



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

2025-10-28 17:30 - 2025-10-28 20:30 EDT

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BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

September 30, 2025

**Brookdale Community College
Room 103/104, Freehold campus
3680 Route 9 South
Freehold, NJ 07728**

Chair Brennan called the meeting to order at 5:35 P.M. and roll call was taken.

Present	Trustees	Administration:
	Ms. Tracey Abby-White, Trustee	Dr. Katie Lynch
	Ms. Mary Pat Angelini, Trustee	Ms. Bonnie Passarella, Esq.
	Ms. Latonya Brennan, Chair	Ms. Teresa Manfreda-Foley
	Mr. Steve Clayton, Trustee	Ms. Nancy Kaari
	Dr. Stephanie D'Alessio, Trustee	Dr. Yesenia Madas
	Ms. Dyese Davis, Trustee	Dr. Nancy Kegelman
	Ms. Barbara Horl, Vice-Chair	Ms. Patricia Sensi
	Mr. Montez Swartz, Trustee	
	Mr. James McCracken, Trustee	
	Dr. David Stout, Secretary	
	Ms. Cyndie Williams, Trustee	Ms. Cynthia Gruskos
Absent	Mr. Paul Crupi, Trustee	
	Dr. Les Richens, Trustee	
College Counsel	Mr. Matt Giacobbe, Esq., General 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 September 24, 2025 at 11 AM advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Mr. Giacobbe read the statement on procedures and requirements for making public comment during the public meeting.

Chair Brennan led the pledge of allegiance followed by a welcome to those in attendance.

Dr. Stout led a moment of silence in memory of retired Professor Judy Lipke, who passed away on August 26. He recognized her more than 20 years of dedicated service to Brookdale, beginning in 1990 as a reading instructor and later achieving the rank of full professor in 2004. Dr. Stout highlighted her commitment to student success, her leadership as department chair and chair of the college-wide promotion committee, and her many contributions to academic initiatives. He described her as a hardworking, generous, and supportive colleague.

Chair Brennan read our mission statement:

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

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda	A motion to adopt the agenda was made by Vice-Chair Horl and seconded by Trustee Abby-White. Motion passed.	
President's Report – MSCHE Self-Study Update Dr. Nancy Kegelman, Associate Vice President for Institutional Planning and Effectiveness, provided an update on Brookdale's Middle States Commission on Higher Education (MSCHE) self-study process. She explained that the College must demonstrate compliance with seven accreditation standards through required evidence and a narrative report. Seven working groups, involving approximately 100 faculty, staff, and students, have collected over 1,700 documents and are preparing draft narratives, which will be reviewed and refined by the steering committee. A draft self-study will be shared with the College community for feedback in early 2026, with a final version submitted to MSCHE next spring. A visiting evaluation team will conduct an on-site review in fall 2026, and final accreditation action is expected in spring 2027. Board members commended the collaborative nature of the effort and noted strong alignment with the College's mission and strategic planning. Special recognition was given to the inclusion of student participation, including the leadership role of Christina Weber on the steering committee. Recognitions Dr. Stout recognized several members of the College community for their service and accomplishments. He acknowledged the upcoming retirements of Professor Howard Finkelstein, Sociology, who is		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
completing 49 years at Brookdale, and Michelle Kneute, Human Resources, who will retire in March after many years of dedicated service. Both were commended for their significant contributions to the College. Dr. Stout welcomed Ryan Marlow, newly appointed Confidential Administrator working with Dr. Madas, and congratulated Sarah McElroy on the birth of her daughter and return from maternity leave. He also extended congratulations to Trustee Steve Clayton on his engagement and noted the birthday of Trustee Paul Crupi. Dr. Stout welcomed guest Nisha, a Monmouth University doctoral student in higher education, who is completing a governance mentorship under his guidance and observed the Board meeting as part of her program. Discussion on Bylaws Lodging and Election Process Finally, Dr. Stout noted that the Board would be considering items related to bylaws and the election process during the meeting. He explained that the bylaws vote would be for lodging, with final approval to be considered at the following meeting The Board held a discussion regarding the lodging of proposed bylaw changes and the election and nomination process. It was clarified that a vote to “lodge” the bylaws serves as the first step in the approval process, comparable to a first reading in municipal procedures. If lodged, the unchanged proposal moves forward for final approval at the next meeting; if not lodged, the proposal does not advance and the current bylaws remain in effect. Any future revisions would need to be reconsidered by the Governance Committee before returning to the Board. It was further explained that a majority of the full Board (seven votes) is required to lodge. The proposed bylaw change under consideration is the elimination of the Vice Chair position. It was further clarified that no other changes, such as ranked choice voting, are included in the proposal. Regarding the election process, the Board was reminded that it will not be embedded in the bylaws or a separate policy, based on legal counsel’s advice. Counsel advised against provisions such as straw polls or limiting nominations from the floor, as they could violate Robert’s Rules of Order and the Open Public Meetings Act by effectively conducting elections outside of public view. The election process will instead continue to be conducted publicly at the November Board meeting in accordance with Robert’s Rules.		
Reports from the Board Committees and Liaisons A. Finance & Facilities Committee - Trustee McCracken reported that the Finance and Facilities Committee met virtually on September 16. Mr. Naparlo provided updates on facilities projects, including chiller modernization, HVAC upgrades, and building automation improvements, noting that staff are pursuing a capital improvement grant to support these initiatives. He clarified that the Culinary Arts Building project is not eligible for current capital grant funding. Operating revenue for July totaled \$22.8 million, a 6.4% increase from the same time last year, primarily due to higher tuition and fees. However, state aid was reduced by \$340,000 through a revised funding formula, which the committee will take into account during budget planning.		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Expenditures increased by 6.3%, and cash decreased by 1.9%. Brookdale received the lowest risk rating from OSHA, reflecting strong financial management, though maintaining reserves remains a priority. Ten purchases were recommended through Chapter 12 grants. A snow removal bid was rescinded by the awarded vendor, who will be disqualified from future bids. Seven grant submissions totaling \$18.8 million were presented, with two grants awarded to the College totaling \$246,000 and two additional grants through the Foundation totaling \$30,000. Trustee McCracken also noted that while negotiations continue with NJ Transit on a transportation grant, a private foundation has generously provided student transportation vouchers. For the Foundation, first-month revenue was \$105,000, down from \$240,000 last year due to lower investment income, with minimal expenses of \$3,000. B. Governance Committee - Trustee Davis reported that the committee is progressing with Dr. Stout's evaluation. Eleven of twelve trustees have completed the survey, and she encouraged the remaining trustee to submit their response as soon as possible. Once all surveys are received, the committee will compile and summarize the trustees' comments for presentation to Dr. Stout at the next meeting C. Student Success & Educational Excellence Committee - Trustee Abby-White reported that the committee met on September 17. Dr. Stout shared that the student climate at Brookdale remains very positive, with record participation in orientation, the involvement fair, and the Welcome Back Barbecue. The committee discussed the Feed the Future campaign, received an update on Middle States accreditation from Dr. Lynch and Nancy Kegelman. Dr. Lynch and Dr. Burns provided an Academic Affairs update highlighting the recent reorganization that added three deans and six assistant deans to strengthen communication and faculty engagement. Additional updates included approval of the New Jersey peer-based faculty observation model, revision of curriculum maps for clarity, ongoing verification of credit hours for online courses, and the pilot of a faculty dashboard to track student progress and engagement. Six new program proposals—such as sports management, dental hygiene, and esports—are in development, with rapid implementation timelines. The general education framework is also being revitalized with statewide faculty input. In Student Affairs, Dr. Madas reported high student engagement: 917 students registered for orientation, 788 attended, and 550 participated in the involvement fair featuring 54 clubs. The Welcome Back Barbecue drew approximately 440 attendees, and voter engagement efforts led to 163 student pledges in the New Jersey Ballot Bowl. The college's new texting platform and QR codes are driving record engagement, and OIT's tech pop-ups assisted 350 students. Additional highlights included completion of renderings for the One-Stop renovation, the launch of the First-Generation Center with 37 registered students and a celebration planned for November 6, and ongoing student listening sessions that began on September 19. Trustee Abby-White also encouraged attendance at the Fall Open House on October 19, themed <i>"Be Bold, Be Curious, Be Brookdale."</i>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
D. Foundation Update Trustee Abby-White reported that the Foundation welcomed two new trustees and renewed eight members at its September 25th meeting. In FY25, the Foundation raised \$6.4 million from 1,400 gifts, including 119 new donors and two new endowments. Internal giving totaled \$185,212, reflecting a 51% increase. Scholarship support reached 736 students with \$847,000 awarded, and the Foundation aims to expand scholarships to cover multiple classes. Trustee Abby-White highlighted the launch of the <i>Feed the Future</i> campaign, with Brookdale pledging to raise \$50,000 to address student food insecurity, in partnership with NJCCC. She noted strong participation in the recent Education Open, which hosted 140 golfers and is expected to raise more than \$70,000 for scholarships. Upcoming events include Breakfast with Brookdale and the President on November 12 and the Scholarship Bash on April 24, 2026. E. Graduate Trustee Report - Trustee Montez reported that plans are underway to launch the Graduate Trustee Council once students are fully settled into their classes and campus activities. He noted strong student engagement this semester, highlighting record participation at the Red, White, and Blue Involvement Fair and the Welcome Back Barbecue, the largest he has seen during his time at Brookdale. He also shared the success of several student events, including LibraryCon, Back to Bingo—which drew between 150 and 200 attendees—and a revamped Cupcakes, Conduct, and Canines event that encouraged casual conversations between students and department heads. A new Mobile Escape Room experience was held on the Lincroft campus, offering a unique interactive activity for students. Trustee Montez invited all trustees to attend the second annual Bonfire on Thursday at 6:30 p.m. in Parking Lot 5 near the library, noting that the event will include student and alumni participation and continue until the fire goes out. F. NJCCC Update Vice-Chair Horl reported on her participation in the NJCCC Legislative Committee, noting early discussions around the FY26–27 state budget and the need for increased operating aid for community colleges, despite current economic uncertainties. She highlighted positive developments including the early release of the FAFSA and renewal of TRIO grants for nearly all New Jersey community colleges. Vice-Chair Horl also attended the “Future Ready New Jersey Coalition” launch, which set a new statewide goal of 75% of adults holding post-secondary credentials by 2040. Key strategies include expanding access to higher education, supporting student success through financial and social services, improving transfer and credit recognition, modernizing curriculum, and strengthening workforce partnerships. She concluded by noting pending Opportunity Agenda legislation and her upcoming participation in the ACCT Annual Conference, serving on the Audit Committee and as a panelist in new board member training.		
Public Comment on Agenda Items – Chair Brennan Jack Ryan, English Faculty commended Trustees Hall and Abby-White for their service and visibility. He stressed that improving student success requires attention to the classroom environment, urging the College to modernize learning spaces and replace outdated technology to better align with Brookdale’s forward-looking image and the needs of today’s students. Ms. Gruskos confirmed there were no public comments submitted in writing.		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Review of Consent Agenda <i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i> A. Acceptance of Consent Agenda	A motion to adopt the consent agenda was made by Trustee Abby-White and seconded by Vice-Chair Horl. Motion passed.	
Approval of Public Business Meeting Minutes - August 26, 2025	A motion to approve the minutes from the Public Business Meeting on August 26, 2025, was made by Trustee Angelini and seconded by Trustee Abby-White. Motion passed. ABSTENTIONS: Trustees Brennan, and Clayton	
Approval of Special Public Meeting Minutes - September 16, 2025	A motion to approve the minutes from the Special Public Meeting on September 16, 2025, was made by Trustee Abby-White and seconded by Trustee Swartz. Motion passed. ABSTENTIONS: Vice-Chair Horl	
Approval of Consent Agenda A. Approval of Human Resources	A motion to approve the consent agenda was made by	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
B. Submission of Grants C. Approval of Board Resolution Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Program D. Ratification of Emergency Purchase in Excess of \$44,900 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500 Purchase(s) E. Purchases in Excess of \$44,900 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500 F. Open Invoice Payment Requests for Vendor, Student and Employee Payments G. Monthly Financial Reports H. Capital Project Update	Trustee Abby-White and seconded by Trustee Clayton. Motion Passed: YES: Trustees Abby-White, Angelini, Clayton, D'Alessio, Davis, Horl, McCracken, Swartz, Williams and Chair Brennan NO: None ABSTENTIONS: None	
Approval of Revised Policies A. Revised Policy - 3.0003 Employees with Disabilities B. Revised Policy - 3.9002 Equal Opportunity and Non-Discrimination C. Revised Policy - 5.0003 Institutional and Specialized Program Accreditation, Approval, or Certification	A motion to approve the following revised policies listed below was made by Trustee Abby-White and seconded by Trustee Swartz. A. Revised Policy - 3.0003 Employees with Disabilities B. Revised Policy - 3.9002 Equal Opportunity and Non-Discrimination C. Revised Policy - 5.0003 Institutional and Specialized Program Accreditation, Approval, or Certification Motion passed. YES: Trustees Abby-White, Angelini, Clayton, D'Alessio,	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Davis, Horl, McCracken, Swartz, Williams and Chair Brennan NO: None ABSTENTIONS: None	
Lodging of Revised Board of Trustees Bylaws	A motion to approve the lodging of revised Board of Trustees Bylaws was made by Trustee Abby-White and seconded by Trustee Davis. Motion was not approved. YES: Trustees Clayton, Davis, and Swartz NO: Trustees Abby-White, Angelini, D'Alessio, Horl, McCracken, Williams, and Chair Brennan ABSTENTIONS: None	
Presentation of Annual Security Report (Clery Act Reporting) Sheriff Shaun Golden presented the annual Clery Security Report, highlighting Brookdale's strong partnership with the Monmouth County Sheriff's Office in maintaining a safe campus environment. He explained the origins of the Jeanne Clery Campus Safety Act, which requires all colleges to publicly report campus safety statistics each year The 2024 report, posted online October 1 on our college website, showed no violent crimes on Brookdale's campuses over the past three years. Reported incidents included three burglaries at the Lincroft campus and several alcohol-related incidents near the Long Branch campus, but none involved violence against students. Sheriff Golden commended the Board and administration for investing in campus security, including expanded camera systems integrated into the County's Real-Time Crime Center, which allows immediate monitoring and response. He described safety enhancements such as the Evolve weapons detection scanner at the Collins Arena and upcoming testing of new AI-based security technology.		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
He also noted the importance of countywide communications platforms that link local police departments, improving coordination in cases. Investments in shared radio systems ensure that all law enforcement and emergency personnel can communicate seamlessly during incidents. Trustees and Dr. Stout expressed appreciation for the Sheriff's Office, citing the visible presence, approachability, and engagement of campus officers, which have enhanced both safety and the overall campus environment.		
Public Comment - Jack Ryan, English faculty, reflected on Brookdale's history of innovative programs in the 1970s and 1980s, when theater students assisted police recruits in training exercises, particularly in helping officers understand how not to criminalize victims of rape. He commended the foresight of law enforcement leaders at the time and connected those efforts to the importance of the Clery Act in ensuring transparency and accountability in addressing campus safety issues. He expressed appreciation to Chief Golden and the Sheriff's Department for their presence on campus and the positive impact they have had on the campus environment. Ms. Gruskos confirmed there were no public comments submitted in writing.		
Old/New Business – Dr. Stout congratulated former Graduate Trustee Rebekah Fischhoff on passing her Series 7 and 66. He also congratulated Trustee Hall who was recently elected to serve on the Executive Committee of the NJCCC. In addition, he congratulated Brookdale for being rated as the number one community college in NJ by Niche. He made announcement that the nomination period for Officers will take place in October, whereby Trustees can nominate or self-nominate for the Officer positions of Chair and Vice-Chair. The election will take place at the November Board meeting.		
Resolution to Hold a Closed Meeting Mr. Giacobbe read the resolution to enter Executive Session.	A motion to approve by resolution (Attachment A) to hold an Executive Session was made by Trustee Abby-White and seconded by Vice-Chair Horl. Motion approved.	
Motion to Re-Open the Meeting to the Public	A motion to reopen the meeting to the public was made by Trustee Abby-White	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	and seconded by Vice-Chair Horl. Motion approved.	
Adjournment Meeting adjourned at 8:45 PM	A motion to adjourn the meeting was made by Vice-Chair Horl and seconded by Trustee Abby-White. Motion passed.	

BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLUTION AUTHORIZING EXECUTIVE SESSION

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that 5 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **September 30, 2025 at approximately 7:08 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 _____

☒ "(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: Adjunct Union**

☒ "(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 – **Investment of public funds in a new building to house the Culinary program**

☐ "(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: **Campus Security Update**

☒ a) "(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: potential relationships with WHY and consulting firm to access value of the Radio Tower ; Contract Negotiations: ACI Medical & Dental School**

☐ "(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 be 60 minutes after which the public meeting of the Brookdale Community College Board of Trustees shall (select ☒ one) reconvene and immediately adjourn or reconvene and proceed with business where formal action will 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.

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 15 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

Support Staff

Adjunct Faculty

Recommendations

2

9

B. Change of Status

Supervisor – Direct Student Contact

Support Staff

Recommendations

1

2

C. Separations

Non-Supervisor – Administrative Operations

Recommendations

1



A. HIRES

SUPPORT STAFF

1. Name: Susan Bielicki
Department: Student Accounts
Position: Specialist, Student Accounts
Salary: \$50,375
Effective: 11/3/25, subject to completion of all final contingencies
2. Name: Brandon Montano
Department: Human Resources
Position: Associate, Human Resources, Professional Development
Salary: \$50,375
Effective: 11/3/25, subject to completion of all final contingencies

ADJUNCT FACULTY

1. Name: Troy Deckebach
Department: Mathematics
2. Name: Patricia Encina
Department: Languages/Spanish, ESL
3. Name: Diane Galatro
Department: Mathematics
4. Name: Morgan Kelly
Department: English
5. Name: Shalene McLaughlin
Department: College Success
6. Name: Nicole Moran
Department: Nursing
7. Name: Emma Varga
Department: English
2023-2024, Graduate Assistant, Monmouth University
8. Name: Lyndsay Werner
Department: Mathematics



9. Name: Anduela Zylyftari
Department: Mathematics

ADJUNCT DEGREE SUMMARY

Masters	Bachelors
7	2

B. CHANGE OF STATUS

SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Melissa Borre
Department: Adult & Youth Literacy
Position: Director, Adult & Youth Literacy, grant-funded position
Action: Change in status from A4 to A5 position through reclassification
New Salary: \$87,943, to be prorated accordingly
Effective: 11/1/25

SUPPORT STAFF

1. Name: Megan Mullooly
Department: Human Resources
Position: Associate, Human Resources, Benefits & Records
Action: Change in title & reporting
Effective: 11/1/25
2. Name: Wendy Ramos
Department: Human Resources
Position: Associate, Human Resources, Recruitment
Action: Change in title & reporting
Effective: 11/1/25

C. SEPARATIONS

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Linda Debutts
Department: Human Resources
Position: Program Manager, Professional Development
Action: Retirement
Effective: 9/30/25, with retirement on 10/1/25

**1.51 Acceptance of Gifts
Background**

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

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

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

DATE	DONOR	ITEM
6/19/25	General Motors Corporation	2024 Buick Enclave for student training in Automotive Technology
8/12/25	General Motors Corporation	2024 Chevy Colorado for student training in Automotive Technology

2.2 Acceptance of Grants Executive Summary

A. **Funding Agency:** New Jersey Office of the Secretary of Higher Education

Funding Opportunity: GEAR UP

Program Title: GEAR UP Grant Program – Year 3

Short Title: NJ GEAR UP

Goal/Purpose: The mission of NJ GEAR UP is to increase the number of low-income New Jersey students who are prepared to enter and succeed in college. In partnership with Asbury Park High School and Martin Luther King, Jr. Middle School in Asbury Park, Brookdale will provide activities, workshops, and enrichment experiences for students in grades 7-12 and their parents through the academic year and summer months. The program will support academic achievement, student retention and the transition from high school to college through tutoring, test preparation, career exploration, financial aid workshops, college tours and cultural experiences.

