mr. Sullivan presented before the Monmouth County Bar Association, New Jersey Association of Justice, and the National Federation of Paralegal Associations. Through his close professional ties to the Monmouth County Bar Association, he secured the first ever Monmouth Bar Foundation scholarship for Brookdale paralegal students.

COMMUNITY SERVICE

Each year, Mr. Sullivan volunteers for pro bono legal assignments. He has been assigned several cases by the Superior Court where he provides legal services to citizens who are without the resources to pay for representation. He attends many legal charitable events throughout Monmouth County.

CHARLOTTE L. COLE
(TENURE)

Instructor Charlotte L. Cole is recommended for tenure and promotion to Assistant Professor. Hired in 2019 to teach Nursing, Ms. Cole earned an associate degree in Nursing from Brookdale Community College and a master's degree in Nursing from Monmouth University.

TEACHING EFFECTIVENESS

The priority goal during her time at Brookdale has been to achieve teaching excellence. Ms. Cole's aim is to prepare students to become safe, skilled nurses in the community. She strives to enhance learning for students and promote their success in the rigorous nursing program.

COLLEGE SERVICE

Ms. Cole actively participates in the Academic Standards Committee to streamline and improve the process of the academic integrity policy. She co-chairs the Planning and Assessment Committee in the Nursing Department analyzing data. She worked on the Academic Master Plan, and subcommittee analyzing student readiness and she provided input in the Privacy in Remote Education. Ms. Cole chaired the Outstanding Student Committee in the Health Institute. She completed Leadership Brookdale in the Alpha-Zeta cohort 2021-2022.

PROFESSIONAL DEVELOPMENT

Ms. Cole attended many conferences, workshops, and webinars to increase student engagement and student success. She attended through NurseTim Inc.: Alternate Format & Innovative Test Items/Critical Thinking, Certified Nurse Educator Prep Course, Creative Pediatric Teaching Strategies, Next Gen Test: Begin Today, Pandemic Nursing – Part One: Managing Care and Part Two: Ethics & Standards of Care, Alternate Format & Next Gen Test Items/Clinical Judgement Matters and Closing the Gap Between Theory & Practice. In addition, she attended the following from the Assessment Technologies Institute: Applying the Clinical Judgement Model, Next Gen NCLEX – Integrating Clinical Judgement, and Writing Generation NCLEX Item Types. Other conference, workshops and webinars Ms. Cole attended were Net-Gen NCLEX Bootcamp, American Association of Critical Care Nurses: Rapid Deployment of Team Nursing During a Pandemic – Implementation Strategies and Lessons Learned and Caring for Critically Ill Children Experiencing Traumatic Stress. She attended the American Academy of CME: NIH Stroke Certification.

COMMUNITY SERVICE

Ms. Cole volunteers annually at the Monmouth County Fair representing Brookdale Community College. She is most proud of volunteering for ALS and fundraising for the Mary Ehret Scholarship which included an ocean plunge in the winter of 2021.

CAITLIN E. RAITEN
(TENURE)

Instructor Caitlin E. Raiten is recommended for tenure and promotion to Assistant Professor. Hired in 2018 to teach Nursing, Ms. Raiten earned a bachelor's degree in Nursing from The University of Delaware and a master's degree in Nursing Education from Thomas Edison State University.

TEACHING EFFECTIVENESS

Ms. Raiten began her career at Brookdale teaching Pharmacology for Nurses. Using her clinical expertise, she implemented extensive revisions to the curriculum based on feedback from students and colleagues. After the implementation of these changes, it was noted that graduates of the program continued to show improvement in Pharmacology on their licensing exam. She was one of the first faculty members to return to in-person instruction after restrictions from COVID were lifted. Ms. Raiten utilized various technologies and creative teaching strategies to teach to two rooms of students at the same time to maintain social distancing.

COLLEGE SERVICE

In addition to contributing to the Nursing Department and Health Science faculty meetings, Ms. Raiten has been an active member of the Nursing Curriculum Committee since her start at Brookdale. She is a member of the Health Science Department's Outstanding Student selection committee and took part in two new faculty search committees. She is the faculty advisor for the Alpha Delta Nu National Honor Society, which recognizes excellence in nursing students as part of the Organization for associate degree Nursing. Ms. Raiten participates in Brookdale Governance as part of the Student Development Committee.

PROFESSIONAL DEVELOPMENT

Ms. Raiten attended various presentations during the Organization for associate degree Nursing's Annual Convention, test item writing workshops, simulation workshops, and various Nurse Tim webinars aimed at teaching excellence. In addition, she has completed bi-yearly required healthcare credit hours for licensure as a registered nurse.

COMMUNITY SERVICE

In addition to the community service projects, such as food and clothing drives, Ms. Raiten took part in personally and as part of the Nursing Honor Society, she volunteered as a preceptor for Monmouth University's Graduate Nursing Program during the 2021 – 2022 academic year. Upon completion of this experience, she was honored with the Distinguished Preceptor Award from Monmouth University.

CHAD P. SCHOONVELD
(Tenure)

Instructor Professor Chad P. Schoonveld is recommended for tenure and promotion to Assistant Professor. Hired in 2019 to teach Culinary Arts and Hospitality Management, Chef Schoonveld earned a bachelor's degree in Hotel, Restaurant and Tourism Management from Fairleigh Dickinson University and a master's degree in Hospitality Management from Fairleigh Dickinson University.

TEACHING EFFECTIVENESS

Chef Schoonveld has been with Brookdale Community since 2009 in many distinct roles. His approach to his classes and laboratories is student focused and oriented. He optimizes "getting students there" by being workplace oriented with his student learning. He has been an anchor of the Culinary Arts Department since he was hired full-time and propelled the department into a modern 21st century approach. Chef Schoonveld has provided essential insight into the development and implementation of the new Hospitality Management Program through course construction, community outreach, and essential insights from industry experience.

COLLEGE SERVICE

Chef Schoonveld is the American Culinary Federation Coordinator for the Culinary Arts Program. He is the Epicurean Club's head faculty advisor. Chef Schoonveld is a member of the Faculty Advisory Committee and is the lead instructor for the Culinary program. He completed Leadership Brookdale as a member of the Alpha Epsilon Cohort.

PROFESSIONAL DEVELOPMENT

Chef Schoonveld is a Certified Executive Chef and Certified Culinary Educator through the American Culinary Federation. He is a founding member of the Chaîne des Rôtisseurs Joseph Donnon Chaptaire. He has a sommelier certification from the Wine and Spirits Education Trust and is a Certified Instructor of Dietetics through the American Culinary Federation. Chef Schoonveld competed internationally in the SCOTHOT Northern European Culinary Olympics and finished Bronze. He is a consultant, executive chef, and product developer for international food brands.

COMMUNITY SERVICE

Chef Schoonveld works with several organizations in the community through the Brookdale moniker. He works with Habitat for Humanity and their "Feeding Volunteers" initiative, the "Food Not Bombs" initiative to reduce waste and prevent food deserts in local communities, and the scholarship foundation of the American Culinary Federation at their events to fund students for culinary arts collegiate training. He worked with the "Feeding Monmouth" initiative to help supply thousands of meals for residents of Monmouth County. Chef Schoonveld is always actively looking for other ways he can assist the community.

TRENT O. WELCOME
(TENURE)

Instructor Trent O. Welcome is recommended for tenure and promotion to Assistant Professor. Hired in 2018 to teach Graphic Design, Interior Design, and Architecture, Mr. Welcome earned a bachelor's degree of Architecture (BARCH) from Spring Garden College and a master's degree in Architecture from The Southern California Institute of Architecture (SCI Arc).

TEACHING EFFECTIVENESS

Utilizing forward looking cultural and digital modes of expression in graphic design, architecture, and interior design, Mr. Welcome's course content projects the future needs students will require for success. His lectures are immersed in intellectual discourse taking advantage of media from film and video while extending to contemporary aspirations of the visual arts. Concrete historical precedents are cited which further allude to metaphors assisting students in finding their own creative space. Lectures explore concept strategies that are bridged with "how to" straight forward tutorials. Projects often end with critical dialogue with an outside panel of peers and professionals discussing the outcomes of work in juxtaposition to current and future industry standards.

COLLEGE SERVICE

Mr. Welcome served on the Institutional Planning and Effectiveness Committee (IPEC) and was part of the Humanities Dean Selection and Digital Photography Search Committees. He sits on the Architecture, Interior Design, and Digital Media Arts Advisory Boards, and oversees the Graphic Design Board. Mr. Welcome has been an ally to the Monmouth Arts Council through the years and was an advisor to the President's ROCK IT gala event in 2019.

PROFESSIONAL DEVELOPMENT

Mr. Welcome is constantly assessing cultural events in design and arts, often taking students on field trips to enrich the classroom experience. Through the pandemic he found himself attending webinars to keep current with the evolving needs of software. He has begun to introduce some of the most recent developments in rendering, animation, virtual reality, and artificial intelligence into course curriculum.

COMMUNITY SERVICE

Mr. Welcome continues to partner with faculty in the design and art programs to engage students in exhibitions and conversations around concepts of civility. The Two Jefferson's Project paired architecture and graphic design students asking questions within unresolved sometimes uncomfortable dialogue of the impacts of slavery built within the foundations of our country. Media as Medium highlighted roles of social media in our culture in contrast to its makers original intentions. Pushing and Pulling forecasted artificial intelligence and forthcoming responsibilities culture may find itself engaging.

TABLE I
ANALYSIS OF PROMOTIONS
2023-2024

TOTAL FACULTY*	178
LESS FULL PROFESSOR	77
NUMBER OF AUTOMATIC PROMOTIONS IN CONJUNCTION WITH TENURE	4
FACULTY RECOMMENDED FOR TENURE (no promotion in rank)	0
FACULTY RECOMMENDED FOR PROMOTION TO FULL PROFESSOR	7
FACULTY RECOMMENDED FOR PROMOTION TO ASSOCIATE PROFESSOR	5
AUTOMATIC PROMOTIONS TO ASSISTANT PROFESSOR	4
TOTAL PROMOTIONS	16

TABLE II
PROMOTIONS RECOMMENDED FOR 2023-2024

<u>Business & Social Science</u>	<u>Recommended by President</u>	
	AnnMarie Hughes	to Associate Professor
	Chad Schoonveld	to Assistant Professor*
	Michael K. Sullivan	to Professor
<u>Educational Access & Innovation</u>	<u>Recommended by President</u>	
<u>Health Science</u>	<u>Recommended by President</u>	
	Charlotte Cole	to Assistant Professor*
	Caitlen Raiten	to Assistant Professor*
<u>Humanities</u>	<u>Recommended by President</u>	
	Brooke T. Batchler	to Professor
	Michael R. Broek	to Professor
	Michele F. Locandro	to Associate Professor
	Cameron Mount	to Associate Professor
	Claire Smuga	to Professor
	Trent Welcome	to Assistant Professor*
<u>STEM</u>	<u>Recommended by President</u>	
	Nathalie J. Darden	to Professor
	Hanli Huang	to Professor
	Abdul Rahman Kamara	to Associate Professor
	Susan Monroe	to Professor
	Karina Ochs	to Associate Professor

***Promotion granted in conjunction with tenure**

TABLE III
SUMMARY OF FACULTY BY RANK

2023-2024

	<u>Instructor</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>	<u>Total</u>
Rank Distribution Before Current Promotions	22	40	39	77	178
Percent	12%	22%	22%	43%	100%
Current Promotions	-4	4	5	7	16
Rank Distribution After Current Promotions	18	39	37	84	178
Percent	10%	22%	21%	47%	100%

TABLE IV

DISTRIBUTION OF FACULTY RANK BY UNIT
BEFORE CURRENT PROMOTIONS

2023-2024

	<u>Instructor</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>	<u>Total</u>
Business & Social Science	8 15%	8 15%	13 25%	23 44%	52 100%
Educational Access & Innovation (includes Library)	1 13%	2 25%	1 13%	4 50%	8 100%
Health Science	7 39%	5 28%	2 11%	4 22%	18 100%
Humanities	6 11%	10 19%	9 17%	28 53%	53 100%
STEM	0 0%	15 34%	14 32%	15 34%	44 100%
Student Affairs/Counseling	0 0%	0 0%	0 0%	3 100%	3 100%
TOTAL	22 12%	40 22%	39 22%	77 43%	178 100%

TABLE V

DISTRIBUTION OF FACULTY RANK BY UNIT
AFTER CURRENT PROMOTIONS

2023-2024

	<u>Instructor</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>	<u>Total</u>
Business & Social Science	7 13%	8 15%	13 25%	24 46%	52 100%
Educational Access & Innovation (includes Library)	1 13%	2 25%	1 13%	4 50%	8 100%
Health Science	5 28%	7 39%	2 11%	4 22%	18 100%
Humanities	5 9%	9 17%	8 15%	31 58%	53 100%
STEM	0 0%	13 30%	13 30%	18 41%	44 100%
Student Affairs/Counseling	0 0%	0 0%	0 0%	3 100%	3 100%
TOTAL	18 10%	39 22%	37 21%	84 47%	178 100%

	Fall 2022 FT Faculty	Fall 2022 Adjuncts	Employee %		Sections Taught	
Adjunct Data			FT %	PT %	FT %	PT %
	191	283	40%	60%	64%	36%

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	5	3
Health Science	1	2	3	0	0	1	2	2
Humanities	7	1	4	5	4	4	7	6
Educational Access & Innovations (Includes Library & Innovations-College Success)	1	0	1	0	1	1	2	0
STEM	0	2	3	9	6	6	4	5
Student Affairs/Counseling	1	1	0	0	0	0	0	0
NON-AUTOMATIC	12	10	12	12	14	10	13	12
AUTOMATIC	4	9	3	8	3	9	7	4
TOTAL	16	19	15	20	17	19	20	16

Cynthia Bradbury, Associate, Humanities Institute

Cynthia is the keystone of her department and comes with high praise from her peers. To begin, for three years, Cynthia was the only Office Assistant at the Humanities Institute. In her role, Cynthia aids departments such as English, Reading, Fine Arts, Languages, Design, and Communication Media. On any given day Cynthia aids over 100 students while providing support to 70 full-time faculty, staff, and administrators and over 50 part-time employees. She is meticulous as she is in charge of timesheets for 14 different departments and dozens of hourly employees. In 2021 the Humanities institute transitioned from the *Tutortrac* software for students to schedule appointments with tutors to using the *Thinking Storm* platform. Cynthia is the one who stepped up and learned the software.

Despite this enormous workload, Cynthia has maintained a top-tier level of professional development. She has also continued to volunteer her time working with The Student Conduct Board, of which she has been a member since 2014, *The Giving Tree*, and SAGE (Seniors Aging Gracefully through Education) of which she serves as co-chair.

On top of all of this, in 2002, Cynthia earned her bachelor's degree in Business Administration from New Jersey City University.

Daniel Hossein, Lab Specialist, Chemistry and Pandemic Task Force

Daniel is a proud Brookdalian that gives his all to ensure the safety of the Chemistry lab as well as the campus community. Primarily, Daniel makes sure that the chemistry department has all the necessary materials and equipment ready for the multiple labs that are conducted each semester. Daniel has ensured the department never runs out of supplies at a crucial time and that chemicals are freshly prepared for each lab. Daniel is in charge of the packing, removal, and transport of hazardous materials in the chemistry lab. His peers are adamant that his contributions to the department have led to the smooth running of the labs over the past few years. Occasionally, Daniel has even covered a number of labs as substitute instructional assistant until the roles were able to be filled.

Daniel has stepped up in multiple ways including training new hourly employees and aiding the filming of laboratory experiments and serving as technical support for faculty and instructional assistants. Importantly, Daniel is responsible for the digitization of the chemical inventory and shelf-life data. Recently Daniel has worked as the assistant subject matter expert for the E-MATE 2.0 NSF Grant. The goal of this Grant is to take the most difficult concepts in STEM that students regularly had difficulty grasping and develop interactive learning content for those concepts.

Daniel served on the Pandemic task force where he always exceeded expectations and was able to multitask well. He is said to have viewed impediments as solvable challenges. Science communication is an often-overlooked talent. Like a true scientist, Daniel always had the latest COVID-related information and was able to communicate effectively with those coming through screening stations.

Importantly, Dan excelled at the *people* aspect of the pandemic task force role and consistently greeted those entering buildings with a smile and a friendly welcome.

Kenneth McGee, Learning Space Specialist, Teaching and Learning Center

Kenneth McGee is an invaluable Brookdalian and a true master of his craft. In 2019, Kenneth served as a member of the *Zoom Pilot Project*, which would become critical to Brookdale surviving the pandemic. Kenneth was instrumental in the transition to remote learning by assisting in the movement of all of Brookdale's instruction online onto *Canvas*. Kenneth didn't have letters of support so much as he had a deluge of emails thanking him for his troubleshooting.

Whether it is WBJB 90.5 The Night, The Huber Wellness Center, Conference and Event Management, Brookdale TV, The Performing Arts Center, the Arena or even the TLC, Kenneth has given audio support to everyone. Kenneth is a technical wizard with a strong commitment to professional development, as he constantly enrolls in numerous seminars and conferences for audio production. He owns his own business and is a full member of the Audio Engineering Society, a professional organization. Kenny is *Audinate Dante Level 3 2nd. Edition/DDM Technical Training* certified which means he was also instrumental in setting up the college's audio-visual infrastructure. This includes the Student Life Center, the Performing Arts Center and the Collins arena. If it sounds good, there's a good chance Kenneth was involved. Lastly in 2019, Kenny was even awarded the Outstanding Staff award. Whether he is teaching student interns, sharing his love of audio, or working as a recording system technician and second engineer for a live recording celebrating the release of Norah Jones' Christmas album, *I Dream*, Kenneth is beyond knowledgeable and his passion shines through.

Jennifer Riley, Instructional Assistant, Chemistry

Jennifer prides herself on taking care of what she calls the "little things" in the Chemistry department. But in the eyes of her peers, those contributions are monumental. To start, Jennifer is responsible for the creation and maintenance of two bulletin boards. The *Chemistry in the News* board features current articles on the environment, novel drugs, and luminaries like Nobel Prize winners. The *Chemistry Of...* bulletin board has posters of everyday items such as the chemistry of fireworks and the chemistry of decaffeinated coffee.

Jennifer has stepped up countless times to train other instructional assistants, update the first aid kits for the Chemistry department, and transition Chemistry 116, *Chemistry in Life*, to an open educational resources class. Jennifer aided in the creation of the first chemistry practical and perhaps most stunningly, Jennifer recorded over 100 videos in under 2 weeks to aid in the transition to remote learning in the early days of the pandemic. Jennifer has taught all lab courses in the chemistry curriculum and has run the chemistry boot camp. Jennifer is the primary author of the *General*

Chemistry Skills Review, a remediation skills lab for Chemistry 102, 203, and 204 (General Chemistry and Organic Chemistry I & II). Extending beyond the chemistry department, Jennifer also cross-trains in other disciplines and teaches the lab for ENVR 107, Environmental Science.

Ahmed Said, Academic Tutor, Mathematics

Ahmed describes himself as someone who likes to learn and study. While attending Brookdale he earned mostly “A” grades, and he went on to earn his bachelor’s degree. Currently, Ahmed is working on his M.A. in Mathematics and Statistics from Rowan University. He has taken a number of workshops on Canvas and he has passed the Math praxis exam.

Ahmed is described as a great team player and has taken time to run test review workshops and calculator training workshops. He organized the welcome table for the math lab, he offers tech support to students and colleagues, and he runs the math lab Facebook page. One testament to his hard work came from a letter of support stating that due to Ahmed’s hard work the math lab has entered into a “Golden Age.”

Ahmed is a member of the Foundational Studies Committee where he offers the perspectives of the math lab. Ahmed has presented at Scholar’s Day, his presentation is entitled *Creating an Independent Learner*, with the goal of educating faculty and staff on the purpose of the Math Lab.

Lastly, Ahmed is the only Arabic speaker in the Department of Mathematics where he helps to alleviate the anxieties of students struggling with English. Ahmed is a great Brookdalian who succeeds at every task that is asked of him. Ahmed is a go-getter, never sitting idle; always engaging with students. The word cheerleader kept getting thrown around in our discussions. Ahmed is a true cheerleader for the math lab and for Brookdale.

Lisa Savage, Associate, Continuing and Professional Studies

Lisa says that her purpose here at Brookdale is to ‘help and support the students.’ She lives up to that statement every day. Lisa possesses a strong commitment to student success as well as aiding her colleagues throughout the Brookdale community. Lisa’s supporters say that “her experience in both the credit and non-credit areas of Brookdale is invaluable and helps bridge the gap between the areas and enable a better experience for individuals.”

Commitment to others is central to Lisa’s work and advocacy. And that work is exemplary. This includes *Helping Hands*, where she can share information and resources with students, *The Minority Male Initiative*, a conference aimed at aiding young men of color throughout the state, and the College Readiness program at Neptune high school, where she prepares the students for Brookdale. Lisa is great

at aiding students with scholarships and helped set up payment plans for sound 100 students. She is also a member of the Wilbur Ray committee. She's a member of the joint council, the professional development staff subcommittee, and she does good work with CARC getting students money for classes. She's also an EOF volunteer.

Despite all this volunteer work, and drawing inspiration from the students of Brookdale, Lisa still found time to earn her bachelor's degree and even begin working on her master's with the goal of graduating next year, 2024. Lisa is a model Brookdalian.

TABLE I

**ANALYSIS OF PERFORMANCE RECOGNITION
July 1, 2023 Awards**

Total Staff	143
Less Ineligible Group	102
Employees with less than four years' service	39
Employees without "exceeds" on three of the last 4 years	55
Employees with less than one year in new position	1
Staff who have received Performance Recognition in the last four years	7
Number of Eligible Staff	41
Number of Eligible Staff Applying	7
Staff Recommended for Performance Recognition – N5	2
Staff Recommended for Performance Recognition – N4	4
Staff Recommended for Performance Recognition – N3	0
Staff Recommended for Performance Recognition – N1/N2	0
% of Applications of Eligible Group (7/41)	17%
% of Applications of Total Staff (7/143)	4.9%

April 2023

TABLE II
Performance Recognition – July 1, 2023 Awards

SUMMARY OF STAFF BY BAND

	N1/N2	N3	N4	N5	Total
Distribution by Band	5	22	75	41	143
Percent	3.5%	15.4%	52.4%	28.7%	100%
Current Performance Recommendations	0	0	4	2	6

April 2023

**TABLE III
PERFORMANCE RECOGNITION HISTORY**

	TOTAL IN BAND	7/1/06	7/1/07	7/1/08	7/1/09	7/1/10	7/1/11	7/1/12	7/1/13	7/1/14	7/1/15	7/1/16	7/1/17	7/1/18	7/1/19	7/1/20	7/1/21	7/1/22	7/1/23	CURRENT YEAR % OF TOTAL W/I BAND	TOTAL RECIPIENTS
N5	41	5	5	5	5	3	2	4	2	6	2	3	2	2	0	1	1	2	2	4.9%	52
N4	75	4	2	2	0	1	2	2	2	1	1	2	1	1	2	2	2	2	4	5.3%	33
N3	22	3	4	3	2	2	0	1	2	4	1	1	0	0	1	0	0	0	0	0.0%	24
N2/N1	5	1	2	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	6
TOTAL	143	13	13	12	7	7	4	7	6	11	4	6	3	3	3	3	3	4	6	4.2%	115
Applicant #		33	31	22	13	13	15	16	14	22	7	11	5	10	8	8	4	6	7		

April, 2023

Authorization to Enter into an Articulation and Dual Enrollment Agreement Memorandum of Agreement (MOA) with Monmouth-Ocean Educational Services Commission (MOESC)

Background

Being guided by similar visions, missions and values and the commitment to helping students succeed in their educational journeys, Brookdale Community College (Brookdale) and Monmouth-Ocean Educational Services Commission (MOESC) seek to establish an Articulation and Dual Enrollment Agreement by entering into a Memorandum of Agreement (MOA) that is designed to provide MOESC and NJ Virtual School students with a seamless pathway to earn college-level credit from Brookdale.

The Program

This MOA will provide high school students with the ability to earn up to 30 college level credits from Brookdale while earning their high school diploma. The courses chosen as part of this MOA are highly transferable courses to in state and out of state 4 year university/college partners. MOESC will advertise this opportunity to their network of high school students via the NJ Virtual School and to their growing student-base.

This MOA allows for high school students to take up to 30 college-level credits via an online, asynchronous modality for ease of scheduling. After earning 30 college-level credits, interested students will be afforded an opportunity to continue earning college-level credit while in high school once they meet with an Academic Advisor to ensure that they are on a degree completion pathway. Students will be required to maintain good Academic Standing to be eligible to continue.

The available courses are listed below with the College Success Seminar (CSSC 105) course being a required course for students to engage in this program.

ANTH 105	Cultural Anthropology
CINE 105	Film Appreciation
COMP 126	Computer Logic & Design
COMP 129	Information Technology
*CSSC 105	College Success Seminar (required)
ENGL 121	English Composition: Writing Process
HIST 105	World Civilization I
HIST 106	World Civilization II
HIST 107	Contemporary World History
HIST 135	American Civilization I
HIST 136	American Civilization II
HIST 137	Recent American History
MUSI 115	History of Classical Music
MUSI 116	History of Jazz
POLI 101	Introduction to Political Science
POLI 105	American National Government
POLI 115	State, County, & Local Government
PHTY 105	The History & Aesthetics of Photography
PHIL 105	Critical Thinking
PHIL 115	Introduction to Philosophy

PSYC 105	Introduction to Psychology I
PSYC 106	Introduction to Psychology II
SOCI 101	Principles of Sociology
THTR 105	Theater Appreciation
THTR 135	Musical Theater

Via this agreement, MOESC agrees to collect Brookdale tuition for each student who enters into this program and pay the total collected to Brookdale at the conclusion of each semester. MOESC will charge a small administrative fee per student (6%), which Brookdale will absorb as part of the costs for this program.

Brookdale and MOESC agree to offer this program in a cooperative and efficient manner so as to provide equal opportunities in compliance with all appropriate Federal and State statutes and regulations and pursuant to the provisions outlined in the MOA.

The MOA will be in effect as of the signing date, April 25, 2023 for students entering Brookdale as of Fall 2023 and beyond. This MOA will be in effect for 3 years and will be reviewed annually by each institution with the option to renew at the end of the initial term.

Overall, this MOA will provide high school students, NJ Virtual School students, and home-schooled students with the opportunity to earn at least half of an associate degree with Brookdale Community College. This MOA provides an opportunity for a greater number, and potentially a new cohort of high school students to complete Brookdale coursework toward an associate degree.

Conclusion

It is our recommendation that the Board of Trustees approve the MOA at the April 25, 2023 Public Meeting.

RESOLUTION

WHEREAS, it is the Mission of Brookdale Community College (College) to provide the Monmouth County community with maximum access to quality, accessible and affordable educational programs and services; and

WHEREAS, the College and the Monmouth-Ocean Educational Services Commission (MOESC) entered into discussions regarding a collaboration of people and resources to create higher education opportunities for academically-qualified sophomores, juniors, and seniors of MOESC's New Jersey Virtual School and home schooled students who meet the eligibility criteria, by offering them the opportunity to attend on-line, asynchronous, College courses and receive up to 30 College credits while achieving their high school diploma; and

WHEREAS, the curriculum of offerings by the College would be asynchronous, on-line courses for the entire educational area serviced by MOESC, including New Jersey Virtual School students, and both institutions would promote the growth and awareness of this program on regional and national levels; and

WHEREAS, MOESC will advertise and recruit students from their service area to enroll in a number of approved, highly transferable College coursework; and

WHEREAS, as a result of collaborating and incorporating mutually beneficial terms and conditions into a satisfactory agreement, the College and MOESC would like to formalize the educational relationship in a Memorandum of Agreement (MOA); and

WHEREAS, the MOA will be in effect as of the date of signing for students entering the program beginning in the Fall 2023 semester; and

WHEREAS, the terms and conditions for the College to enter into this MOA with MOESC have been favorably reviewed by the Board of Trustees.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the President is hereby authorized and directed to execute the Memorandum of Agreement with the Monmouth-Ocean Educational Services Commission and which Memorandum of Agreement has been approved by the Board of Trustees.