Total \$ Received: \$404,340

Institutional Match: \$105,850, plus an in-kind match of \$38,000 from Asbury Park School District for the use of classroom space.

Project Timeline: July 1, 2025 – June 30, 2026

Program Administrator: Euniqha Cox

B. **Funding Agency:** New Jersey Council of County Colleges

Funding Opportunity: Stigma Free Mini Grant

Program Title: N/A

Short Title: N/A

Goal/Purpose: This mini-grant will be used during the Fall 2025 semester to support (or help offset the cost of a previously planned) campus-based mental health and wellness / suicide prevention awareness event that is designed to increase awareness about mental health and wellness and reduce stigma for students and other members of the college community.

Total \$ Received: \$1,125

Institutional Match: N/A

Project Timeline: September 1, 2025 – December 31, 2025

Program Administrator: Summer Deaver

C. Funding Agency: NJ Department of Labor, managed through Equus Workforce Solutions**Funding Opportunity:** Youth GED Program**Program Title:** N/A**Short Title:** N/A

Goal/Purpose: The Youth GED Program offers exam preparation classes and online tutoring for eligible students, ages 16 to 24 years old. Upon successful completion of the four exams, (Language Arts, Social Studies, Math, and Science) students receive a High School Equivalency Diploma issued by the New Jersey Department of Education. The program also provides assistance with career exploration, securing employment, enrolling in postsecondary education, and entry into the armed forces.

Total \$ Received: \$166,327**Institutional Match:** N/A**Project Timeline:** October 1, 2025 – June 30, 2026**Program Administrator:** Sarah McElroy**Recommendation:**

The President recommends that the Board of Trustees approve acceptance of the grant(s) listed.

RESOLUTION

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

<u>Funding Agency</u>	<u>Name</u>	<u>Amount</u>
New Jersey Office of the Secretary of Higher Education	GEAR UP	\$404,340
New Jersey Council of County Colleges	Stigma Free Mini Grant	\$1,125

NJ Department of Labor, managed through Equus Workforce Solutions	Youth GED Program	\$166,327
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WHEREAS, the College has been notified that the funds have been approved; and

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

WHEREAS, the President recommends acceptance of said grant funds;

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

2.1 Submission of Grants

Executive Summary

A. Funding Agency: Monmouth County Workforce Development Board

Funding Opportunity: Career Services for Adult, Dislocated Worker, and Youth Customers

Program Title: N/A

Short Title: N/A

Goal/Purpose: The County of Monmouth invites the submission of written proposals to provide Career Services for Adult, Dislocated Worker and Youth Customers on behalf of the County of Monmouth and the Monmouth County Workforce Development Board. The role of the procured Career Services Provider is to offer a menu of career services to customers coming into the system, including training, supportive services, career coaching, job search, resume review and the identification of candidates for work-based learning opportunities. The Career Services Provider will also aid and support additional grant initiatives that the Monmouth County Workforce Development Board pursues to support and benefit community members and program participants. The Monmouth County Workforce Development Board seeks to assign responsibilities that create accountability and have the highest likelihood of improving service delivery and exceeding performance outcomes. The provider will be responsible for reporting to the Monmouth County Workforce Development Board and the One-Stop Operator.

Total \$ Requested: \$1,600,000

Institutional Match: N/A

Date to be Submitted: October 21, 2025

Project Timeline: July 1, 2026 – June 30, 2028

Program Administrator: Susan Pagano

B. Funding Agency: NJ Department of Labor and Workforce Development

Funding Opportunity: Pre-Apprenticeship in Career Education Grant Program (Round 1 Funding)

Program Title: N/A

Short Title: PACE

Goal/Purpose: The mission of the PACE Program is to better align secondary, post-secondary, adult education, and occupational training to meet labor demands unique to New Jersey and develop career pathways that lead to economically sustainable wages. Brookdale is requesting grant funds to support the pre-apprenticeship education and

training for individuals to subsequently enter the Alternate Route to Teaching/CTE Teacher Registered Apprenticeship programs funded through the NJ DOL GAINS grant.

Total \$ Requested: \$900,000

Institutional Match: N/A

Date to be Submitted: October 30, 2025

Project Timeline: January 1, 2026 – June 30, 2027

Program Administrator: Susan Pagano

C. Funding Agency: National Science Foundation/Monmouth University

Funding Opportunity: NSF: Improving Undergraduate STEM Education: Directorate for STEM Education (subaward)

Program Title: N/A

Short Title: IUSE:EDU

Goal/Purpose: This project aims to recruit and prepare high-quality STEM teachers, examining the partnership pathways among school districts, a two-year college, and a four-year college for STEM teacher preparation. Brookdale will collaborate with Monmouth University to build upon the existing transfer agreement to plan course sequences for transfer students to build the pipeline of STEM teaching majors. Brookdale Community College (BCC), specifically Dr. Juliette Goulet, will be involved in the following ways to support this project in achieving its goals during the project period (June 2026 – August 2027).

- Dr. Juliette Goulet, Department Chair of Environmental Sciences, will serve as co-PI and assist in the articulation agreement between BCC and MU and co-plan the course sequence recommended for transfer students.
- She will be actively involved in all aspects of the project, including facilitating collaborative efforts between BCC and MU and creating recruitment materials for students.
- Finally, she will support the summer institute (during Summer 2027) by co-developing activities, participating in STEM talks, recruiting Brookdale students for the program, and facilitating the institute's implementation.

Total \$ Requested: \$35,894

Institutional Match: N/A

Date to be Submitted: December 15, 2025

Project Timeline: June 1, 2026 – August 31, 2027

Program Administrator: Juliette Goulet

Recommendation:

The President recommends that the Board of Trustees approve submission of the grant application(s) listed.



4.2 *Purchases in Excess of \$44,900 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process equal to or exceeding \$17,500*

The following resolution and attached list of proposed Public Contracts for Brookdale Community College are equal to or exceed \$44,900. These proposed contracts have been bid on in accordance with “County College Contracts Law,” N.J.S. Chapter 64A-Title 18A, and Board of Trustees’ Policy No. 4.2000, and 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 and Executive Committee of the Board of Trustees at a meeting held October 14, 2025.

R E S O L U T I O N

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase equal to or exceeding \$44,900, or purchases with a combined total equal to or exceeding \$44,900; 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 \$44,900
October 28, 2025**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Auxiliary				
1	Nickerson Corporation	Bleacher Maintenance and Repairs / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This contract is for bleacher maintenance and repairs in the Collins Arena. This contract is funded by the Events Management Budget.	Exempt	\$ 50,000.00 *
Chapter 12				
2	Automated Building Controls, Inc.	Building Automation, HVAC Maintenance and Repairs, Bid No. 24-08 / This contract is for the replacement of the bypass piping, upgrade of the isolation valves, and update to the sequence and programming in the Central Utility Plant. This contract is funded by Chapter 12.	Bid	\$ 102,720.00
3	Magic Touch Construction Co., Inc.	Replacement of Circulation Pump / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the replacement of the circulation pump located at the Brookdale Recreation & Events Center (BREC). This contract is funded by Chapter 12.	Exempt	\$ 24,072.55
4	Magic Touch Construction Co., Inc.	Replacement of Outdoor Lighting Fixtures / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the replacement of 32 outdoor sconces on various buildings on the Lincroft Campus. This contract is funded by Chapter 12.	Exempt	\$ 39,581.76
5	Magic Touch Construction Co., Inc.	Lighting Upgrades / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for lighting upgrades in the MAC and MAN Buildings. This contract is funded by Chapter 12.	Exempt	\$ 93,454.40
6	GPC, Inc.	Carpentry Services T&M, Bid No. 24-10 / This contract is for siding repairs and caulking at the Collins Arena. This contract is funded by Chapter 12.	Bid	\$ 20,416.00

7	GPC, Inc.	Carpentry Services T&M, Bid No. 24-10 / This contract is for renovations in the Performing Arts Center which includes the installation of new concrete, LED lighting, and acoustical panels. This contract is funded by Chapter 12.	Bid	\$ 58,200.00
8	GPC, Inc.	Masonry Improvements / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the removal of the parking lot island and installation of a new curb at the Wall Regional Location. This contract is funded by Chapter 12.	Exempt	\$ 23,422.60
9	GPC, Inc.	Kiln Room Renovation / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the removal of the existing kiln, electrical and gas lines; and painting services in CVA 118. This contract is funded by Chapter 12.	Exempt	\$ 22,918.36
Grants				
10	Preferred Behavioral Health Group	Professional Consulting Services / Exempt 18A:64A-25.5.a.(15) (Professional Consulting Services). This is a 15-month contract with an option for a 1-year renewal for integrated mental health, addiction treatment, and special educational services for the Wellness Center on the Lincroft Campus and its Regional Locations at Wall, Neptune, Freehold, and Long Branch. This contract is funded by the Mental Health in Higher Education: Community Provider Partnership and Professional Development Grant.	Exempt	\$ 170,000.00 *
11	Culinart LLC Compass Group USA	Management and Operation of Dining and Catering Services / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the payment of food services for Gear Up for Success programs. This contract is funded by the Gear Up for Success Grant.	Exempt	\$ 25,000.00 *
Operating				
12	Parchment Inc.	Electronic Transcript (E-Transcript) Services, RFP No. 01-23 / This is the 4th year of the contract with an option for a 5th year renewal for transcript ordering and processing services. This contract is funded by Student Fees.	RFP	REVENUE \$2.35/Transcript Request

13	D&B Service Group LLC	Boilers Maintenance Services and Repairs / Exempt 18A:64A-25.5.a.(3) (Sole Source). This contract is for boilers maintenance services and repairs at the Wall Regional Location. This contract is funded by the Facilities Budget and Chapter 12.	Exempt	\$ 35,000.00 *
14	Magic Touch Construction Co., Inc.	Plumbing Services T&M / Exempt (Joint purchases by county colleges, municipalities or counties; authority). This contract is for various plumbing services at the Lincroft Campus and Regional Locations. This contract is funded by the Facilities Budget and Chapter 12.	Exempt	\$ 100,000.00 *
15	Automated Building Controls, Inc.	Building Automation, HVAC Maintenance and Repairs, Bid No. 24-08 / This contract is for various building automation, HVAC maintenance, and repairs at the Lincroft Campus and Regional Locations. This contract is funded by the Facilities Budget and Chapter 12.	Bid	\$ 100,000.00 *

*** Estimated expense based on historical data**

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

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending August 31, 2025, which totaled \$2,640,934.57. 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.