OVERVIEW

Brookdale Community College (College or Brookdale) is seeking approval by the Board of Trustees to expand the College's existing relationship with Kean University by entering into a "Partnership" MOU and Lease Agreement with Kean University. By way of background, in 2021, the College and Kean University signed a Memorandum of Agreement (MOA) for a Joint Admissions transfer agreement for the duration of 5 years (with a renewal option), which provides program-to-program direct transfer for 13 Associate of Arts, Associate of Science, and Associate of Applied Science degrees. This MOA also provided an opportunity for students who are denied admission to Kean in their Freshman year to enroll at Brookdale for conditional admittance to Kean upon completion of their Associate Degree with Brookdale.

The current degree programs include:

- AS Biology to BA Biology
- AS Business Administration to BS Accounting
- AS Business Administration to BS Management-General Business
- AS Business Administration to BS Marketing
- AS Computer Science to BS Computer Science
- AS Criminal Justice to BA Criminal Justice
- AA Humanities-Journalism to BA Communications Journalism
- AS Human Services Pre-Social Work to BA Psychology
- AAS Interior Design to BFA Interior Design
- AA Social Science-Criminal Justice to BA Criminal Justice
- AA Social Science-Psychology to BA Psychology
- AA Social Science-Psychology to BA Psychology-Forensic Psychology
- AA Social Science-Sociology to BA Sociology

The proposed "Partnership" MOU and Lease Agreement would authorize Kean University to exclusively use and occupy two (2) classrooms and two (2) advising offices on the Lincroft Campus. This will provide an opportunity for students to seamlessly transfer to Kean University and complete a Bachelor of Arts in Psychology (Fall 2023 offering) after obtaining their associate degree from Brookdale. The Lease Agreement and MOA allow for Kean University to become a University Partner (as defined by a 4 year University offering a full Bachelor's Degree completion on a Brookdale Campus).

Kean University plans to provide additional degree completion programs in Fall 2024 (potential majors include: Computer Science, Criminal Justice Cybersecurity, Forensic Psychology, Interior Design, Graphic Design, etc.). These programs are consistent with the current degrees offered through the Joint Admissions Agreement signed in 2021.

April 25, 2023: Acting Chief Academic Officer, Dr. Joan Scocco

RECOMMENDATIONS

The President recommends that the Board of Trustees to adopt a Resolution approving the **College** entering into an enhanced Partnership and Lease Agreement with Kean University.

RESOLUTION

WHEREAS, Brookdale Community College and Kean University are guided by similar visions, missions and values and the commitment to provide quality, accessible, affordable higher education to area residents; and

WHEREAS, Brookdale Community College and Kean University entered into a Joint Admissions Agreement in February, 2021 and the institutions wish to furthermore expand upon the programs identified in the Joint Admissions Agreement, provide additional educational opportunities and pathways for students and identify dedicated space (both classroom and office) for Kean University to occupy at Brookdale's Lincroft campus as outlined in a Memorandum of Understanding (MOU) which incorporates the February 12, 2021 Joint Admissions Agreement and a Lease Agreement as Exhibits to the MOU ; and

WHEREAS, one goal of the Brookdale Community College and Kean University "Partnership" MOU is to provide a seamless transition for Brookdale students, who successfully complete an associate degree at Brookdale, to an approved academic program at Kean University, offered at Brookdale's Lincroft Campus; and

WHEREAS, the MOU is structured for Brookdale Community College to provide all the 100- and 200-level required and elective courses and Kean University to provide all the junior- and senior-level required courses to ensure a seamless transfer and completion of the baccalaureate in a timely manner; and

WHEREAS, through the "Partnership" MOU, which includes and incorporates the Joint Admissions Agreement, all freshman applicants who apply to Kean University, but are denied direct admission and reside in the County of Monmouth, shall receive notification of conditional dual admission to Kean University in partnership with Brookdale Community College through the MOU; and

WHEREAS, Brookdale Community College graduates will be granted guaranteed admission and application fee waivers to Kean University; and

WHEREAS, Brookdale Community College and Kean University will provide a full complement of academic and student support services and have shared responsibility for the marketing and promotion of the MOU; and

WHEREAS, upon Board of Trustees approval by Resolution, the MOU shall become effective August 1, 2023, with academic programming beginning the Fall 2023 semester, and the duration of the MOU will run through July 31, 2026 with two (2) year renewable options exercisable in writing by Brookdale Community College and Kean University; and

WHEREAS, the Board of Trustees of Brookdale Community College has reviewed the MOU and finds the arrangement favorable to Brookdale and its students; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the President is hereby authorized and directed to execute the Memorandum of Understanding with Kean University and which Memorandum of Understanding has been approved by the Board of Trustees.

April 25, 2023: Legal Affairs Officer, Bonnie Passarella, Esq.

Authorization to Enter into a Memorandum of Agreement with Penske Automotive Group, Inc.

Background

Brookdale Community College (Brookdale) and Penske Automotive Group, Inc. (PAG) are seeking to enter into a Memorandum of Understanding (MOU), which provides the opportunity for students to participate in an Automotive Technician Career Program. Penske Automotive Group and Brookdale are guided by similar visions, missions, and values with respect to the commitment in providing educational services and training programs designed to enable students, as technicians, to succeed in the automotive industry. As a partner in this Program, Brookdale will provide state-of-the-art facilities and a rigorous AAS in Automotive Technology curriculum designed to develop automotive skills and knowledge. Students who successfully complete Brookdale's educational program are eligible to apply for job placement post-graduation with an internationally recognized transportation services company and one of the world's premier automotive and commercial truck retailers, PAG, who is willing to provide tuition reimbursement, a new hire bonus, and other valuable workplace incentives to successful students.

The Program

If students are selected for full-time employment with PAG through one of its Dealerships, upon graduation with an AAS in Automotive Technology and minimum GPA of 3.0, they are eligible for reimbursement of up to \$13,140 of their tuition and fees, \$2,000 in tools, and a \$5,000 employment bonus. Tool funding occurs after 90 days of continuous employment post-graduation. Tuition reimbursement also begins after 90 days of continuous employment post-graduation, at a rate of \$365 per month for 36 months. The employment bonus is paid after 36 months of employment post-graduation.

The students who are accepted into this program and receive the tools, sign-on bonus and tuition reimbursement commit to regular full-time service as employees of a PAG East Dealership immediately following completion of their AAS degree.

This MOU will be in effect as of the signing date, April 25, 2023, for students entering or already enrolled in an Automotive Technician Career Program as of this time. This MOU will be in effect through May 31, 2024 and will be reviewed annually with the option to renew at the end of the initial term.

Conclusion

It is our recommendation that the Board of Trustees approve the MOA at the April 25, 2023, Public Meeting.

RESOLUTION

WHEREAS, it is inherent with the College's Philosophy and Mission to provide the Monmouth County Community with maximum access to quality educational programs and services; and

WHEREAS, Brookdale Community College has maintained an Automotive Technologies curriculum and AAS Degree Program for several years; and

WHEREAS, the College and Penske Automotive Group, Inc. (PAG) are committed in providing educational services, training programs and job placement opportunities designed to enable students, as technicians, to succeed in the automotive industry; and

WHEREAS, Brookdale students who successfully complete the College's Automotive Technician program would be eligible to apply for job placement post-graduation with PAG who is willing to provide tuition reimbursement, a new hire bonus and other valuable workplace incentives to successful Brookdale students; and

WHEREAS, the College wishes to enter into an one (1) year Memorandum of Understanding with PAG in which the duration of the MOU may be extended via a writing signed by both entities, and;

WHEREAS, the terms and conditions of the MOU have been reviewed by the Board of Trustees and the business relationship with PAG would be beneficial to the College and its students.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Memorandum of Understanding with Penske Automotive Group, Inc. has been reviewed and has been approved by the Board of Trustees thereby authorizing the President to execute the MOU effective April 25, 2023.

April 25, 2023: Legal Affairs Officer, Bonnie Passarella, Esq.

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

March 28, 2023

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

And Zoom Webinar

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

Present	Trustees	Administration:
	Ms. Abby-White, Trustee	Dr. Yesenia Madas
	Ms. Mary Pat Angelini, Trustee	Ms. Patricia Sensi
	Ms. Latonya Brennan, Trustee	Ms. Teresa Manfreda
	Ms. Dyese Davis, Trustee	Dr. Nancy Kegelman
	Ms. Taïphane Orange, Trustee	Dr. Anita Voogt
	Ms. Barbara Horl, Trustee	Dr. Joan Scocco
	Mr. Bret Kaufmann, Vice-Chair	Ms. Nancy Kaari
	Ms. Marta Rambaud, Trustee	Ms. Bonnie Passarella
	Dr. Les Richens, Trustee	Dr. William Burns
	Dr. David Stout, Secretary	Mr. Edward Johnson
	Ms. Natalie Watson, Trustee	Ms. Kathy Kamatani
		Ms. Cynthia Gruskos, Recorder
Absent	Mr. Paul Crupi, Chair	
	Dr. Les Richens, Trustee	
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 22, 2023 at 2pm 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.

Vice-Chair Kaufmann announced that the meeting is being recorded.

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

Vice-Chair Kaufmann led the Pledge of Allegiance.