This report was reviewed by the President, the Finance & Facilities Committee and the Executive Committee of the Board of Trustees at a meeting held October 14, 2025.

4.3 *Legal Costs, Government Relations, and Public Relations*

In accordance with Section 6 (k) of the Higher Education Restructuring Act of 1994, the governing board of each public institution of higher education must prepare and make available to the public no later than November 1 each year, “an annual Financial Statement, and a statement setting forth generally the monies expended for Legal Costs, Government Relations, and Public Relations.”

This report was reviewed by the President and the Audit Committee of the Board of Trustees at a meeting held October 14, 2025.

Brookdale Community College
Report of Legal Fees, Government Relations, and Public Relations
For Fiscal Years 2025 and 2024

	FY25	FY24
Legal Fees	\$ 190,912	\$ 113,430
Government Relations	36,000	36,000
Public Relations	28,941	54,224
	\$ 255,853	\$ 203,654



4.1 *Financial Report*

The following is the unaudited Financial Report for the month ending August 31, 2025.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at the October 14, 2025 meeting.

The President recommends that the Financial Report be accepted by the Board of Trustees as submitted.

Financial Overview

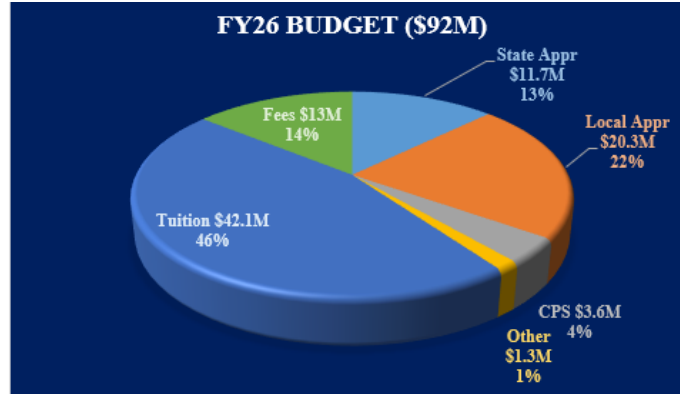
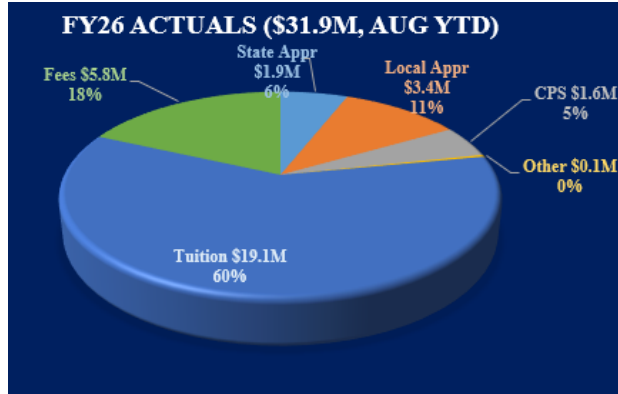
August 31, 2025

The following financial summary provides an overview of year-to-date financial performance at August 2025 compared to the FY26 budget, and to the same period last year.

REVENUE

Budget to Actual

Total operating revenue through August 2025 was \$31.9M and represents 34.7% of the \$92M FY26 budget.

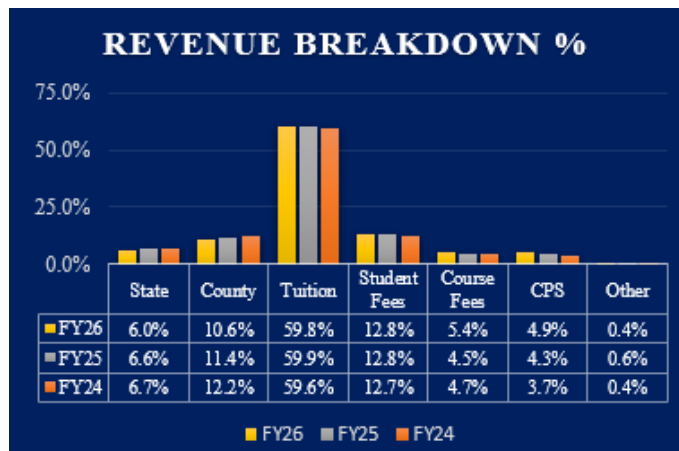


Compared to Prior Year

Operating revenue through August 2025 was 7.7% higher than the same time last year. Of the \$2.3M increase, \$2.0M is in tuition & fee revenue and \$0.3M from all other operating revenue sources.

Revenue Source by Year – August YTD (dollars in thousands)

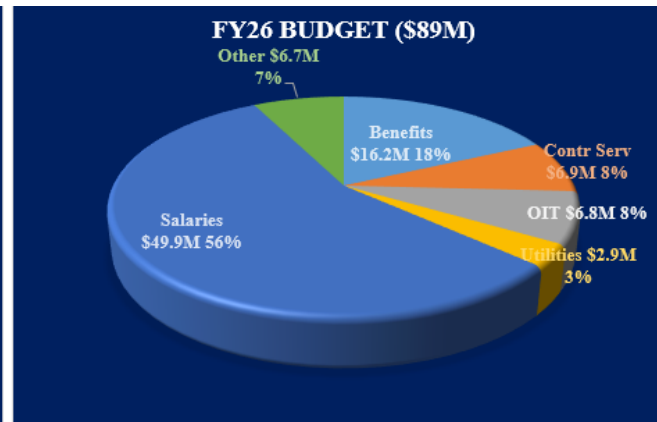
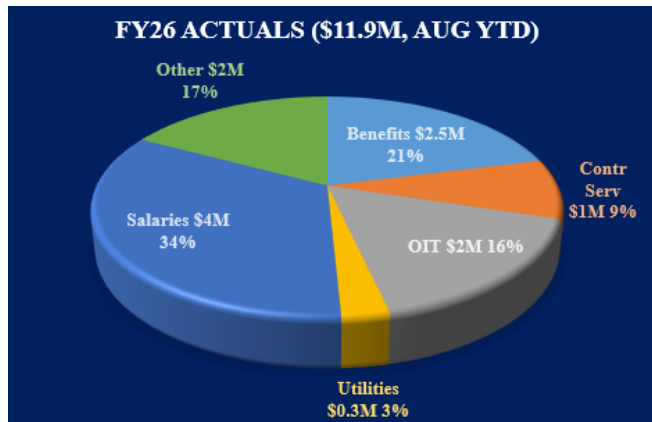
Revenue	FY26	FY25	FY24
State	\$ 1,924	\$ 1,954	\$ 1,845
County	3,380	3,380	3,380
Tuition	19,083	17,747	16,499
Student Fees	4,087	3,778	3,507
Course Fees	1,726	1,332	1,308
CPS	1,569	1,261	1,025
Other	126	171	116
	\$ 31,895	\$ 29,623	\$ 27,680
Tuition	\$ 19,083	\$ 17,747	\$ 16,499
Student Fees	4,087	3,778	3,507
Total	\$ 23,170	\$ 21,525	\$ 20,006



EXPENDITURES

Budget to Actual

Total operating expenditures through August 2025 were \$11.9M and represent 13.3% of the \$89M FY26 budget.



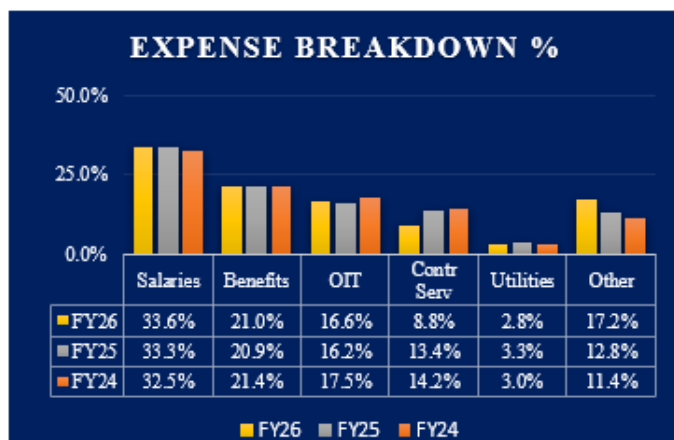
Other Expenses	Actuals	Budget
Insurance (GI)	\$ 859,937	\$ 2,202,000
Tuition Waivers	482,147	1,295,000
Program Rental	218,879	362,268
Memberships	171,096	237,833
Audit/Legal	41,290	176,700
Supplies	38,945	674,070
Lease of Facilities	30,000	180,000
Printing/Paper	23,572	214,668
Postage	22,575	185,507
Bank Service Charges	17,025	77,000
Advertising	15,958	353,300
Overnight Travel	15,600	138,151
Other	97,422	182,159
	\$ 2,034,444	\$ 6,728,656

Division	Actuals	Budget
President/BOT	\$ 116,437	\$ 624,302
Human Resources	222,059	995,058
Planning & Institute Effect	105,466	539,203
Advancement	296,945	1,540,513
Finance & Operations	3,396,725	16,805,315
Academic Affairs	1,807,162	33,919,419
Student Affairs	1,001,554	6,949,626
Continuing & Prof Studies	463,188	3,005,831
Utilities	328,330	2,856,344
Benefits	2,493,058	16,185,635
General Expenses	1,626,009	5,987,366
	\$ 11,856,931	\$ 89,408,612

Compared to Prior Year

Total operating expenses for the same period last year were \$11.6M compared to \$11.9M this year, indicating an increase in operating costs of 2.6% or \$299K.

Breakdown of Expenses by Year – August YTD (dollars in thousands)



Expenses	FY26	FY25	FY24
Salaries	\$ 3,987	\$ 3,853	\$ 3,465
Benefits	2,493	2,418	2,289
OIT	1,971	1,867	1,865
Contr Serv	1,043	1,550	1,511
Utilities	328	386	324
Other	2,034	1,485	1,222
	\$ 11,857	\$ 11,558	\$ 10,677

Increase \$ 299

Project Summary: Facilities Overview as of October 14, 2025

Updates are reported in red text

1. Transformers and Switch Gears**Cost:** \$15,150**Architect/Engineer:** *Colliers Engineering***PO Date:** 6/12/23**Contractor:** *TBD*

Safety items are being addressed — assessment/recommendation of the Performing Arts Center will be first. The College will go out to bid for the Performing Arts Center work. We identified an exterior transfer switch that needs to be replaced and are working with our electrical contractor.

2. Culinary School at Lincroft**Cost:** \$749,700**Architect/Engineer:** *Colliers Engineering***PO Date:** 11/3/23**Contractor:** *TBD*

Met with Colliers December 1 in Asbury to review requirements of Culinary School. A conceptual layout was provided to the College for review and comment. The proposal for the design services and bid construction documents was approved by the Board on May 28. A purchase order will be issued to Colliers to begin services.

The project kickoff meeting was held Tuesday, July 2. The sub-committee met on September 6 to discuss building layout.

A meeting was held on October 1 in Asbury to review kitchen equipment and dining space. A kitchen design review meeting was held on Nov 7, and a kitchen layout meeting was held on December 3.

Kitchen drawings were received on December 5.

Onsite utility inspections are scheduled and in progress. Soil borings were completed February 7.

A meeting was held on March 10 to review the design plan and address outstanding questions. Bid documents were received on April 25 and are under reviewed by Facilities. We are waiting for the cost estimate from the engineer.

Cost estimate received on June 4.

3. Theatre Lighting at the Performing Arts Center, Lincroft

Cost: \$2,306,900

Architect/Engineer: H2M Associates, Inc.

PO Date: 8/13/24

Contractor: SAL Electric

An RFP will be sent to various architects and engineers for the design of the theatre lighting at the Performing Arts Center. Meeting with Architectural and Engineering firms on Tuesday, May 14 to review the scope of work.

Proposals were accepted and reviewed by Facilities. The selection will be presented to the June board for approval. H2M contract under review by legal. Once approved a purchase order will be issued. A site visit at the PAC with H2M was held on September 5.

A preliminary list of equipment costs was provided to Facilities for review. A lighting review meeting was held on Oct 18. Preliminary lighting drawings and budget were sent on December 20 for review by the College.

A meeting was held on January 24 with the architect, designer, and theatre staff to choose stage lighting fixtures and discuss the design for the stage.

The architect is working on final numbers for lighting fixtures and the project. Documents are expected in the upcoming weeks. The bid and construction documents were received on Wednesday May 7 and are under review by the College. Once reviewed, the documents will be advertised for public bidding. Bid documents were prepared, advertised, and released.

Responses are due July 22. Contract to be awarded to Sal Electric, pending Board approval.

The Project was approved at the August Board meeting, and a purchase order will be issued to SAL Electric. **The Purchasing Department and the College's legal counsel are finalizing Bid documents. Once completed a kickoff meeting will be scheduled.**

5. Chiller Modernization at Larrison Hall and the Center for the Visual Arts buildings

Cost: \$678,237

Architect/Engineer: N/A

PO Date: 7/1/25

Contractor: Trane

Three Chillers will be modernized, two at Larrison Hall and one at the Center for the Visual Arts building. Vital components will be replaced in all three units, which will extend the life expectancy on the units by a minimum of ten years. Purchase orders issued, waiting on parts and scheduling. Modernization is anticipated to begin late October 2025.

6. HVAC Upgrades at various buildings

Cost: TBD

Architect/Engineer: TBD

PO Date: TBD

Contractor: TBD

This project is currently in the developmental phase. We are finalizing the Request for Proposal (RFP), which will be distributed to multiple mechanical engineering firms for the preparation of construction documents. A site walk-through will be scheduled to assess the equipment slated for upgrade. **The College has applied for a NJ HEFT construction grant to support this initiative.**

7. Building Automation Control upgrade

Cost: \$91,200

Architect/Engineer: PS&S

PO Date: 9/2/25

Contractor: TBD

This project is in the developmental stages. We are finishing the RFP for construction documents that will be sent to several mechanical engineers. A site walk-through will be scheduled to view the equipment that will be upgraded. Waiting for quotes from Engineers for review. Contract to be awarded to PS&S for engineering services, pending Board approval. The project was approved at the August Board meeting, and a purchase order will be issued to PS&S. **A kick off meeting is scheduled for Wednesday, October 17.**

8. Installation of Carbon Monoxide Detectors

Cost: TBD

Architect/Engineer: N/A

PO Date: TBD

Contractor: Fire Security Technologies

Carbon monoxide detectors need to be installed in various locations per the fire code. We are in the final stages of mapping out the locations. This work will be done by the College's T&M vendor as they are a licensed Edwards dealer. Going to the June board for approval for the Old Police building, Mail Center, and Print Shop. Purchase order sent to vendor, waiting for the installation schedule. **The Lincroft installation plan is in the development stage.**

9. ADA Upgrades

Cost: \$136,186

Architect/Engineer: N/A

PO Date: 9/2/25

Contractor: Garden State Sealing

This project is a targeted infrastructure improvement initiative aimed at enhancing pedestrian accessibility and safety throughout the College. Contract for replacing areas of sidewalk and curbs to be awarded to Garden State Sealing, pending Board approval. This is part of a larger scope of work that will be performed in stages. **A kickoff meeting is in the works for Wednesday, October 17, or Thursday, October 18.**

10. Freehold Basement Water Remediation Project

Cost: TBD

Architect/Engineer: Colliers Engineering

PO Date: TBD

Contractor: TBD

Colliers Engineering continues the investigative work to determine a solution to remediate the water intrusion in the basement. Once completed, construction documents will be developed for bid.

11. Classroom Renovation – Main Academic North (MAN building, Rooms 103 and 105)

Cost: *TBD*

PO Date: *TBD*

Architect/Engineer: *TBD*

Contractor: *TBD*

The facilities team collaborated with an interior integration firm to design a modern auditorium that meets the evolving needs of students and faculty. The project includes comprehensive upgrades to all essential components – seating arrangements, acoustics, lighting, and multimedia capabilities. The renovation aims to create a functional and aesthetically appealing space that enhances educational presentations, performances, and large gatherings while maintaining high standards of accessibility and efficiency. Waiting for a quote from Architect to develop construction documents. Meeting with two additional architects to get quotes to develop construction documents. **The College has applied for a NJ HEFT construction grant to support this initiative.**

12. Central Utility Plant Energy Efficiency Project Statement

Cost: *\$102,700*

Architect/Engineer: *N/A*

PO Date: *TBD*

Contractor: *Automated Building Controls*

This project aims to enhance efficiency of the campus boilers by optimizing their use of water, electricity, and natural gas. These improvements will reduce resource consumption, improve system performance, and support the College's sustainability and cost-savings goals. Currently, the contractor is in the process of collecting information and researching the scope of work to provide a detailed quote for the project. **The quote will be presented at the October Board for approval.**

13. Lighting Upgrade Project – Interior and Exterior

Cost: *\$133,036*

Architect/Engineer: *N/A*

PO Date: *TBD*

Contractor: *Magic Touch Construction*

This project involves upgrading existing light fixtures to energy efficient LED technology across all locations, including both interior and exterior areas. The transition to LED lighting will significantly reduce energy consumption, lower maintenance costs, and improve overall lighting quality and reliability. This initiative supports our sustainability goals while enhancing safety and visibility throughout the facilities. **This quote will be presented at the October board for approval. Work is scheduled to begin during the December holiday break.**

14. Freehold Building Communication Upgrade – 2nd floor

Cost: \$45,112

Architect/Engineer: N/A

PO Date: 9/3/25

Contractor: *Automated Building Controls*

This project involves upgrading the Building Management System (BMS) on the second floor of the Freehold Building. This updated system will enhance visibility and control over key infrastructure components, including HVAC performance, temperature monitoring, submetering, energy management and lighting controls.

The upgrade will improve operational efficiency, enable proactive maintenance, and support sustainability initiatives by providing real-time data and centralized control.

Purchase order was issued to Automated Building Controls on September 3.

Parts were ordered; we are waiting for confirmation of the shipping date.

15. Old Wall Building – HVAC Unit Equipment

Cost: \$255,000

Architect/Engineer: N/A

PO Date: 9/29/25

Contractor: *Automated Building Controls*

As part of ongoing facility improvements, the HVAC unit at the Old Wall Building is scheduled for replacement. The new unit will be significantly more energy efficient contributing to reduced utility costs and improved environmental performance.

To enhance building aesthetics and accessibility, the new unit will be installed at the rear of the building, rather than at the main entrance where the previous unit was located.

Purchase order was issued to Automated Building Controls on August 29. Unit was ordered; we are waiting for confirmation of the shipping date.



4.4 *FY25 Agreed-Upon Procedures Report on Schedule of Total Credit Hour Enrollments*

Pursuant to the requirements set forth in the Auditing and Accounting Standards for County Colleges recommended by the Council of County Colleges for use by the New Jersey Department of Treasurer, the Board of Trustees authorized Withum, Smith, & Brown, PC to perform the required audit for fiscal year ending June 30, 2025, at the April 29, 2025 meeting.