Vice-Chair Kaufmann read the 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 The Agenda was noticed with the approval of the MOU with the Brookdale Community Professional Staff Association in anticipation that PSA would ratify their agreement last week. The agreement was not ratified, and will be removed from the Agenda.	A motion to adopt the revised agenda was made by Trustee Horl and seconded by Trustee Rambaud. Motion passed.	
Recognition of the Jersey Blues Men's National Championship Basketball Team Dr. Stout welcomed the Jersey Blues Men's Basketball Team and read a proclamation on behalf of the Board of Trustees recognizing their accomplishment of winning the Men's National Basketball Championship. (Attachment A) Katelyn Amundson, Athletic Director thanked the Board of Trustees, Dr. Stout, Dr. Madas and to the entire college community for their continued support of our student athletes, our coaching staff and our athletic programs. She highlighted the accomplishments of the team on and off the court. She recognized the dedicated and talented coaching staff led by Head Coach Paul Cisek, Associate Head Coach Charlie Hawthorne, and Assistant Coaches Kurt Fenchel, Ron Pastore, and John Rivera. She highlighted as well that Coach Cisek earned his 600 th career win this season. Head Coach Paul Cisek thanked their trainer and Katelyn and the staff for their support.		
President's Report – A. Student Success Master Plan Presentation –Dr Madas, VP Student Affairs began her presentation by providing information on all the services that are provided to our students outside of the classroom, which begins with the application process and ends as students participate in commencement which is managed by Student Life and Activities. She informed the Board that 47% of our students depend on financial aid, 25% identify as Hispanic, the poverty rate in Monmouth County is 7.4% and 42% of community college students experience food insecurity		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>based on the Hope Survey 2020. She identified 3 goals of the Student Success Master Plan which is to :</p> <ul style="list-style-type: none"> a. Support our Students – leading to increased enrollment, retention, completion and student satisfaction outcomes. b. Support Student Affairs Employees – through onboarding, training, and support c. Support Campus Community – through collaboration with Academic Master Plan, the Advancement Master Plan and the Operations and Organizational Master Plan. <p>B. The goals of the plan will be focused on meeting and exceeding the Key Performance Indicators for enrollment, retention and completion; folding in a sense of belonging and will be heavily focused on data.</p> <p>C. Dr. Madas provided some examples of ongoing tactics and new initiatives to address improving enrollment, retention and completion.</p> <p>D. The Student Success Master Plan is planned to be finalized by June 30, 2023.</p>		
<p>Reports from the Board Committees and Liaisons</p> <p>A. Finance & Facilities Committee – March 21, 2023 - Trustee Brennan reported on the meeting held on March 21, 2023. Her report is attached. (Attachment B).</p> <p>B. Audit Committee – Trustee Rambaud reported that the Audit Committee did not meet this month; however, there was one item pending which was the FY22 WBJB Radio Audit which was finalized by our External Auditors. She reviewed the financials with the Board. She reported that the Committee recommends the acceptance of the Radio Audit.</p> <p>C. Governance Committee – Governance 22, 2023 – Trustee Davis reported on the Governance Committee meeting held on March 22, 2023. She highlighted the following:</p> <ul style="list-style-type: none"> a. Policies – 4 policies were reviewed and are recommended for lodging at tonight’s meeting. b. Mini- Retreat – The mini-retreat held in February was discussed and there was some discussion about holding a full Board retreat. c. President’s Evaluation – The timeline and pace of Dr. Stout’s FY23 evaluation was discussed, and the Trustees are responsible to provide Dr. Stout with his goals before July 30 of each year. Trustee Davis will be reaching out to the Trustees asking them to send her suggested goals. She urged the Board to provide timely feedback to Dr. Stout’s evaluation this upcoming year, as his contract calls for that. d. Trustee Engagement/Professional Development – There was a discussion on the importance of Trustees being engaged, communicating, and responding and figuring out how to meet Trustees where they are. Professional Development opportunities were discussed which includes the ACCT Leadership Congress, October 9 – 12, 2023 in Las Vegas and the ACCT Legislative Summit in Washington, Feb. 4 – 7, 2023. If any Trustees are interested in attending, they should communicate their interest to Cynthia. <p>D. Student’s Perspective – Trustee Orange reported that she has been encouraging students to apply for the Graduate Trustee position and she created a video which was viewed by the PTK</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>students and a flyer she created which was distributed through Student Life & Activities. There was a Student Speak Out today and Trustee Orange read a summary of the event was provided by Dominic Sama, the President of the Student Life Board. Topics discussed included the availability of menstrual products on campus, the recent lockdown, campus safety and campus communications.</p> <p>E. NJCCC Update – Trustee Horl reported on the following:</p> <ul style="list-style-type: none"> a. NJCCC -On March 10, she attended a State Public Policy and Legislative Committee. They discussed programs that will have to become growth areas for our College as we move ahead toward the enrollment cliff, which is just three years away: on-line, dual enrollment and students with some college/no degree programs. These programs vary in popularity and number across the sector. Ocean County is a leader with dual enrollment programs in every high school in Ocean County. President McCormick, Middlesex is currently preparing a report for the Council. b. Assembly Higher Education Committee, March 16 – Trustee Horl attended this meeting where Secretary Bridges, Office of the Secretary of Higher Education (OSHE) testified about the national trends which included inflation, states spending less on higher education in the past year, the importance of keeping students from being mired in debt and the challenges all colleges will face in 2026 as a significant enrollment decline is projected and will continue until 2033. c. Legislation - A-2924/Jasey, which authorizes the HES Assistance Authority to award summer tuition aid grants to students, needs to find a sponsor in the Senate. It has been heard, released by Higher Ed. and referred to the Assembly State and Local Government for further consideration. The only bill on the governor’s desk directly affecting us is the Cybersecurity Incident Reporting Act, which requires any malicious or suspicious events occurring through a computer network to be reported to Homeland Security and Preparedness. The governor signed 8 bills on March 13, but this one wasn’t among them. d. NJCCC March 20 meeting – Trustee Horl and Dr. Stout attended this meeting, and she reported that the conversation was centered on the FY24 State Budget, where almost all of the requests from the community college sector were turned down. However, a \$4.5 million increase was included for the Community College Opportunity Grant. NJCCC was advocating for a \$20 million increase in operational aid for the entire community college sector, and the Governor proposed to keep the aid flat. NJCCC and Trustee Horl are encouraging reengagement with the legislators on our top priorities. The state is contributing only 20% of the financial support of community college, whereas in most other states, the funding is higher. Trustee Horl requested everyone to take action and go to the NJCCC website and participate in the automated pre-written letter campaign to all of the NJ legislators. The last time they had this campaign, Brookdale generated the most letters across the state. <p>F. Student Success & Educational Excellence Committee – Trustee Abby-White announced that the meeting date for the next committee meeting has been changed from April 19, 2023 to April 12, 2023.</p> <p>G. Foundation Update – Trustee Abby-White reported on a meeting held on March 16. She encouraged support and attendance of the Scholarship Bash which will be held on April 28 at Branches.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>1. Honorary Degree Nominations at Commencement 2023 – Stephanie Hueston-Paden and Douglas Quinn were selected upon the Board’s approval to receive Honorary Degrees at Commencement.</p> <p>2. Distinguished Alumni Awards at Commencement 2023 – Sean P. O’Halloran and Dana Tango were selected to receive the Distinguished Alumni Awards at Commencement.</p>		
<p>Public Comment on Agenda Items</p> <p>Vice-Chair Kaufmann provided instructions on giving public comment via Zoom or in person.</p> <p>Assistant Professor Jack Ryan –who served as the Athletic Director in the past, shared historical information about our Athletic Coaches; many of our Coaches began their athletic collegiate careers at Brookdale. He praised the Coaches for their commitment to the student athletes.</p> <p>Ms. Gruskos confirmed that no written public comments were received.</p>		
<p>Review of Consent Agenda</p> <ul style="list-style-type: none"> <i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i> <p>A. Acceptance of Consent Agenda</p>	<p>A motion to adopt the consent agenda was made by Trustee Horl and seconded by Trustee Rambaud.</p> <p>Motion passed.</p>	
<p>Approval of Public Business Meeting Minutes</p> <p>A. Approval of Public Business Meeting Minutes – February 28, 2023</p>	<p>A motion to approve the minutes from the public business meeting held on February 28, 2023 was made by Trustee Rambaud and seconded by Trustee Orange.</p> <p>Motion passed</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	ABSTAIN: Trustee Abby-White.	
Approval of Executive Session Meeting Minutes – January 24, 2023	<p>A motion to approve the minutes from the Executive Session Meeting held on January 24, 2023 was made by Trustee Abby-White and seconded by Trustee Orange.</p> <p>Motion passed.</p> <p>ABSTAIN: Trustees Kaufmann and Rambaud</p>	
Approval of Consent Agenda <ul style="list-style-type: none"> A. Approval of Human Resources B. Application for Grants C. Purchases in Excess of \$37,500 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. Capital Project Update 	<p>A motion to approve the consent agenda was made by Trustee Rambaud and seconded by Trustee Orange.</p> <p>YES: Trustees Abby-White, Angelini, Brennan, Davis, Horl, Orange, Rambaud, Watson and Vice-Chair Kaufmann</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
Approval of the FY22 WBJB Radio Audit	A motion to approve by resolution the FY22 WBJB Radio Audit was made by Trustee Rambaud and seconded by Trustee Angelini.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>YES: Trustees Abby-White, Angelini, Brennan, Davis, Horl, Orange, Rambaud, Watson and Vice-Chair Kaufmann</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
Approval of Articulation & Dual Enrollment Agreement with The College of NJ (TCNJ)	<p>A motion to approve by resolution an articulation and dual agreement with the College of New Jersey was made by Trustee Orange and seconded by Trustee Rambaud.</p> <p>YES: Trustees Abby-White, Angelini, Brennan, Davis, Horl, Orange, Rambaud, Watson and Vice-Chair Kaufmann</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
Authorization to present to Stephanie Hueston-Paden and Douglas Quinn an Honorary Associate Degree at Commencement 2023	<p>A motion to authorize to present Stephanie Hueston-Paden and Douglas Quinn an Honorary Associate Degree at Commencement 2023 was made by Trustee Abby-White and seconded by Trustee Orange.</p> <p>Motion passed.</p>	
Lodging of Revised Policies A. 2.0007 Naming Rights Policy B. 2.7000 Fundraising	<p>A motion to lodge the following policies was made by Trustee Horl and</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
C. 4.1004 Grants and Loans for Student Aid Policy D. Policy 2.0000-A Solicitation, Acceptance and Deaccessioning of Gifts and/or Donations	<p>seconded by Trustee Abby-White.</p> <p>A. 2.0007 Naming Rights Policy B. 2.7000 Fundraising C. 4.1004 Grants and Loans for Student Aid Policy D. Policy 2.0000-A Solicitation, Acceptance and Deaccessioning of Gifts and/or Donations</p> <p>YES: Trustees Abby-White, Angelini, Brennan, Davis, Horl, Orange, Rambaud, Watson and Vice-Chair Kaufmann</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
<p>Public Comment Mr. Jacobs read the instructions on making public comment via Zoom or in-person.</p> <p>Assistant Professor, Jack Ryan, commented on the lockdown on March 1, 2023 and he requested to use that lockdown as an opportunity to assess the lockdown process, identify issues and act to correct them to improve security on campus. He was at the Wall Higher Education Center, and was concerned about the vulnerability of his students in his classroom due to the large expansive windows and the initial lockdown messages being sent to Wall when the lockdown was in Lincroft. He requested that a police report be made public and the individual who was recorded as having issues on campus be identified. He requested that the Sheriff's Department utilize their expertise to improve the lockdown process.</p> <p>Ms. Gruskos confirmed there were no submitted written comments.</p>		
<p>Old/New Business -</p> <p>Dr. Stout informed the Board that anytime there is a lockdown or a shelter in place there is an assessment of what went wrong and went right. Training on the latest protocol is very important, and we need to make sure that the community is constantly trained on the latest protocols as they do change. At the</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Student Speak Out, the issue of the lockdown was discussed and students shared their concerns. Dr. Stout asked the college community to provide their feedback for what they felt went wrong, to allow issues to be addressed.</p> <p>Dr. Stout thanked those involved in the Cost of Poverty Experience, which was a moving simulation on living through poverty in different scenarios. He invited and encouraged participation in the next simulations. He also thanked the students from Human Services/Pre-Social Work who participated and acted as the social agencies.</p>		
<p>Resolution to Hold a Closed Meeting</p> <p>Mr. Jacobs read the resolution to hold an Executive Session (Attachment C</p>	<p>A motion to approve by resolution to hold an Executive Session was made by Trustee Horl and seconded by Trustee Orange.</p> <p>Motion passed.</p>	
<p>Motion to Re-Open the Meeting to the Public</p>	<p>A motion to reopen the meeting to the public was made by</p>	
<p>Adjournment</p> <p>Meeting adjourned at 9:15 pm</p>	<p>A motion to adjourn the meeting was made by Trustee Orange and seconded by Trustee Horl.</p> <p>Motion passed.</p>	

Whereas

The Brookdale Community College Athletics Department has supported the success of thousands of student-athletes, both in competition and in the classroom, over the course of the College’s 56-year history; and

Whereas

The Brookdale Jersey Blues Men’s Basketball Team has experienced an extraordinary legacy of success under the leadership of Head Coach Paul Cisek, Associate Head Coach Charlie Hawthorne, and Assistant Coaches Kurt Fenchel, Ron Pastore, and John Rivera; and

Whereas

Student-Athletes Devin Strickland, Daryen Cabrera, Andre Wells, Niles Halliburton, Kevin Mateo, Luis Robledo, Ronn Flood Jr., Nick Williams, Kareem Irby, Jayden Cabrera, Darnell Askew, Tim Gjonballa, and Josiah Basket battled through adversity throughout the 2022-2023 season; and

Whereas

The Brookdale Jersey Blues 2022-2023 Men’s Basketball season was decorated with numerous personal accomplishments including Nick Williams being named Garden State Athletic Conference (GSAC) Division III Men’s Basketball Player of the Week twice, Kevin Mateo and Nick Williams being named to Region 19 All-Region Teams and the All-GSAC 1st Team, and Kevin Mateo being named GSAC Player of the Year; and

Whereas

The Brookdale Jersey Blues 2022-2023 Men’s Basketball Team helped Head Coach Paul Cisek earn his 600th career win and his 12th GSAC Championship; and

Whereas

The Jersey Blues Men’s Basketball Team defeated Northampton Community College on Northampton’s home court to win the Region 19 Championship; and

Whereas

The Brookdale Jersey Blues 2022-2023 Men’s Basketball Team defeated the College of DuPage, Rochester Community & Technical College, and finally Sandhills Community College to win their 3rd National Championship in the past 10 years; and

Whereas

The Brookdale Jersey Blue’s Men’s Basketball Team not only shines on the court, but also off the court, when they are volunteering at the JBJ Soul Kitchen; and

Whereas

The Brookdale Jersey Blues Men’s Basketball Team never lost hope, outmaneuvered higher seeded teams, placed the success of their team above personal , and always displayed the strong character and sportsmanship characteristic of a Brookdale Student-Athlete.

Now, therefore

Be it proclaimed that the Board of Trustees of Brookdale Community College recognize this day, March, 28, 2023, as Jersey Blues Men’s Basketball Team Day in recognition of their historic accomplishments, and that a copy of this proclamation be presented to each member of the 2022-2023 Jersey Blues Men’s Basketball Team and Coaching Staff as a permanent reminder of the high esteem they have earned among the Brookdale community and this Board of Trustees.



Mr. Paul Crupi, Board Chair



Dr. David Stout, President

BROOKDALE COMMUNITY COLLEGE

Finance & Facilities Meeting

March 21, 2023

Facilities Reports

Engineer of Record Bill White reviewed his facility project report and the status of the projects Colliers is managing. He highlighted progress on renovations of the Children's Learning Center, upgrading/replacement of interior electrical transformers, and repair/replacement of the Fire Pump at the Freehold Higher Education Center.

Mike Naparolo then reviewed his report and provided an update on the facility projects in-progress under the College's management including the solar charging stations and our new E-sports arena.

Financial Reporting

VP Teresa Manfreda reported on the College's financial performance for January 2023 compared to FY23 budget. Total operating revenue was 6% higher than the same time last year or an equivalent of \$3.4M. Total operating expenditures were 8.6% higher than last year or \$3.3M. Total cash balance as of January 30 was \$31M. VP Manfreda reported that the Spring Forecast will be developed and shared in April.

VP Manfreda reported on fifteen recommended purchases funded by Chapter 12 and Operating Budgets; Payment to Vendors, Students, and Employees; and an extension for banking services to our existing banks for Bank of America and Kearny Bank. There was a discussion of the safety of our investments based on the failure at Silicon Valley Bank.

Ms. Manfreda reported that the annual Radio Audit was expected to be completed by the end of the week and presented to the Board of Trustees for acceptance at the March meeting.

Finally, VP Manfreda reported on upcoming RFPs for internal and external auditing services.

Human Resources

Associate Vice President Pat Sensi reviewed 15 future positions proposed to be filled including 6 replacement faculty, 2 new positions in Admissions, and several Plant Operating Engineers to prepare for anticipated retirements. The Committee was supportive of this plan and approved the requests to move forward with the searches.

Ms. Sensi then reviewed the 15 recommended human resource items to be approved at tonight's meeting including hires, changes of status, separations, and 4 Faculty Sabbaticals.

Revenue

VP Nancy Kaari recommended the submission of a Federal Community Project for an Electric Vehicle Technology training grant in the amount of \$750,000. The College is working with our federal grants consultant and will be meeting with our US Senators to gain their necessary support.

Ms. Kaari noted that \$4.2 million in grant funds have been awarded in FY23 with another \$21 million pending of which \$18M is for the construction of the Culinary building on the Lincroft Campus. We are expected to hear if we are granted those funds by late summer or early fall.

Finally, VP Kaari reviewed the Foundation's Statement of Activities and Changes in Net Assets for the month ending January 2023. It was noted that expenses are flat, and the difference in net assets is due to timing differences with the Scholarship Ball. She encouraged support of this year's Scholarship Ball.

BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLUTION AUTHORIZING EXECUTIVE SESSION

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that 4 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **March 28, 2023 at approximately 7:20 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 _____

Approved: March 28, 2023

☒ "(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 : **labor negotiations with the Professional Staff Association**

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

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

☒ "(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: **contract negotiations with the sale of the Hazlet Higher Education Center and emergency communications with the Board of Trustees**

☐ "(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

WHEREAS, the length of the Executive Session is estimated to 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.

Approved: March 28, 2023

2.2 Submission of Grants

Executive Summary

A. Funding Agency: New Jersey Department of Labor and Workforce Development

Program Title: Special Collections Room Revitalization

Short Title: Level Up Your Library

Goal/Purpose: The Bankier Library Special Collections Room, which is on the Brookdale Community College (BCC) campus, houses four main collections: photography books, graphic design books, A New Jersey collection, and a Brookdale archive which includes some of the archives of the Northern Monmouth County Branch of the American Association of University Women (AAUW), the organization that put together a book on BCC history called *The Triangle of Land*. Specifically, the College is requesting funding for the following two activities:

- 1) The vertical files in the Special Collections room contain clippings, fliers, and student publications that have not been inventoried or reorganized since the College's earliest years. Grant funds will be budgeted for an hourly Archives Assistant who will work with the special collections librarian to reorganize, file, and scan select materials. This will provide faculty and students access to college history that is not currently accessible due to the fragile nature of the materials.
- 2) The photography books in this room contain many volumes that are out of print and are falling apart. While the College could glue and tape them back together, to preserve the integrity of the books and to increase their longevity, it is preferable to have them professionally rebound. This will ensure that they can be of use to students studying photography and other fine arts represented at the College for many years to come.

This proposal will help the library staff begin to look at the collections and prioritize what books are in most desperate need of repair and which materials are most critical in being archived. It will also help library staff develop a process for preservation of archiving materials.

Total \$ Requested: \$5,000

Date Submitted: April 29, 2023

Program Administrator: Shay Delcurla, Professor Library

April 25, 2023: Director of Grants and Institutional Development, Laura Qaissaunee

B. Funding Agency: Office of the Secretary of Higher Education (OSHE)**Program Title:** Centers for Adult Transition**Short Title:** Students Achieving Independent Lives (SAIL),

Goal/Purpose: Through a shared vision and commitment, Brookdale Community College (BCC) and Voyagers' Community School (VCS) have forged a strong and effective partnership in the development and implementation of a program focused on career readiness and job placement for individuals with intellectual and developmental disabilities, ages 18-24. The formation of this partnership, Students Achieving Independent Lives (SAIL), the Center for Adult Transition at Brookdale has created an innovative educational environment for students to acquire the skills necessary for navigating their individual journeys to career fulfillment and independent living.

Working together, the partnership will continue to build, grow, and maintain relationships with local public-school districts, pupil service directors and county agencies and providers. BCC's relationship and ongoing program collaboration with the Arc of Monmouth provides an avenue for referrals of age-appropriate potential participants and information sharing. Connections and processes exist with the NJ Division of Vocational Rehabilitation and the Division of Developmental Disabilities. Relationships with local and regional Chambers of Commerce will provide the opportunity to obtain employment internships and placements for SAIL students.

Program Administrator: Noreen Kane, Program Manager Lifelong Learning**Total \$ Requested:** \$ 500,000**Date Awarded:** April 14, 2023**Recommendation:**

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

*4.2 Purchases in Excess of \$37,500 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 \$37,500. 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 18, 2023.

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$37,500, or purchases with a combined total in excess of \$37,500; and

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

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

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

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

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

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 \$37,500

April 25, 2023

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Auxiliary				
1	Follett Higher Education Group	Bookstore Operation and Management Services, Bid No. 23-13 (FY24) / Notice was sent to 1 vendor, received 1 reply. This is a 5 year contract with an option to renew annually up to 5 additional years for bookstore operation and management services.	Bid	REVENUE
2	Hart Halsey LLC, dba Extra Duty Solutions (Sheriff's Department)	Security Services System for Spring Events / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This contract is for the scheduling and payment system of security services for spring events sponsored by external vendors at the Collins Arena and Warner Student Life Center. This contract is funded by Events Management's Revenue Generating Programs.	Exempt	\$ 40,000.00 *
3	ACB Services	Custodial Services for Spring Events, Bid No. 21-08 / This contract is for custodial services for spring events sponsored by external vendors at the Collins Arena and Warner Student Life Center. This contract is funded by Events Management's Revenue Generating Programs.	Bid	\$ 20,000.00 *
4	Malachy Mechanical	Commercial Kitchen Equipment Repair Services T&M, Bid No. 23-15 (FY24) / Notice was sent to 4 vendors, received 2 replies. This is a one year contract with an option for a 2nd year renewal for commercial kitchen equipment repair services and is funded by the Dining Services Budget. FY23 YTD \$10,508.	Bid	\$ 38,000.00 *
Chapter 12				
5	Garden State Sealing Inc., dba Garden State Pavement Solutions	Pavement and Curb Replacement; Catch Basin/Inlet Drain Rebuild; and ADA Ramp Installation / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for various projects on the Lincroft Campus which includes pavement and curb replacements, catch basin/inlet drain rebuilds, and an ADA ramp for the Cybersecurity Center. This contract is funded by Chapter 12.	Exempt	\$ 115,500.00 *
6	Automated Building Controls, Inc.	Building Automation HVAC Maintenance and Repairs, Bid No. 22-20 / This contract is for the installation of a leak detector and other related work to complete the automatic temperature controls project at the ATEC Building. This contract is funded by Chapter 12.	Bid	\$ 20,790.00

7	Trane U.S. Inc.	Chiller Upgrade and Replacement Parts / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the upgrade and replacement of parts to the chiller which includes new strainers, valves, and connectors. This contract is funded by Chapter 12.	Exempt	\$ 49,338.00	
8	Network Cabling, Inc., Net Q Multimedia Company	Supply and Installation of Fiber-Optic Cable / Exempt 18A:64A.25.9 (State Contract). This State Contract is for the supply and installation of single-mode fiber-optic cable, and certification services that will extend the fiber infrastructure to complete two projects. The first project will establish a new connection between MAC and CVA creating a secondary pathway for connectivity. The second project will establish a new connection between MAC and ATEC that will enable continuous network connectivity between buildings supported by generators. This contract is funded by Chapter 12.	Exempt	\$ 15,852.71	
9	Sal Electric Co., Inc.	Electrical Services T&M, Bid No. 20-28 / This contract is for various electrical services on the Lincroft Campus and the Regional Locations. This contract is funded by Chapter 12 and the Facilities Budget.	Bid	\$ 55,000.00	*
10	Premier Enterprises, LCC dba Premier Roofing	Roof Repairs and Replacement Services, Bid No. 22-18 / This contract is for the roof replacement of the Wall East Building (former Wall Regional Location) and is funded by Chapter 12.	Bid	\$ 90,700.00	
Grants					
11	Groupe LaCasse; SurfaceWorks	Furniture for the Center of Excellence for Cybersecurity Education (CECE) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority) and Exempt 18A:64A.25.9 (State Contract). These contracts are for the supply, delivery, and installation of furniture for the Center of Excellence for Cybersecurity Education (CECE). These contracts are funded by the County College Career and Technical Education Program Expansion Grant.	Exempt	\$ 248,396.43	

12	National Public Radio	Programming Services and Membership Fees (FY24) / Exempt 18A:64A-25.5.a.(16) (Entertainment). This annual contract is for the payment of programming fees, interconnect fees, and membership dues to the National Public Radio. The membership is used exclusively for the acquisition, production, promotion and distribution of national programming of high quality, diversity, creativity, excellence and innovation, with strict adherence to objectivity and balance of programs. This contract is funded by the Community Service Grant. FY23 \$28,852.	Exempt	\$ 32,000.00 *
13	Ladacin Network; Monmouth County Vocational School; Community Affairs and Resource Center; Literacy New Jersey, Inc.	Adult Basic Education Skills/Literacy Program (FY24) / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). These contracts are for the reimbursement to the individual entities, which form the Monmouth County Adult Basic Skills Consortium. The Consortium was established to provide and support the adult basic education program. As the lead agency, the College reports to the New Jersey Department of Labor and is directed by the "Workforce Innovation and Opportunity Act"/Title II Program. These contracts are funded by the ABE/Literacy Grant. FY23 YTD \$120,072.	Exempt	\$ 186,000.00 *
14	Voyager's Community School	Consulting Services and Program Development for Spring Program / Exempt 18A:64A-25.5.a.(15) (Professional consulting services). This contract will provide consulting services and program development for students (up to the age of 24) who have developmental disabilities. Through a partnership with Arc of Monmouth and Voyager's Community School, this program will provide support and resources necessary for these students to experience more successful transitions from secondary school to postsecondary education and adult employment. This contract is funded by the Adult Transition Grant.	Exempt	\$ 55,000.00
15	Aspire Technology Partners; SHI International Corp.; Network Cabling Inc., Net Q Multimedia Company	Supply and Installation of Wireless Access Points / Exempt 18A:64A.25.9 (State Contract). These State Contracts are for the supply and installation of 700+ Wi-Fi 6E cloud-managed wireless access points. The Wi-Fi 6E hardware and protocol provides higher speeds, performance predictability, and supports the latest wireless security protocol WPA3. Wi-Fi 6E leverages the expanded spectrum made available for 6 GHz and brings additional capabilities to support the high density needs of a modern network. The hardware and installation services contract is funded by HEERF and the 5-year subscription licensing contract is funded by the IT Budget.	Exempt	NTE \$2,200,000.00

Operating

16	Carahsoft Technology Corp.	IronNet Network Detection and Response (FY24) / Exempt (Joint purchases by county colleges, municipalities or counties; authority). This contract is for a one year renewal of the IronDefense and IronDome cybersecurity subscription, providing a behavioral based network detection and response (NDR) platform to analyze and detect cyber threats. This includes the IronDome Collective Defense solution to automate secure sharing and collaboration within and across sectors to enhance and speed up threat detection. This contract is funded by the IT Budget. FY23 \$37,028.32.	Exempt	\$ 53,769.22
17	SHI International Corporation Adobe Inc.	Adobe License Agreement (FY24) / Exempt 18A:64A-25.9 (State Contract). This State Contract is for the 2nd year of a 3 year contract for the Adobe License Agreement and is funded by the IT and Academic Affairs Budgets. FY23 \$56,146.70.	Exempt	\$ 56,146.70
18	**See attached List of Vendors for Student Recruitment Advertising Services.	Student Recruitment Advertising (FY24) / Exempt 18:64A-25.5.a.(20) (Student recruitment and advertising). These are one year contracts for print, internet, outdoor, and television recruitment advertising. These contracts are funded by the Institutional Marketing Budget, various grants, and departmental budgets. FY23 YTD \$206,869.	Exempt	\$ 400,000.00 *
19	SHI International	Emergency Alert Services (FY24) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for emergency alert services and is funded by the Institutional Marketing Budget. FY23 \$16,000.	Exempt	\$ 18,311.11
20	Fortress Graphics LLC	Banners and Signage, Bid No. 23-14 (FY24) / Notice was sent to 24 vendors, received 2 replies. This is a one year contract with an option for a 2nd year renewal for the supply, delivery, and installation of various banners and signage. This contract is funded by the Institutional Marketing Budget and various departmental budgets. FY23 YTD \$15,020.	Bid	\$ 35,000.00 *

21	ACCSES New Jersey, Inc.	Promotional/Recruitment Giveaways (FY24) / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for the supply and delivery of promotional/recruitment giveaways. This contract is funded by various grants, College Relations, Institutional Marketing, and various departmental budgets. FY23 YTD \$0.	Exempt	\$ 25,000.00 *
22	Enterprise Fleet Management (FM) Trust	Fleet Services Lease and Maintenance (FY24) / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is the 5th year of a 5 year contract for the lease, maintenance, and management of vehicles to replace College vehicles as they exceed their useful service life. Transitioning to a lease option will result in more flexibility in selecting the types of vehicles used, reduce maintenance costs, improve dependability and most importantly provide a safer and more functional fleet of vehicles. This contract is funded by the Operating Budget. FY23 YTD \$41,931.	Exempt	\$ 60,000.00 *
23	W.B. Mason Co., Inc. Veritiv Operating Co.	Copy Paper and Miscellaneous Paper & Envelopes, Bid No. 23-16 (FY24) / Notice was sent to 9 vendors, received 2 replies. This 6-month contract is for the supply and delivery of copy paper, miscellaneous paper, and envelopes. This contract is funded by the Printing Services Department. FY23 YTD \$56,177.	Bid	\$ 48,000.00 *
24	SD Gameday LLC	Athletic Training, Sports Medicine, and Team Physician Services, RFP No. 04-23 (FY24) / Notice was sent to 3 vendors, received 2 replies. This is a one year contract with an option for a 2nd year renewal for athletic training, sports medicine, and team physician services. This contract is funded by the Athletic Budget. FY23 \$78,000.	RFP	\$ 82,000.00
25	Natural Languages LLC; Christine Martin; Cheryl Lepple-Huber; Sign 4U Interpreting Service LLC; Integrity Interpreting LLC	Sign Language Interpreters, RFQ No. 04-2022 (FY24) / This is the 2nd year of a 2 year contract for pre-qualified professionals to provide sign language interpretation services for students who have requested this service through the Office of Disability Services. Provision of services is in compliance with Subpart E of Section 504 of the Rehabilitation Act of 1973, which states it is the institution's responsibility to provide auxiliary aids and services in a timely manner to ensure effective participation by students with disabilities. These contracts are funded by the Disability Services Budget. FY23 YTD \$0.	RFQ	\$ 125,000.00 *

26	Follett	Textbooks (FY24) / Exempt 18:64A-25.5.a.(6) (Textbooks). This is a one year contract for the supply and delivery of textbooks and is funded by CPS' Revenue Generating Programs, grants, and various departmental budgets. FY23 YTD \$13,939.	Exempt	\$ 26,000.00 *
27	Innovative Interfaces, Inc.	Annual Millennium Maintenance (FY24) / 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. FY23 \$47,552.35.	Exempt	\$ 52,000.00 *
28	Ebsco Subscription Services	Subscription Services (FY24) / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This annual contract provides over 400 periodical subscriptions to the library. This also includes subscriptions to 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. FY23 YTD \$31,591.	Exempt	\$ 37,500.00 *
29	Yankee Book Peddler	Library Books (FY24) / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This is a one year contract for the purchase of books and e-books and is funded by the Library Budget. FY23 YTD \$14,691.	Exempt	\$ 30,000.00 *
30	N.J. Institute of Technology/ NJEDge.Net	Electronic Library Resource Licenses (FY24) / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This annual contract provides 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. FY23 \$59,134.85.	Exempt	\$ 64,500.00 *