An audit of the College's schedule of total unweighted credit-hours for the year ended June 30, 2025, is herewith transmitted to the Board of Trustees for its review and acceptance.

This report was reviewed by the President and the Audit Committee of the Board of Trustees at a meeting held October 16, 2025.

**BROOKDALE COMMUNITY COLLEGE
Agreed-Upon Procedures Report on
Schedule of Total Credit Hour Enrollments
June 30, 2025**

Brookdale Community College
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June 30, 2025

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Total Credit Hour Enrollments (Schedule B)	5
Base Chargeback Rate Per In-County Credit Hour (Schedule C)	6

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Brookdale Community College
765 Newman Springs Road
Lincroft, New Jersey 07738-1543

We have performed the procedures enumerated below on the reporting requirements as set forth in the 2025 Statement of Auditing and Accounting Standards for County Colleges ("Standards") recommended by the New Jersey Council of County Colleges ("NJCCC") for use by the New Jersey Department of the Treasury, for the year ended June 30, 2025. Brookdale Community College's (the "College") management is responsible for meeting those requirements and maintaining records in accordance with these Standards.

The College has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the Standards. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purpose.

The procedures and associated findings are as follows:

1. We read the 2025 Statement of Auditing and Accounting Standards for County Colleges recommended by the Council of County Colleges for use by the New Jersey Department of the Treasury to gain an understanding of the Statement of Auditing and Accounting Standards for County Colleges in order to plan the procedures to be performed.

FY 2025 Statement of Auditing and Accounting Standards for County Colleges read and appropriate procedures planned.

2. From the College's master list of fundable credit courses offered during the year ended June 30, 2025, we selected a sample of 40 courses and chose one student from each course during the year ended June 30, 2025 and performed the following procedures:

- a. Sent positive confirmation letters to all students included in the sample. The letters specifically attempted to confirm the student's enrollment in the particular course sampled, the amount billed for the semester, the amount paid for the semester, and the remaining balance due. Information concerning the methodology and results of this procedure is included in Schedule A of this report.

Results of procedures are in Schedule A.

- b. Traced the courses sampled to the NJCCC's list of approved credit courses and determined that: (1) the courses were approved for funding in the year ended June 30, 2025; and (2) the number of credit hours claimed by the College agreed to the number of credit/contract hours approved by NJCCC.

No exceptions were noted as a result of this procedure.

- c. Compared source documentation for each course/student in the sample (e.g. registration records, grade assignments, payment records, class rosters, attendance records, etc.) to: (1) verify the validity of the quantitative representations made on the management-prepared schedules; (2) make sure that adequate descriptions and course outlines were available for each course, in accordance with state funding requirements; and (3) determine the source documentation is valid and adequate for certification of the schedule of credit hour enrollments and Base Chargeback Rate per In-County Credit Hour.

No exceptions were noted as a result of this procedure.

3. Multiplied reported credit hours by appropriate standard tuition charges per credit hour and compared the result to tuition income per the relevant general ledger tuition income accounts.

No exceptions were noted as a result of this procedure.

4. Compared that the eligible portion of grant funded courses was calculated and reported accurately.

The College did not conduct any eligible grant funded courses during the year ended June 30, 2025.

5. Compared all contracts for the delivery of community college courses that were claimed for state aid to determine that the College demonstrated direct costs and control of the courses.

No exceptions were noted as a result of this procedure.

6. Obtained the accompanying Schedule B - Total Credit Hour Enrollments for the year ended June 30, 2025, prepared by management of the College. We inspected the documentation underlying the calculation of credit hour enrollments, and recalculated all columns and rows to verify mathematical accuracy.

No exceptions were noted as a result of this procedure.

7. Obtained the accompanying Schedule C - Base Chargeback Rate Per In-County Credit Hour, for the year ended June 30, 2025, prepared by management of the College. Compared, from the sample of 40 students selected in Procedure 1, those that were resident, in-county students (39 of 40), and determined that they were properly classified with in-county enrollments by comparing the county they resided in. We also recalculated the Base Chargeback Rate Per In-County Credit Hour, as shown on Schedule C.

No exceptions were noted as a result of this procedure.

We were engaged by the College to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to, and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the items referred to above. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the College and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the College and is not intended to be and should not be used by anyone other than the specified parties.

October 15, 2025

Brookdale Community College
Agreed-Upon Procedures Report on Schedule of Total Credit Hour Enrollments
Sampling Methodology and Results for
Confirmation for Student Enrollment (Schedule A)
For the Year Ended June 30, 2025

Credit Student Enrollment

Methodology:

A sample of 40 students was arrived at using the following parameters:

Confidence level	90%
Expected rate of occurrence	0.0%
Maximum tolerable error rate	5.0%

Results:

Mailed	40
Returned	12
Returned correct	12
Returned with exceptions	None
Returned undelivered	0

Alternate procedures were applied to the confirmations that had no responses to determine course enrollments.

Brookdale Community College
Agreed-Upon Procedures Report on Schedule of Total Credit Hour Enrollments
Sampling Methodology and Results for
Total Credit Hour Enrollments (Schedule B)
For the Year Ended June 30, 2025

	Summer III 2024 <u>Term</u>	Fall 2024 <u>Term</u>	Winter & Spring 2025 <u>Term</u>	Summer I & II 2025 <u>Term</u>	Total Fiscal Year
Credit Hours	<u>6,231</u>	<u>99,902</u>	<u>91,669</u>	<u>19,305</u>	<u>217,107</u>
			In-County Credit Hours		176,661
			Out of County Credit Hours		<u>40,446</u>
					<u>217,107</u>

See Independent Accountant's Report on Applying Agreed-Upon Procedures.

Brookdale Community College
Agreed-Upon Procedures Report on Schedule of Total Credit Hour Enrollments
Sampling Methodology and Results for
Base Chargeback Rate Per In-County Credit Hour (Schedule C)
For the Year Ended Year Ended June 30, 2025

Total In-County Resident Enrollment Credit Hours	176,661
Divided by 30 Credit Hours	<u>30</u>
Resident FTE	<u>5,889</u>
Total County Aid	\$ 20,277,019
Divided by Resident FTE	<u>5,889</u>
Base Chargeback Rate per In-County FTE	3,443
Divided by 30	<u>30</u>
Base Chargeback Rate per In-County Credit Hour	<u>\$ 114.77</u>

See Independent Accountant's Report on Applying Agreed-Upon Procedures.

Subject: Approval of Articulation Agreement with LIM College

Overview:

To seek Board approval for the execution of an Articulation Agreement between Brookdale Community College and LIM College to facilitate the transfer of qualified graduates from Brookdale's A.S. in Fashion Design and Merchandising program into LIM College's BBA programs in The Business of Fashion and Fashion Merchandising. The agreement guarantees admission to LIM College for Brookdale students who meet specified academic and conduct standards and outlines a clear transfer credit pathway supported by a detailed Transfer Guide

Key Provisions of the Articulation Agreement

- Guaranteed admission to LIM College for Brookdale graduates with a minimum GPA of 2.0 and full-time matriculation.
- Transfer of up to 60 credits from Brookdale toward LIM's BBA programs.
- Creation of a renewable LIM College/Brookdale Transfer Scholarship (\$750 for online students, \$1,000 for on-campus students).
- Joint marketing and promotional efforts.
- Compliance with Middle States Commission on Higher Education's Third-Party Provider Policy.
- Agreement term of three years with renewal and termination provisions.

Impact

This agreement supports Brookdale's strategic goals to increase student completion and expand transfer opportunities. It enhances academic pathways for students in the Fashion Design and Merchandising program and strengthens institutional partnerships

Recommendation:

It is recommended that the Board of Trustees approve the Articulation Agreement with LIM College and authorize the President to execute the agreement on behalf of Brookdale Community College.

RESOLUTION

WHEREAS, Brookdale Community College and LIM College have a shared commitment to expanding access to higher education and improving student success through seamless transfer pathways; and

WHEREAS, LIM College has agreed to enter into an Articulation Agreement that guarantees admission and transfer credit for eligible Brookdale graduates into its BBA programs in The Business of Fashion and Fashion Merchandising; and

WHEREAS, the agreement includes provisions for scholarships, joint marketing, compliance with accreditation standards, and a clearly defined transfer credit guide; and

WHEREAS, the Articulation Agreement has been reviewed by the appropriate college officials and is recommended for approval;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Brookdale Community College hereby approves the Articulation Agreement with LIM College, and authorizes the President to execute the agreement and take any necessary actions to implement its provisions.

Adoption of Revised Mission, Vision, Values, and Commitment Statements

In January 2024, the Board of Trustees directed the College to undertake a comprehensive review of Brookdale's mission, vision, and values statements. The purpose of this review was to ensure that these foundational statements remain relevant, forward-looking, and aligned with both the College's next Strategic Plan and the expectations of the Middle States Commission on Higher Education (MSCHE) in advance of the 2026 self-study review.

The College engaged the community through a series of town hall meetings and open dialogues. When a broad consensus did not emerge, the President formed a nineteen-member Task Force representing all divisions of the College to synthesize input and develop recommendations.

The Task Force's work centered on Brookdale's ongoing commitment to student success through a poverty-informed lens—an approach inspired by Brookdale's participation in *Achieving the Dream*. This framework emphasizes belonging, meeting basic needs, and providing just-in-time supports—principles that strengthen learning environments for all students, especially those facing the greatest barriers.

The resulting framework introduces a new **Commitment Statement**, articulating how Brookdale will live its mission and values in practice. The four revised guiding values—**Compassion, Collaboration, Creativity, and Courage**—capture the essence of the College's culture and collective strength.

The Revised Mission statement is recommended for adoption:

Brookdale Community College opens doors to education with courage and care, guiding diverse learners toward lifelong growth and success

The Revised Vision statement is recommended for adoption:

Brookdale transforms lives. We envision a future of educational opportunity for all.

Recommendation

It is recommended that the Board of Trustees adopt the revised Mission, Vision, Values, and Commitment Statements as presented, thereby reaffirming Brookdale's identity and direction as a student-centered institution dedicated to educational opportunity for all.