31	West Publishing Corporation /Thomson Reuters	Subscription Services and Books (FY24) / Exempt 18:64A-25.5.a.(6) (Library materials). This is a one year contract for subscription services and purchase of books 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. FY23 YTD \$9,305.	Exempt	\$ 22,000.00	*
32	American Academy Holdings, LLC (AAPC)	Online Certified Professional Coder and Certified Professional Biller Certification Programs (FY24) / Exempt 18A:64A-25.5.a.(3) (Materials or supplies which are not available from more than one potential bidder; included without limitation materials or supplies which are patented or copyrighted). This is a one year contract for online Certified Professional Coder and Certified Professional Biller Certification Programs and is funded by CPS' Revenue Generating Programs. FY23 YTD \$13,843.	Exempt	\$ 25,000.00	*
33	Withum, Smith & Brown, PC	Independent Audit Services, RFP No. 07-23 (FY24) / Notice was sent to 7 firms, received 1 reply. This is a one year contract with an option for a 2nd year renewal for independent audit services and is funded by the Operating Budget. FY23 \$86,000.	RFP	\$ 88,700.00	
34	CohnReznick LLP	Internal Audit Services, RFP No. 08-23 (FY24) / Notice was sent to 8 firms, received 3 replies. This is a one year contract with an option for a 2nd year renewal for internal audit services and is funded by the Operating Budget. FY23 YTD \$250.	RFP	\$ 75,000.00	*

* Estimated expense based on historical data

**List of Vendors

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

**** Item No. 18**

**Student Recruitment Advertising
EXEMPT**

- Intersection
- Clarus
- Comcast/Spotlight, dba EffectTV, NFL Network
- Splendor
- Meltwater
- Altice Media
- Positive Expectations, Sem Geeks
- Tenet Partners
- iHeart Media, Capstar Radio Operating Company
- Core Studios
- Iris Communications
- Townsquare Media
- Ally Marketing
- M. Studio
- Beasley Media Group
- Industry Magazine
- Press Communications
- Orange 142
- Gannett/LocaliQ
- Newport Media Holdings
- Ad Corp Media Group
- NexStar/WPIX
- Eatontown Monmouth Mall
- Newspaper Media
- Niche
- Keystone Academic Solutions
- Tap Into Local
- American Baseball LLC
- Adcorp Media Group
- Concept 3D
- JA Rod Unidos Latinos

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending February 28, 2023, which totaled \$2,570,295.96. 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 18, 2023.

4.1 *Financial Report*

The following is the unaudited Financial Report through the month ending February 28, 2023.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting April 18, 2023.

Financial Overview at February 28, 2023

The following financial summary provides an overview of year-to-date financial performance at February 2023 compared to FY23 budget, and to the same period last year.

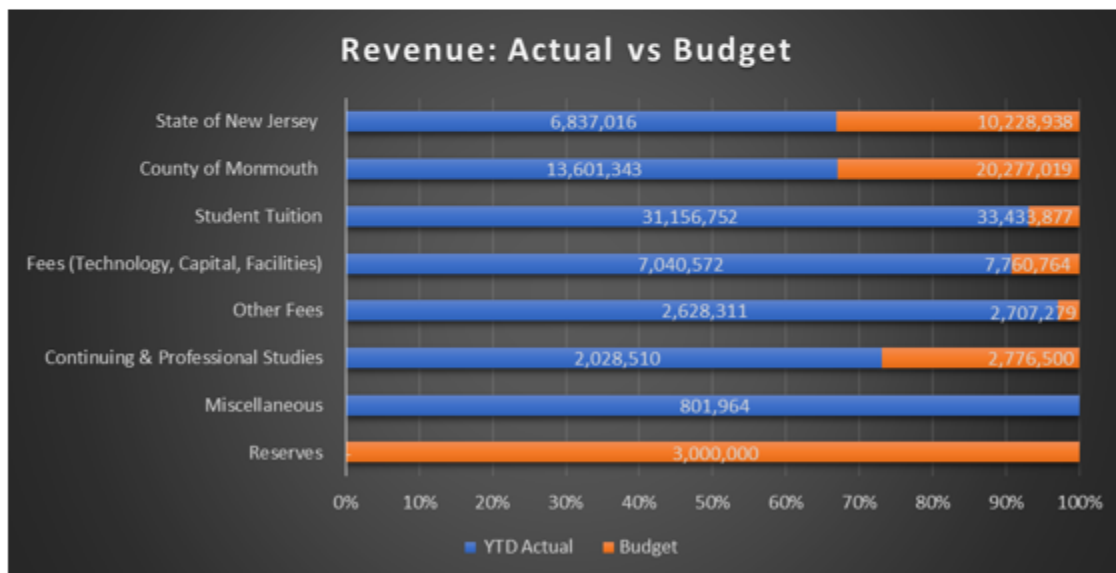
Revenue:

Compared to Budget

Total operating revenue through the month of February 2023 was \$64.1M and represents 79.2% of the FY23 budget of \$81M.

Compared to Prior Year

Operating revenue through February 2023 was 7.8% higher than the same time last year. Of the \$4.7M increase, \$2.8M is in tuition & fee revenue and \$1.9M from all other operating revenue sources.



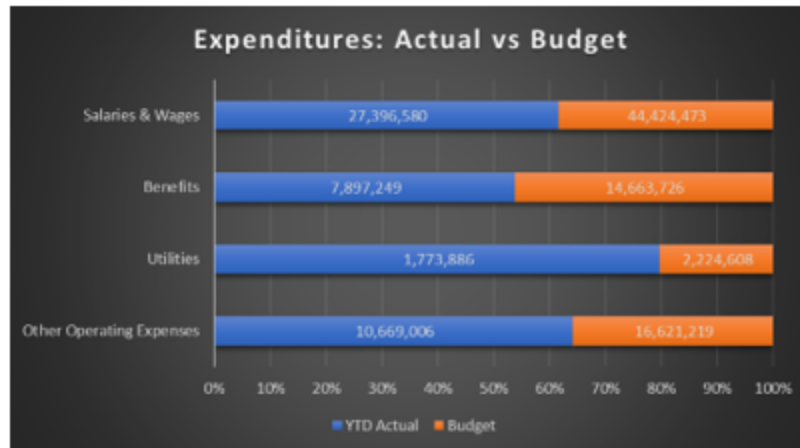
Expenditures:

Compared to Budget

Total operating expenditures through February 2023 were \$47.7M or 61.3% of the \$78M FY23 budget.

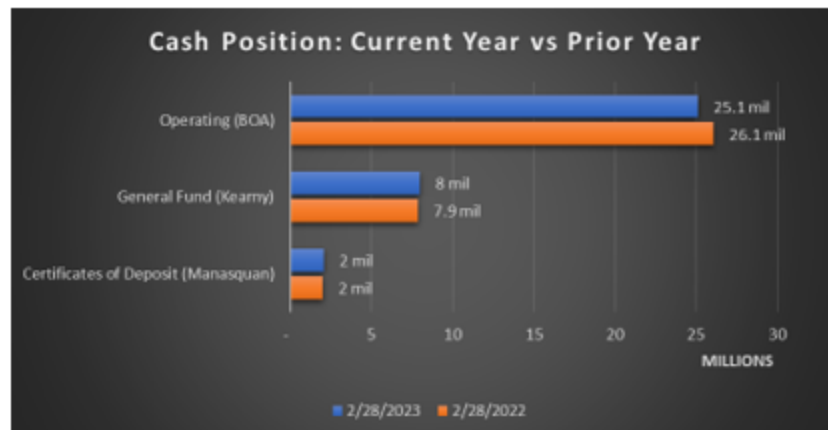
Compared to Prior Year

Total operating expenses for the same period last year were \$43.1M compared to \$47.7M this year, indicating an increase of operating costs of 10.7% or \$4.6M. This increase is mainly attributed to the increase of salary and benefit costs of \$2.6M and contracted services expense of \$800k.



Cash Balance:

At February 28, 2023, the College's total cash position was \$35.1M, which represents a \$2.4M decrease over the same time last year. This variance is due to the timing of receipt of CARES funds. The College's total interest earned through February was \$186,563 compared to \$20,693 last year.



Brookdale Community College
Operating Revenue Report
For the month ending February 28, 2023

	YTD Actual	Budget	Balance	% Actual to Budget
State of New Jersey	\$ 6,837,016	\$ 10,228,938	\$ (3,391,922)	66.8%
County of Monmouth	13,601,343	20,277,019	(6,675,676)	67.1%
	20,438,359	30,505,957	(10,067,598)	67.0%
Student Tuition:				
Summer III	817,099	849,505	(32,406)	96.2%
Fall 15	14,814,783	14,439,422	375,361	102.6%
Fall 11	948,326	954,666	(6,340)	99.3%
Fall 7A & 7B	145,805	79,110	66,695	184.3%
Winterim	258,055	284,273	(26,218)	90.8%
Spring 15	12,993,595	12,730,986	262,609	102.1%
Spring 11	1,017,398	712,623	304,775	142.8%
Spring 7A & 7B	161,691	73,556	88,135	219.8%
Summer I	-	1,605,186	(1,605,186)	0.0%
Summer II	-	1,704,550	(1,704,550)	0.0%
	31,156,752	33,433,877	(2,277,125)	93.2%
Fees:				
Fees (Technology, Capital, Facilities)	7,040,572	7,760,764	(720,192)	90.7%
Application Fee	135,160	175,000	(39,840)	77.2%
Installment Plan Fee	120,395	140,000	(19,605)	86.0%
Lab Fees	2,324,833	2,319,529	5,304	100.2%
Late Fees	18,060	22,000	(3,940)	82.1%
Transcript Fee	28,929	50,000	(21,071)	57.9%
Bad Check Fee	935	750	185	124.7%
	9,668,883	10,468,043	(799,160)	92.4%
Continuing & Professional Studies:				
Contract Training Direct Pay	49,468	210,000	(160,533)	23.6%
Alternate Route	261,427	150,533	110,894	173.7%
Healthcare Services	777,734	1,249,005	(471,272)	62.3%
Business & Career Training	232,738	265,000	(32,262)	87.8%
Computer Training	79,939	144,500	(64,561)	55.3%
CTE Grant	300,352	381,004	(80,652)	78.8%
Trips / Excursions	48,220	75,000	(26,780)	64.3%
Misc. Open Enrollment Programs	190,931	205,375	(14,445)	93.0%
Summer Adventure Camps	48,729	55,083	(6,354)	88.5%
Accelerated Career & Technology	36,500	41,000	(4,501)	89.0%
	2,028,510	2,776,500	(747,990)	73.1%
Miscellaneous:				
Partnerships/Rent	270,822	-	270,822	0.0%
Indirect Cost Recovery	133,907	335,000	(201,093)	40.0%
Interest Income	186,563	85,000	101,563	219.5%
International Center	108,126	300,000	(191,874)	36.0%
Miscellaneous	102,546	10,000	92,546	1025.5%
Reserves	-	3,000,000	(3,000,000)	0.0%
	801,964	3,730,000	(2,928,036)	21.5%
Total	\$ 64,094,468	\$ 80,914,376	\$ (16,819,908)	79.2%

Brookdale Community College
Operating Expenditure Report
For the month ending February 28, 2023

	YTD Actual	Budget	Balance	% Actual to Budget
Academic Affairs	18,290,234	30,445,358	12,155,124	60.1%
Benefits	7,897,249	14,663,726	6,766,477	53.9%
Finance & Operations	7,569,189	11,971,452	4,402,263	63.2%
Student Affairs	4,050,205	6,527,686	2,477,481	62.0%
General Expenses	3,207,401	4,754,348	1,546,947	67.5%
Continuing & Professional Studies	1,659,119	2,475,267	816,148	67.0%
Utilities	1,773,886	2,224,608	450,722	79.7%
Human Resources & Organizational Safety	1,707,469	2,589,726	882,257	65.9%
Planning & Institutional Effectiveness	289,418	427,260	137,842	67.7%
President & Board of Trustees	360,054	532,805	172,751	67.6%
Advancement Division	932,497	1,321,790	389,293	70.5%
	47,736,721	77,934,026	30,197,305	61.3%
Salaries & Wages	27,396,580	44,424,473	17,027,893	61.7%
Other Expenses	20,340,141	33,509,553	13,169,412	60.7%
	\$ 47,736,721	\$ 77,934,026	\$ 30,197,305	61.3%

Brookdale Community College
Current Year vs Prior Year
For the month ending February 28, 2023

	2/28/23	2/28/22	Change	% Change
Operating Revenue				
State of New Jersey	\$ 6,837,016	\$ 5,925,096	\$ 911,920	15.4%
County of Monmouth	13,601,343	13,601,343	-	0.0%
Student Tuition	31,156,752	28,745,718	2,411,035	8.4%
Fees	9,668,883	9,297,885	370,999	4.0%
Continuing & Professional Studies	2,028,510	1,606,713	421,797	26.3%
Miscellaneous	801,964	263,349	538,615	204.5%
	64,094,468	59,440,102	4,654,366	7.8%
Operating Expenditures				
Academic Affairs	18,290,234	17,041,045	1,249,190	7.3%
Benefits	7,897,249	7,061,510	835,738	11.8%
Finance & Operations	7,569,189	7,086,943	482,246	6.8%
Student Affairs	4,050,205	3,691,538	358,667	9.7%
General Expenses	3,207,401	2,630,005	577,395	22.0%
Continuing & Professional Studies	1,659,119	1,401,906	257,213	18.3%
Utilities	1,773,886	1,284,017	489,869	38.2%
Human Resources & Organizational Safety	1,707,469	1,369,928	337,541	24.6%
Planning & Institutional Effectiveness	289,418	259,185	30,233	11.7%
President & Board of Trustees	360,054	368,189	(8,135)	-2.2%
Advancement Division	932,497	914,649	17,848	2.0%
	47,736,721	43,108,916	4,627,805	10.7%
Surplus/(deficit) Operating	16,357,747	16,331,186	26,561	
Auxiliary				
Receipts	880,138	605,580	274,558	45.3%
Disbursements	1,507,230	932,224	(575,007)	-61.7%
Surplus/(deficit) Auxiliary	\$ (627,093)	\$ (326,644)	\$ (300,449)	

FY23 Spring Semester Financial Forecast

General Overview:

The Spring Semester Financial Forecast has been completed for FY23. The report contains an analysis of enrollment, revenue, and expenses for the operating, auxiliary, ASBCC and capital funds. The analysis includes actual data through February 28, 2023, and forecasted data through June 30, 2023.