October 28, 2025: Dr. David M. Stout, President

RESOLUTION

WHEREAS, the Brookdale Community College Board of Trustees recognizes the importance of maintaining a mission, vision, and values that reflect the College's purpose, direction, and aspirations in serving the residents of Monmouth County and beyond; and

WHEREAS, the Board of Trustees initiated a comprehensive review of Brookdale's mission, vision, and values statements in January 2024, in anticipation of the development of the next Strategic Plan and in alignment with the Middle States Commission on Higher Education (MSCHE) self-study cycle; and

WHEREAS, the College engaged in an inclusive and collaborative process involving town hall meetings and a President's Task Force on the Review of Mission, Vision, and Values, composed of nineteen members representing a cross-section of the Brookdale community; and

WHEREAS, the Task Force reviewed community input, examined data, and developed revised statements that reflect Brookdale's ongoing commitment to student success, grounded in poverty-informed practices; and

WHEREAS, the proposed framework introduces a new Commitment Statement, articulating how the College will live its mission and values through daily practice and decision-making;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Brookdale Community College hereby adopts the following Mission, Vision, Values, and Commitment Statements as the official guiding framework for the College:

October 28, 2025

Mission Statement:

Brookdale Community College opens doors to education with courage and care, guiding diverse learners toward lifelong growth and success.

Vision Statement:

Brookdale transforms lives. We envision a future of educational opportunity for all.

Values:

Compassion

Collaboration

Creativity

Courage

Commitment Statement:

We are Brookdale. We will... Be brave and bold. Remove barriers. Open doors.

Offer just-in-time supports. Keep compassion at the center. Design systems for those most in need. Lead with love. Empower. We will, so you can.

BE IT FURTHER RESOLVED, that these statements shall guide the College's strategic planning, decision-making, and operations, and be incorporated into all official College publications, policies, and communications.

October 28, 2025

**BROOKDALE COMMUNITY COLLEGE
COLLEGE POLICY**

1.8000 Adoption, review, and amendment of the Mission, Commitment, Vision, Values, and Strategic Priorities of Brookdale Community College

I. Title of Policy

Adoption, review, and amendment of the Mission, Commitment, Vision, Values, and Strategic Priorities of Brookdale Community College

II. Objective of Policy

To establish a process for the adoption, review, and amendment of the Mission, Commitment, Vision, Values, and Strategic Priorities of Brookdale Community College.

III. Authority

N.J.S.A. 18A:64A-1 et seq; Board of Trustee Bylaw 1.2050.

IV. Policy Statement

A. Mission, Commitment, Vision, and Values of Brookdale Community College

1. The Board of Trustees ("The Board") acknowledges that the College's Mission Statement shall be as follows: ~~*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.*~~
Brookdale Community College opens doors to education with courage and care, guiding diverse learners toward lifelong growth and success.

- 1.2. *The Board of Trustees affirms the Brookdale Commitment Statement as a guiding expression of how the College community lives its Mission each day.*

We are Brookdale.

We will...

Be brave and bold.

Remove barriers.

Open doors.

Offer just-in-time supports.

Keep compassion at the center.

Design systems for those who need them most.

Affirm.

Lead with love.

Empower.
We WILL, so you CAN.

2.3. The Board of Trustees acknowledges that the College's Vision Statement shall be as follows: ~~Brookdale, the County College of Monmouth, is a dynamic community college system committed to student success, lifelong learning, economic development and the common good of society. Brookdale plays a transformative role in our community, providing educational, cultural and professional programs and offerings to enable, empower and inspire all community members to fulfill their aspirations to the best of their ability. Brookdale transforms lives. We envision a future of educational opportunity for all.~~

3.4. The following values guide the Brookdale community in the fulfillment of our Mission; each being of equal weight and importance:

- a. ~~Educational excellence~~ through engagement, assessment and innovation Compassion
- b. ~~Economic empowerment~~ through access, opportunity, and entrepreneurial partnerships Courage
- c. ~~Institutional integrity~~ through academic freedom, stewardship and accountability Creativity
- d. ~~Diversity~~ through inclusivity, human equity and individual perspective Collaboration

4.5. The Board shall annually review and endorse the Mission, Commitment, Vision, and Values statements of the College. If the Board determines that there is a need to revise or amend the Mission, Vision, Commitment and/or Values statements, the President shall be directed to conduct a College-wide review and present recommended changes to the Board.

B. Strategic Priorities

1. The Board shall dedicate time to collaboratively develop the annual Strategic Priorities during their meetings.
2. The Board, in collaboration with the President, shall develop specific goals for the President in alignment with the Strategic Priorities.
3. The President shall work with the Senior Executive Leadership Team to ensure that the College's annual goals are aligned with the Board's Strategic Priorities.

V. Responsibility for Implementation

Board of Trustees

Approved: Board of Trustees, 03/26/2019

Ratified: Board of Trustees, 01/28/2020

Ratified: Board of Trustees, 01/26/2021

Approved: Board of Trustees, 01/24/2023

Approved: Board of Trustees, XX/XX/XXXX

| Submitted for Lodging: October 28, 2025

**BROOKDALE COMMUNITY COLLEGE
COLLEGE POLICY**

1.8000 Adoption, review, and amendment of the Mission, Commitment, Vision, Values, and Strategic Priorities of Brookdale Community College

I. Title of Policy

Adoption, review, and amendment of the Mission, Commitment, Vision, Values, and Strategic Priorities of Brookdale Community College

II. Objective of Policy

To establish a process for the adoption, review, and amendment of the Mission, Commitment, Vision, Values, and Strategic Priorities of Brookdale Community College.

III. Authority

N.J.S.A. 18A:64A-1 et seq; Board of Trustee Bylaw 1.2050.

IV. Policy Statement

A. Mission, Commitment, Vision, and Values of Brookdale Community College

1. The Board of Trustees ("The Board") acknowledges that the College's Mission Statement shall be as follows:. Brookdale Community College opens doors to education with courage and care, guiding diverse learners toward lifelong growth and success.
2. The Board of Trustees affirms the Brookdale Commitment Statement as a guiding expression of how the College community lives its Mission each day.

We are Brookdale.
We will...
Be brave and bold.
Remove barriers.
Open doors.
Offer just-in-time supports.
Keep compassion at the center.
Design systems for those who need them most.
Affirm.
Lead with love.
Empower.
We WILL, so you CAN.

3. The Board of Trustees acknowledges that the College's Vision

Statement shall be as follows: . Brookdale transforms lives. We envision a future of educational opportunity for all.

4. The following values guide the Brookdale community in the fulfillment of our Mission; each being of equal weight and importance:

Compassion
Courage
Creativity
Collaboration

5. The Board shall annually review and endorse the Mission, Commitment, Vision, and Values statements of the College. If the Board determines that there is a need to revise or amend the Mission, Vision, Commitment and/or Values statements, the President shall be directed to conduct a College-wide review and present recommended changes to the Board.

B. Strategic Priorities

1. The Board shall dedicate time to collaboratively develop the annual Strategic Priorities during their meetings.
2. The Board, in collaboration with the President, shall develop specific goals for the President in alignment with the Strategic Priorities.
3. The President shall work with the Senior Executive Leadership Team to ensure that the College's annual goals are aligned with the Board's Strategic Priorities.

V. Responsibility for Implementation

Board of Trustees

Approved: Board of Trustees, 03/26/2019

Ratified: Board of Trustees, 01/28/2020

Ratified: Board of Trustees, 01/26/2021

Approved: Board of Trustees, 01/24/2023

Approved: Board of Trustees, XX/XX/XXXX

Submitted for Lodging: October 28, 2025

I. Title of Policy

3.3002 Grant-Funded Positions

II. Objective of Policy

To specify the conditions of employment for ~~grant funded~~ grant-funded positions supported by grants or other non-College funding.

III. Authority

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

IV. Policy Statement

The following statement shall ~~appear in~~ be included in all appointment and reappointment letters for faculty and administrative positions that are created, maintained, or extended based on grant or other non-College funds: all “grant fundedgrant-funded” faculty and administrative positions that are created, exist, or extended contingent on grant money or other non-College funds:

This is a ~~specialty~~ grant funded position, supported by federal, state, county, private~~dependent for its existence upon federal, State, County, private,~~ or other non-College ~~operating funds~~sources., ~~and is~~ it is not funded ~~pursuant to the regular~~through the College's regular operating or auxiliary budget. Continued employment in this position is ~~always~~ contingent upon satisfactory ~~employee job~~ performance, ongoing institutional need, and the continued availability of grant or external funding.

~~and College the College's needs. Grant funded positions are also contingent upon, and the availability of continued Grant funding. If the Grantsuch funding, that is supporting the position, is reduced, withheld, or otherwise becomes unavailable, the College reserves the right to terminate or modify employment subject to the provisions of any collective bargaining agreement in effect at the time. Termination shall be made in writing in writing, and shall be at the College's sole discretion in accordance with its sole discretion and, not issued, is withheld, or is otherwise made unavailable to the College, the continued employment is subject to the College's sole discretion and the appropriate provisions of existing collectively bargained agreements in effect at the time for employees covered by those agreements. This appointment is for the specified period only. Employment beyond the expiration date of the grant is subject to the sole discretion of the College and appropriate provisions of existing collectively~~

bargained agreements in effect at the time for employees covered by those agreements.

V. Responsibility for Implementation

President

Approved: 5/23/74

Revised: 6/27/96

Lodged: 11/27/2018

Approved: Board of Trustees, 12/18/2018

Approved: Board of Trustees, 12/19/2023

[Revising – 8/2025 kk](#)

[BP 9/10/2025 BP MJ 9/12/2025](#)

BROOKDALE COMMUNITY COLLEGE BOARD POLICY

3.3002 Grant funded Positions

I. Title of Policy

3.3002 Grant-Funded Positions

II. Objective of Policy

To specify the conditions of employment for positions supported by grants or other non-College funding.