Comments:

The College is projecting an enrollment of 6,751 credit FTEs versus the budget of 6,501 credit FTEs. This projection represents a 3.86 percent increase over actual FY22 enrollment of 6,500 FTEs.

Operating Fund revenue is projected to increase by \$3M from the prior year. This was due to an increase in tuition and fee revenue of \$1.9M, an increase in revenue from Continuing and Professional Services of \$344,831, and an increase in other income of \$509,723.

Operating Fund expenditures for the year are projected to increase by \$5.7M from the prior year. The College experienced significant savings in many areas including savings in staff vacancies of \$500,000, savings from snow removal of \$400,000, savings in overall general operating expenses of \$225,000, and the ability to allocate the remaining HEERF funds to offset costs and cover revenue losses in some areas.

The College was also impacted by several significant negative changes to its budget. In FY22 the College reduced its overall allowance of doubtful accounts by over \$1M by allocating HEERF funds to cover students' bad debt. This one-time opportunity will not present itself again and will show as an increased expense when comparing year over year. Other significant cost increases include implementation of contract negotiations, including the recent adjunct faculty contract, the increase in dual enrollment waivers, and increases in health and general liability insurance premiums.

Summary:

The College will continue to keep the Finance Committee of the Board of Trustees apprised of the financial status of the College and will continue to take advantage of opportunities to maximize revenue and reduce costs as we close out fiscal year 2023. The College is projecting a decrease in FY23's net position of approximately \$725,000.

BROOKDALE COMMUNITY COLLEGE
Engineering Status Report
April 7, 2023

A. CONSTRUCTION PROJECTS – CHAPTER 12 FUNDS

1. Bid No. 23-02, Drainage Improvements/General Site Work

The project consists of replacement of the existing under-capacity drainage system with an expanded drainage system along with the regrading of the adjacent access cartway. The improvements are in the area adjacent to ATEC and MAC.

Construction is completed. Close out paperwork is being prepared and will be submitted shortly.

2. Children's Learning Center

Colliers Engineering & Design (CED) developed two distinct scopes of work. The first task is for the replacement of HVAC, Fire Protection System, and sewer ejector pump. The second task is an Architectural review for ADA/accessibility compliance and ingress/egress of the building. Our office prepared a recommended scope of improvements.

Construction Documents were completed for the first task, and the project advertised on January 27, 2023. The bids are to be received on February 22, 2023. Post Award Agreement was signed on March 2nd. A Preconstruction Meeting was held March 16th. Work commenced the week of April 3rd. Shop drawings for the long lead items have been submitted and processed.

The Architectural Report and recommendations to address the building accessibility was submitted on January 20, 2023. The findings were discussed with staff and a scope of work prepared. A proposal for the engineering costs associated with the preparation of the construction documents was submitted on February 21st. Authorization for the task was recently received. Kick off meeting is being scheduled so design work can commence.

3. Lincroft - Various Buildings

Our office is scheduling a site inspection regarding potential upgrading/replacement of interior transformers and associated switch gear in seven (7) locations within various buildings, as most are the original equipment. A proposal for the inspection was submitted on February 23rd.

A preliminary walkthrough of various buildings (PAC, CAR, ATEC) was performed to review ADA access to building, bathrooms and handicap parking spaces. The intent is to determine

the required improvements/upgrades and potentially package them into a single contract as a cost savings method.

Michael Naparlo and I walked the campus to discuss the various drainage issues. We will be further assessing the cause and mitigation methods.

Our office was requested to review the hanger system proposed for the Esports monitor wall. The building can support the additional load. Since the designer could not supply signed and sealed plans, we also reviewed the hanger system and made a few recommended upgrades. We are awaiting revised drawings for final approval.

4. Freehold

The Manufacturer Stormwater Treatment Device associated with the previous parking lot expansion requires maintenance which consists of replacement of the numerous filter cartridges at a substantial cost per the two (2) quotes that were obtained. CED will review the proposals and research possible lower cost alternate(s). CED will prepare specifications to go out to bid as the cost will exceed the bid threshold. The project is anticipated to be bid out late spring with construction to follow shortly afterward.

The Fire Pump located on the basement requires replacement. CED has reviewed the quotes that were solicited. CED is reviewing available information to prepare a specification to go out to bid as the cost will exceed the bid threshold.

A preliminary inspection of the building's basement and the outside perimeter was conducted in response to water infiltration from numerous locations into the basement. A follow up inspection with the CED team of a structural engineer, geotechnical engineer, and an architect specializing in building envelopes will be scheduled for April 2023.

5. All Campuses

A meeting was held on December 7, 2022, to discuss the installation of Carbon Monoxide sensors through the entire school. Our office is currently reviewing and assembling available plans to assess the scope of work. The plan is to bid the project for construction in Summer 2023.



WILLIAM H. R. WHITE, III, PE, PP, CME, CPWM
Engineer of Record

WHW/dmm

cc: Michael Naparlo, Manager of Facilities (via email)

Brief: Facilities Overview as of April 25, 2023

Major projects in-progress:

Project	Architect/Engineer	Contractor	Comments
Center of Excellence for Cybersecurity Education (formerly Gorman Hall South)	Posen Architects	Shoreland Construction Inc.	<ul style="list-style-type: none"> Furniture proposal going to the April board for approval. Met with CTCL regarding camera installation; waiting on proposal.
Wellness Center	Posen Architects	M&M Construction	<ul style="list-style-type: none"> Millwork installation is still in progress. Glass walls have been completed. Furniture expected to arrive week of April 24.
Facilities Master Plan	TBD	SSP Architects	<ul style="list-style-type: none"> Final document received by Facilities. Requested modifications - expecting the revised final document.
ATeC & MAS Drainage	Colliers	Shore Top Construction	<ul style="list-style-type: none"> Project completed. Engineer walk through review for punch list work to be scheduled.
Solar panels and charging stations installed at Lincroft and Wall	Luminace	Miller Brothers	<ul style="list-style-type: none"> Working on setting up charging stations. Wall passed inspection done by Tree Company Clean Energy.
Modernization of Lincroft Elevators	USA Architects	West End-KB Builders & Developers	<ul style="list-style-type: none"> Submittals for MAS elevator approved; parts ordered April 7. Lead time for parts is 12 – 14 weeks.
Esports HVAC and Electrical Upgrade	T&M Associates	EACM Corp	<ul style="list-style-type: none"> Horizon being scheduled for installation of lights and computer equipment along with gaming stations.

Culinary & Hospitality Center	SSP Architects		<ul style="list-style-type: none"> • The board approved moving forward with the Grant application for the relocation of the Culinary school to the Lincroft Campus. • Application submitted.
Children's Learning Center	Colliers Engineering	Kappa Construction	<ul style="list-style-type: none"> • Pre-construction meeting held March 16; expect work to start March 29. • Demolition underway.

Projects in-planning stage:

- Drainage Phase 2 – Lincroft and Freehold
- Interior transformer and switch gear replacement in various buildings

4.2b *Contract Modification*

The following Contract Modification Request Report contains summary information and a resolution for modification to an existing Blanket Purchase Order.

This report is submitted to the Board of Trustees to provide background information to enable the approval of the modification request.

Additional details for the 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 18, 2023

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$37,500, or purchases with a combined total in excess of \$37,500; and

WHEREAS, College policy requires Board approval for a modification 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 25, 2023

		Contract Award	Modification Approved	Current Contract Value	Proposed Modification	Contract Total	Proposed % Increase
Vendor Name	Description						
1 SSP Architectural Group, Inc.	Additional services outside of the FMP Scope of Work (RFP No. 03-22). These services included space utilization analysis, preparation for and attendance at additional meetings and walkthroughs. This contract is funded by the Facilities Budget.	\$ 278,400.00	\$ -	\$ 278,400.00	\$ 13,980.00	\$ 292,380.00	5%
		<u>\$ 278,400.00</u>	<u>\$ -</u>	<u>\$ 278,400.00</u>	<u>\$ 13,980.00</u>	<u>\$ 292,380.00</u>	

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.0000-A Solicitation, Acceptance and Deaccessioning of Gifts and/or Donations

I. Title of Policy

Solicitation, Acceptance and Deaccessioning of Gifts and/or Donations

II. Objective of Policy

Outlining the authority of ~~To establish the authority of the~~ Brookdale Community College ~~Board of Trustees, in conjunction with working through~~ the President and/or the, Vice President of Advancement and the Brookdale Foundation, working through the Executive Director of the Foundation and Alumni Association, ~~to coordinate the to~~ solicitation of gifts or donations of individuals, and the public and private sector, for gifts in support of the College, and to deaccession previously donated gifts and/or donations materials (i.e. books, collections, art works) in a transparent, ethical and legal manner, based on legal requirements, necessities, their current and potential usefulness, and management requirements and consistent with the Mission, Vision, Values and Strategic Priorities and Goals of the College.

III. Authority

New Jersey State Statutes — County Colleges, 18A:64A-12K (General Powers of Boards); United States Office of Management and Budget Circular A-133; Public Law 101-121.

IV. Policy Statement

A gift or donation is a voluntary and irrevocable transfer of money, property or other assets made by a donor (individual, organization, business corporations, or other legal entity) without any expectation or receipt of direct economic benefit or any other tangible compensation (i.e. goods and services) from the donee, ~~that is commensurate with the worth of the donation; or subject to any conditions or restrictions as the donor may prescribe. A gift or donation may be restricted for a limited use (e.g. Scholarships; Athletics; Radio Station).~~

The gift or donation must not be in conflict with any provision of College policy Policy, or public law or the Mission, Vision, Values and Strategic Priorities and Goals of the College. Under no circumstance will the College accept a gift or donation from any donor who engages in practices or policies which discriminate against any person defined to be in a protected class under any federal or state statute or regulation on the basis of race, creed, color, nationality, national origin, ancestry, age, sex, marital status,

~~civil union status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, disability, or other protected category or activity (i.e. opposition to prohibited discrimination or participation in the complaint process).~~ Gifts and donations will be accepted on behalf of the College by the President and/or the Vice President of Advancement, Foundation Board, and require approval of the Board of Trustees before being accepted on behalf of the College. ~~the College Board of Trustees, and/or the President. The “Gift Acceptance” form must be completed and submitted to the Advancement office with a recommendation made to the President to accept the gift or reject it.~~ Gifts and donations bestowed to the Foundation will be accepted by the VP, Advancement.

The Office of Advancement is responsible for all gift and donation activities, therefore ~~The solicitation all gift or donation solicitation activities affiliated with the Brookdale Community College shall be coordinated through the Office of Advancement of all gifts or donations must be coordinated through the Advancement Office.~~ This encompasses all forms of solicitation including written grant applications, direct-mail campaigns, and verbal requests by faculty, staff, ~~students~~ students, and student organizations.

~~Acceptance of a gift or donation is not automatic but based on the desirability of the gift or donation in relation to College needs, and the nature and degree of obligation that acceptance of the gift or donation imposes on the College. If a donor approaches any employee of the College with a gift or donation, or other forms of private support in the name of Brookdale Community College, the employee must contact the Advancement Office to aid in coordinating the gift or donation process.~~

~~An annual audit of the Foundation’s fiscal affairs will be conducted and subsequently approved by the College Board of Trustees. The College and the Foundation will make available to the College and the general public an annual report of major activities and fiscal procedures.~~

Deaccessioning of Gifts and/or Donations

Deaccessioning is the process by which objects of value (such as works of art, artifacts, rare books, historical documents, and other similar materials) are permanently removed from the College’s collections. Deaccessioning is a necessary component of collections management and development. Deaccessioning, in certain circumstances, is a continuum of archival practice, and a regular part of the College’s collections management. Its purpose is to enhance the quality, integrity, and identity of a collection without violating legal or ethical obligations.

~~The basic principles guiding d~~The deaccessioning process will include, but not be limited to, are transparency of reasons and ,consistency, documentation of receipt and/or transfer, and ethical, responsible practice. ~~Legal issues of ownerships and promises made in donor agreements will be taken into account~~considered.

~~Deaccessioning for the primary purpose of generating operating income; satisfying personal interests, aversions, or prejudices; and pleasing donors or resource allocators are not consistent with Best Practices. For~~All records regarding deaccessioned materials in the College archives~~property, disposition~~shall be kept in accordance with will be regulated by the records retention schedules of the New Jersey Division of Archives & Records Management, Trenton, New Jersey.

V. Responsibility for Implementation

President and/-or Vice President of Advancement

Approved: Board of Trustee
3/23/70

Original title: Development and Acceptance of Gifts and Grants

Revised: 11/1/79

9/23/82

4/23/92

Approved:

19 November 2015

Original title: Development and Acceptance of Gifts and Grants:

The original policy has been split into two separate policies:

2.0000-A Solicitation, Acceptance and Deaccessioning of Gifts and/or
Donations, and, 2.0000-B Application and Acceptance of Grants

2.0000-A Updated: X/X/2023

See also:

Brookdale Community College Foundation Gifts Procedures

2.0000-B Application and Acceptance of Grants

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.0000-A Solicitation, Acceptance and Deaccessioning of Gifts and/or Donations

I. Title of Policy

Solicitation, Acceptance and Deaccessioning of Gifts and/or Donations

II. Objective of Policy

Outlining the authority of Brookdale Community College, in conjunction with the President and/or the Vice President of Advancement and the Brookdale Foundation, to solicit gifts or donations in support of the College, and to deaccession previously donated gifts and/or donations (i.e. books, collections, art works)-based on legal necessities, their current and potential usefulness, and management requirements and consistent with the Mission, Vision, Values and Strategic Priorities and Goals of the College.

III. Authority

New Jersey State Statutes — County Colleges, 18A:64A-12K (General Powers of Boards); United States Office of Management and Budget Circular A-133; Public Law 101-121.

IV. Policy Statement

A gift or donation is a voluntary and irrevocable transfer of money, property or other assets made by a donor (individual, organization, business corporations, or other legal entity) without any expectation or receipt of direct economic benefit or any other tangible compensation (i.e. goods and services) from the donee.

The gift or donation must not be in conflict with any provision of College Policy, public law or the Mission, Vision, Values and Strategic Priorities and Goals of the College. Under no circumstance will the College accept a gift or donation from any donor who engages in practices or policies which discriminate against any person defined to be in a protected class under any federal or state statute or regulation. Gifts and donations will be accepted on behalf of the College by the President and require approval of the Board of Trustees before being accepted on behalf of the College. Gifts and donations bestowed to the Foundation will be accepted by the VP, Advancement.

The Office of Advancement is responsible for all gift and donation activities, therefore all gift or donation solicitation activities affiliated with the Brookdale Community College shall be coordinated through the Office of Advancement. This encompasses all forms

of solicitation including written grant applications, direct-mail campaigns, and verbal requests by faculty, staff, students, and student organizations.

Deaccessioning of Gifts and/or Donations

Deaccessioning is the process by which objects of value (such as works of art, artifacts, rare books, historical documents, and other similar materials) are permanently removed from the College's collections. Deaccessioning is a necessary component of collections management and development. Deaccessioning, in certain circumstances, is a continuum of archival practice, and a regular part of the College's collections management. Its purpose is to enhance the quality, integrity, and identity of a collection without violating legal or ethical obligations.

The deaccessioning process will include, but not be limited to, transparency of reasons and documentation of receipt and/or transfer. All records regarding deaccessioned property shall be kept in accordance with the records retention schedules of the New Jersey Division of Archives & Records Management, Trenton, New Jersey.

V. Responsibility for Implementation

President and/or Vice President of Advancement

Approved: Board of Trustee

3/23/70

Original title: Development and Acceptance of Gifts and Grants

Revised: 11/1/79

9/23/82

4/23/92

Approved:

19 November 2015

Original title: Development and Acceptance of Gifts and Grants:

The original policy has been split into two separate policies:

2.0000-A Solicitation, Acceptance and Deaccessioning of Gifts and/or

Donations, and, 2.0000-B Application and Acceptance of Grants

Approved: Board of Trustees, XX/XX/XXXX

See also:

Brookdale Community College Foundation Gifts Procedures

2.0000-B Application and Acceptance of Grants

Brookdale Community College College Policy

2.00017 Naming Rights

I. Title of Policy

Naming Rights

II. Objective of Policy

To set standards to ensure that all College buildings, facilities, grounds, spaces, equipment, property, awards, programs or other College assets are named in a manner consistent with the vision, mission Mission, Vision, and values Values and Strategic Priorities and Goals of the College.

III. Authority

New Jersey Statutes: County Colleges, N.J.S.A. 18A-64A-12.

IV. Policy Statement

The College seeks to generate private financial support through the Brookdale Community College Foundation by providing opportunities for naming rights in the form of 1) philanthropic support and 2) sponsorships. An articulated Naming Rights Policy will ensure that the reputation and integrity of the College are maintained, and that a fair, equitable and transparent process is in place An articulated revised and updated Naming Rights Policy that provides a framework for seizing new opportunities to generate philanthropic and sponsorship financial support. through the Brookdale Community College Foundation and provide significant financial support for College programs, projects and initiatives including but not limited to scholarships, professional staff and faculty development, Brookdale Innovation Grants, and deferred maintenance.

The College Board of Trustees authorizes the President to develop regulations to implement define transparent and consistent rules, standards, and guidelines in for the naming of College buildings, facilities, grounds, spaces, property, awards, programs or other assets. The College Board of Trustees, the President, and the Brookdale Community College Foundation shall follow defined, transparent and consistent processes/guidelines in the naming of buildings, facilities, grounds, equipment, property, awards, programs or other assets. These processes/guidelines will define the scope of permissible naming areas assets and programs; compatibility with the College Promotion, Advertising and Sponsorship Regulation (2.8000R); consistency with the College Acceptance of Gifts and Grants Regulation (2.000R); philanthropic donations; time-limited sponsorships; "de-naming" procedures and protocols, and more.

Submitted for Approval Lodging: -April March 2528, 2023

V. Responsibility for Implementation

President, Vice President of Advancement and Board of Trustees

Proposed: 2/21/2013

Approved: 2/21/2013

Replaces previous 2.0001 Naming of Buildings (effective 2/2013)

Approved: Board of Trustees, 10/27/2020

Updated: X/X/2023

Submitted for Approval: April 25, 2023

Brookdale Community College College Policy

2.0001 Naming Rights

I. Title of Policy

Naming Rights

II. Objective of Policy

To set standards to ensure that all College buildings, facilities, grounds, spaces, property, awards, programs or other College assets are named in a manner consistent with the Mission, Vision, Values and Strategic Priorities and Goals of the College.

III. Authority

New Jersey Statutes: County Colleges, N.J.S.A.18A:64A-12.

IV. Policy Statement

The College seeks to generate private financial support through the Brookdale Community College Foundation by providing opportunities for naming rights in the form of 1) philanthropic support and 2) sponsorships. An articulated Naming Rights Policy will ensure that the reputation and integrity of the College are maintained that-provides a framework for seizing new opportunities to generate philanthropic and sponsorship financial support.

The College Board of Trustees authorizes the President to develop regulations to implement rules, standards, and guidelines for the naming of College buildings, facilities, grounds, spaces, property, awards, programs or other assets.

V. Responsibility for Implementation

President, Vice President of Advancement and Board of Trustees

Proposed: 2/21/2013

Approved: 2/21/2013

Replaces previous 2.0001 Naming of Buildings (effective 2/2013)

Approved: Board of Trustees, 10/27/2020

Approved: Board of Trustees, X/X/2023

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.7000 Fundraising

I. Title of Policy

2.7000 Fundraising

II. Objective of Policy

To define the scope of permissible fundraising activities at Brookdale Community College and to establish appropriate criteria for same.

III. Authority

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

IV. Policy Statement

A. The Office of Advancement is responsible for all fundraising activities, therefore, All fundraising activities affiliated with Brookdale Community College shall be coordinated through the Office of Advancement.

B. All fundraising efforts should be consistent with the Mission, Vision, Values and Strategic Priorities and Goals of the College.

C. Acceptance of gifts shall not impose upon the College any obligation or condition not within the College's best interest or permitted by statute, rule or regulation.

D. All gifts of cash, securities, real estate, equipment, services or other personal property shall be accepted in accordance with Policy 2.0000-A Solicitation, Acceptance and Deaccessioning of Gifts and/or Donations by the Brookdale Community College Foundation or the Brookdale Community College Alumni Association as determined by the Office of Advancement.

E. The Office of Advancement shall annually report on all fundraising to the Board of Trustees.

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2023-01-12 13:29:29

Responsible, VP-Advancement

Submitted for Approval: April 25, 2023

V. Responsibility for Implementation

President and Vice President of Advancement

Approved: 6/25/1992

Lodged: 9/25/2018

Approved: Board of Trustees, 10/23 2018

Updated: X/X/2023

Page 1 of 1

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

2.7000 Fundraising

I. Title of Policy

2.7000 Fundraising

II. Objective of Policy

To define the scope of permissible fundraising activities at Brookdale Community College and to establish appropriate criteria for same.

III. Authority

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

IV. Policy Statement

- A. The Office of Advancement is responsible for all fundraising activities, therefore, all fundraising activities affiliated with Brookdale Community College shall be coordinated through the Office of Advancement.
- B. All fundraising efforts should be consistent with the Mission, Vision, Values and Strategic Priorities and Goals of the College.
- C. Acceptance of gifts shall not impose upon the College any obligation or condition not within the College's best interest or permitted by statute, rule or regulation.
- D. All gifts of cash, securities, real estate, equipment, services or other personal property shall be accepted in accordance with Policy 2.0000-A Solicitation, Acceptance and Deaccessioning of Gifts and/or Donations by the Brookdale Community College Foundation or the Brookdale Community College Alumni Association as determined by the Office of Advancement.
- E. The Office of Advancement shall annually report on all fundraising efforts to the Board of Trustees.

V. Responsibility for Implementation

President and Vice President of Advancement

Approved: 6/25/1992

Lodged: 9/25/2018

Approved: Board of Trustees, 10/23/2018

Approved: Board of Trustees, XX/XX/XXXX

Page **1** of **1**

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Submitted for Approval: April 25, 2023

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

4.1004 Grants ~~& and~~ Loans for Student Aid

I. Title of Policy

Grants and Loans for Student Aid

II. Objective of Policy

To ensure compliance with legal requirements and to further student educational needs in a responsible, efficient manner.

III. Authority

Federal, state and local law and related regulations.

IV. Policy Statement

The College administration shall pursue and administer grants and loans for eligible students in compliance with applicable federal, state and local legal requirements and guidelines. Private grants will be processed through the Brookdale Community College Foundation and, to the extent feasible, in compliance with the terms and conditions set by the grantor.

Student awards shall be applied to their accounts in a timely manner. Procedures for determining and reviewing student eligibility and accountability shall be established by College ~~regulations~~ Regulations and in accordance with applicable laws.

Student ~~grants~~ awards and loans shall be audited annually by the College auditor, with copies of such audits provided to the Board of Trustees Audit Committee and presented to the Board of Trustees for acceptance.

V. Responsibility for Implementation

Vice President, Finance and ~~Operations~~ Facilities and/or Vice President, Advancement

Approved: 4/26/73

Revised: 10/24/96

Revision Lodged: Board of Trustees, 11/14/2017

Revised: Board of Trustees, 12/19/2017

Updated: X/X/2023

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[Submitted for Approval: April 25, 2023](#)

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

4.1004 Grants and Loans for Student Aid

I. Title of Policy

Grants and Loans for Student Aid

II. Objective of Policy

To ensure compliance with legal requirements and to further student educational needs in a responsible, efficient manner.

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Federal, state and local law and related regulations.

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The College administration shall pursue and administer grants and loans for eligible students in compliance with applicable federal, state and local legal requirements and guidelines. Private grants will be processed through the Brookdale Community College Foundation and, to the extent feasible, in compliance with the terms and conditions set by the grantor.

Student awards shall be applied to their accounts in a timely manner. Procedures for determining and reviewing student eligibility and accountability shall be established by College Regulations and in accordance with applicable laws.

Student awards and loans shall be audited annually by the College auditor, with copies of such audits provided to the Board of Trustees Audit Committee and presented to the Board of Trustees for acceptance.

V. Responsibility for Implementation

Vice President, Finance and Operations and/or Vice President, Advancement

Approved: 4/26/73

Revised: 10/24/96

Revision Lodged: Board of Trustees, 11/14/2017

Revised: Board of Trustees, 12/19/2017

Approved: Board of Trustees, xx/xx/xxxx

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Submitted for Approval: April 25.2023

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2023 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> Mr. Paul Crupi – Chair Mr. Bret Kaufmann, Vice-Chair Ms. Tracey Abby-White Ms. Dyese Davis Ms. Latonya Brennan		<u>Finance and Facilities (5)</u> Ms. Latonya Brennan, Chair Mr. Bret Kaufmann Ms. Natalie Watson Ms. Barbara Horl Ms. Dyese Davis
Committees meeting 4 times per year	<u>Student Success & Educational Excellence (4)</u> Ms Tracey Abby-White, Chair Ms. Taiphane Orange Dr. Les Richens Ms. Latonya Brennan Ms. Mary Pat Angelini	<u>Governance (4)</u> Ms. Dyese Davis, Chair Dr. Les Richens Ms. Natalie Watson New Trustee	<u>Audit Committee (4)</u> Ms. Marta Rambaud, Chair Ms. Mary Pat Angelini New Trustee Ms. Taiphane Orange
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 SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2023 -

2023 Public Business Meetings (PBM)	Executive	Finance & Facilities	Governance	Student Success & Educational Excellence	Audit	NJCCC Council	Foundation
DATES/LOCATIONS Public Business Meeting 5:30 PM/ All Meetings will be held in SLC/Navesink Rooms and 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 24, 2023 SLC, Twin Lights Rooms	January 17 5:15 PM	January 17 5:30 PM	January 18 5:30 PM		January 23 5:30 PM		January 19
Tuesday, February 28, 2023	February 21 5:15 PM	Feb. 21 5:30 PM		Feb. 22 5:30 PM	Feb. 23 5:30 PM		
Tuesday, March 28, 2023	March 21 5:15 PM	March 21 5:30 PM	March 22 5:30 PM			March 20 5 PM	March 16
Tuesday, April 25, 2023	April 18 5:15 PM	April 18 5:30 PM		April 12 5:30 PM			
Tuesday, May 30, 2023	May 23 5:15 PM	May 23 5:30 PM			May 24 5:30 PM		May 18
Tuesday, June 27, 2023 f	June 20 5:15 PM	June 20 5:30 PM				June 12 5 PM	
NO Public Board Meeting	July 18 Follows F & F	July 18 5:30 PM					
Tuesday, August 22, 2023	August 15 5:15 PM	August 15 5:30 PM					
Tuesday, September 26, 2023	September 19 5:15 PM	Sept.19 5:30 PM	Sept. 21 5:30 PM	Sept 20 5:30 PM		Sept. 18 5 PM	Sept. 21 or 28
Tuesday, October 24, 2023	October 17 5:15 PM	October 17 5:30 PM			Oct. 18 5:30 PM		
Tuesday, November 28, 2023	November 8 5:15 PM	November 8 5:30 PM	Nov. 6 5:30 PM	Nov. 9 5:30 PM		Nov. 20 5 PM	Nov. 9
Tuesday, December 19, 2023	December 12 5:15 PM	December12 5:30 PM			December 13 5:30 PM		

Human Resources is a Committee of the whole