III. Authority

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

IV. Policy Statement

The following statement shall be included in all appointment and reappointment letters for faculty and administrative positions that are created, maintained, or extended based on grant or other non-College funds:

This is a grant funded position, supported by federal, state, county, private, or other non-College sources. It is not funded through the College's regular operating or auxiliary budget. Continued employment in this position is contingent upon satisfactory job performance, ongoing institutional need, and the continued availability of grant or external funding.

If such funding that is supporting the position is reduced, withheld, or otherwise becomes unavailable, the College reserves the right to terminate or modify employment subject to the provisions of any collective bargaining agreement in effect at the time. Termination shall be made in writing and shall be at the College's sole discretion.

V. Responsibility for Implementation

President

Approved: 5/23/74

Revised: 6/27/96

Lodged: 11/27/2018

Approved: Board of Trustees, 12/18/2018

Approved: Board of Trustees, 12/19/2023

Approved: Board of Trustees, XX/XX/2025

I. Title of Policy

3.9001 Multi-Year Contracts for Administrative Staff

II. Objective of Policy

To authorize the President to develop a College Regulation governing the conditions under which multi-year contracts may be considered for administrative staff.

III. Authority

N.J.S.A. 18A:60-14

IV. Policy Statement

Administrative staff are exempt employees working in management positions. Administrative employees with more than five (5) academic years of service employment within a period of any six (6) consecutive academic years as an administrator administrative staff, as defined in 3.9001R may, at the sole discretion of the President, be recommended for multi-year contracts subject to the approval of the Board of Trustees.

Recommendations for multi-year contracts shall be based on written performance evaluations, and shall take into account the College's financial position and future personnel needs.

V. Responsibility for Implementation

President

Approved: Board of Trustees, 11/20/1975

Revised: 8/23/1979

Revised: 2/26/1981

Revised: 6/27/1996

Lodged: 9/25/2018

Approved: Board of Trustees, 10/23/2018

Reviewed and recommended by the legal counsel 8/14/2025

MJ review 9/17/2025

BROOKDALE COMMUNITY COLLEGE BOARD POLICY

3.9001 Multi-Year Contracts for Administrative Staff

I. Title of Policy

3.9001 Multi-Year Contracts for Administrative Staff

II. Objective of Policy

To authorize the President to develop a College Regulation governing the conditions under which multi-year contracts may be considered for administrative staff.

III. Authority

N.J.S.A. 18A:60-14

IV. Policy Statement

Administrative staff are exempt employees working in management positions. Administrative employees with more than five (5) academic years of employment within a period of any six (6) consecutive academic years as an administrative staff, may, at the sole discretion of the President, be recommended for multi-year contracts subject to the approval of the Board of Trustees.

Recommendations for multi-year contracts shall be based on written performance evaluations, and shall take into account the College's financial position and future personnel needs.

V. Responsibility for Implementation

President

Approved: Board of Trustees, 11/20/1975

Revised: 8/23/1979

Revised: 2/26/1981

Revised: 6/27/1996

Lodged: 9/25/2018

Approved: Board of Trustees, 10/23/2018

Approved: Board of Trustees, XX/XX/2025

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

6.2000 Financial Aid Policy

I. Title of Policy

Financial Aid Policy

II. Objective of Policy

To maximize the opportunity for students to achieve their educational goals regardless of financial resources and to clarify the conditions under which financial aid can be awarded.

III. Authority

Board of Trustees Policy No. 4.1004; Board Bylaw 1.3054; and the HEA (r)(1) and (r)(2) Higher Education Act of 1965, as extended. 6.1006 SERVICE ANIMALS AND THE AMERICANS WITH DISABILITIES ACT POLICY

IV. Policy Statement

It is generally accepted that financial assistance plays an integral role in the admission and retention of students. Inability to meet educational expenses can adversely influence students' educational goals and their ability to earn secondary education.

~~The President has implemented a financial aid program which maximizes the opportunity for students to achieve their educational goals regardless of financial resources. To this end the College secures financial assistance funds from available sources. The President reports to the Board of Trustees on the financial aid program annually.~~ The President upholds federal and state financial aid policies and programs designed to maximize student access to educational opportunities, regardless of financial circumstances. In further alignment with this mission, the President actively implements processes to secure financial support from all available sources. Additionally, the President provides the Board of Trustees with an annual report on the institution's financial aid program.

The financial aid program may include but is not limited to:

1. Grants and scholarships
2. Loans

3. Part-time employment both on and off the campus
4. Combinations of all of the above

Federal and State guidelines may disqualify a student from receiving any Student Aid Funds.

V. Responsibility for Implementation

President

Approved: 9/17/1969
Revised: 7/12/2001
Revised: October 2010
Approved: January 2011

Approved: Board of Trustees, 10/27/2020

Updated: X/X/2025

Related Regulation: 6.2000R Financial Aid Program

MJ 9-17-2025

BP 9-18-2025

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

6.2000 Financial Aid Policy

I. Title of Policy

Financial Aid Policy

II. Objective of Policy

To maximize the opportunity for students to achieve their educational goals regardless of financial resources and to clarify the conditions under **which** financial aid can be awarded.

III. Authority

Board of Trustees Policy No. 4.1004; Board Bylaw 1.3054; and the Higher Education Act of 1965, as extended.

IV. Policy Statement

It is generally accepted that financial assistance plays an integral role in the admission and retention of students. Inability to meet educational expenses can adversely influence students' educational goals and their ability to earn secondary education.

The President upholds federal and state financial aid policies and programs designed to maximize student access to educational opportunities, regardless of financial circumstances. In further alignment with this mission, the President actively implements processes to secure financial support from all available sources. Additionally, the President provides the Board of Trustees with an annual report on the institution's financial aid program.

The financial aid program may include but is not limited to:

1. Grants and scholarships
2. Loans
3. Part-time employment both on and off the campus
4. Combinations of all of the above

Federal and State guidelines may disqualify a student from receiving any Student Aid Funds.

V. Responsibility for Implementation

President

Approved: 9/17/1969
Revised: 7/12/2001
Revised: October 2010
Approved: January 2011

Approved: Board of Trustees, 10/27/2020

Approved: Board of Trustees, X/X/2025

Related Regulation: 6.2000R Financial Aid Program

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2025 Committee Appointments

Board Bylaw 1.4010, appointments to Standing Committee

Membership on standing committees of the Board of Trustees, shall consist of the number of Trustees set forth in the provisions applying to each Committee as hereafter provided and shall include in such number, a Chair of such Committee. For each Committee, the Board Chair shall be an ex officio member and the Vice Chair serve 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> Ms. Latonya Brennan, Chair Ms. Barbara Horl, Vice-Chair Mr. James McCracken Ms. Dyese Davis Dr. Les Richens		<u>Finance and Facilities (5)</u> Mr. James McCracken, Chair Ms. Cyndie Williams, Alt Chair Mr. Paul Crupi Ms. Tracey Abby-White Mr. Steve Clayton
Committees meeting 4 to 6 times per year	<u>Student Success & Educational Excellence (5)</u> Ms. Tracey Abby-White, Chair Dr. Stephanie D'Alessio , Alt Chair Dr. Les Richens Mr. Steve Clayton Mr. Montez Swartz	<u>Governance (5)</u> Ms. Dyese Davis, Chair Ms. Mary Pat Angelini, Alt Chair Mr. Paul Crupi Ms. Cyndie Williams Mr. Montez Swartz	<u>Audit Committee (4)</u> Ms. Mary Pat Angelini, Chair Dr. Stephanie D'Alessio, Alt. Chair Ms. Dyese Davis Mr. Montez Swartz Ms. Barbara Horl, Trustee
Liaisons	<u>Liaison to New Jersey Council of County Colleges (NJCCC) (Board Alternate)</u> Ms. Barbara Horl	<u>Liaison to Brookdale President's Community Advisory Council</u> Mr. Steve Clayton	<u>Liaison to Brookdale Community College Foundation</u> Ms. Tracey Abby-White
National & State Committees	<u>ACCT Finance & Audit Committee</u> Ms. Barbara Horl	<u>NJCCC State and Federal Policy Committee</u> Ms. Barbara Horl, Co-Chair	

* The Human Resources Committee – A committee of the whole

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2025 – 09-25-25

2025 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 28, 2025	January 21 4:30 PM	January 21 5:30 PM	January 22 5:30 PM				January 16 4 PM
Tuesday, February 25, 2025	February 18 4:30 PM	Feb. 18 5:30 PM		February 19 5:30 PM	February 13 5:30 PM		
Tuesday, March 25, 2025 <i>Automotive Technology Center</i>	March 18 4:30 PM	March 18 5:30 PM	March 19 5:30 PM	March 17 5:00 PM		March 24	March 20 4 PM
Board Retreat – April 11 (5:30 pm) & 12, (9 am) 2025 – Caroline Huber Holistic Wellness Center							
Tuesday, April 29, 2025	April 22 4:30 PM	April 22 5:30 PM		April 23 5:30 PM	April 24 5:30 PM		
Wednesday, May 28, 2025	May 13 4:30 PM	May 13 5:30 PM					May 8 4 PM
Tuesday, June 24, 2025	June 17 4:30 PM	June 17 5:30 PM		June 16 5 PM	June 18 5:30 PM	June 16	
NO Public Board Meeting	July 15 6:30 PM	July 15 5:30 PM					
Tuesday, August 26, 2025	August 19 4:30 PM	August 19 5:30 PM					
Tuesday, September 30, 2025	September 16 4:30 PM	Sept. 16 5:30 PM		Sept. 17 5 PM		Sept. 15 5 PM	
Tuesday, October 28, 2025	October 14 4:30 PM	October 14 5:30 PM	October 15 5:30 PM		October 16 5:30 PM		
Tuesday, November 25, 2025	November 17* Monday 4:30 PM	November 17 Monday 5:30 PM		November 19 5 PM		Nov. 17 5 PM	
Tuesday, December 16, 2025	December 9 4:30 PM	December 9 5:30 PM	December 8 5:30 PM		December 15 5:30 PM		