



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

2025-11-25 17:30 - 2025-11-25 20:30 EST

Table of Contents

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

II. Pledge of Allegiance

III. Moment of Silence

IV. Adoption of Agenda

V. Swearing in of Trustee Stephanie Hoitt

VI. Board of Trustees Annual Reorganization

A. Election of Officers of the Board of Trustees

B. Establishment of a Regular Meeting Schedule for the Board of Trustees for 2026

1. Discussion of Board Schedule

2. Adoption of 2026 Board of Trustees Annual Calendar & Designation of

Public Notice Requirements.....4

Annual Board Calendar 2026 Resolution with notice requirements.docx.....4

C. Discussion of Appointment of Standing Committees

D. Annual Signing of the Code of Ethics of Brookdale Community College

E. Annual Report of College

VII. Approval of MOU with Visiting Nurse Association of Central New Jersey Health

Center, Inc.....6

11-25-25 VNA Agreement Board Brief.docx.....6

11-25-25 RESOLUTION VNA MOU.docx.....7

A. Ceremonial signing of agreement

VIII. President's Report

IX. Reports from the Board Committees and Liaisons

A. Finance & Facilities Committee - November 17, 2025

1. Capital Project Update

2. Monthly Financial Reporting	
B. Student Success & Educational Excellence Committee - November 19, 2025	
C. Graduate Trustee Report	
D. NJCCC Update	
E. Foundation Update	
X. Public Comment on Agenda Items	
XI. Review of Consent Agenda	
*Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.	
A. Acceptance of Consent Agenda	
XII. Approval of Public Business Meeting Minutes - October 28, 2025.....	9
BOT PBM Minutes - October 28 2025 - DRAFT .docx.....	9
XIII. Approval of Consent Agenda	
A. Approval of Human Resources.....	19
BOT HR Nov 2025 003.docx.....	19
B. Acceptance of Gifts.....	23
Acceptance of Gifts_November 2025.docx.....	23
C. Acceptance of Grants.....	24
Grant Acceptance_November 2025.docx.....	24
D. Submission of Grants.....	29
Board Grant Submissions_November 2025.docx.....	29
E. Purchases in Excess of \$41,600 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500.....	31
11-25-25 4 2.pdf.....	31
F. Open Invoice Payment Requests for Vendor, Student and Employee Payments.....	37
11-25-25 4 2c Check Register.pdf.....	37
G. Monthly Financial Reports.....	38
11-25-25 4 1 Financial Report.pdf.....	38
H. FY26 Fall Semester Financial Forecast.....	41
FY26 Fall Semester Financial Forecast.pdf.....	41
I. Capital Project Update.....	44
11-17-25 Facilities Project Summary - M Naparlo.pdf.....	44
XIV. Approval of Revised Policies	

A. Policy 1.8000 Adoption, Review, and Amendment of Mission, Commitment, Vision, Values and Strategic Priorities of Brookdale Community College (revised title).....	49
1.8000 Adoption review and amendment of MISSION VISION etc - marked up sub for approval 11-25-25.docx.....	49
1.8000 Adoption review and amendment of MISSION VISION etc - clean sub for approval 11-25-25.docx.....	53
B. Policy 3.3002 Grand Funded Positions.....	55
3.3002 Grant Funded Positions Policy - marked up sub for approval - 11-25-2025.docx.....	55
3.3002 Grant Funded Positions Policy - clean sub for approval 11-25-2025.docx....	57
C. Policy 3.9001 Multi-Year Contracts for Administrative Staff.....	58
3.9001 Multi-Year Contracts for Administrative Staff - marked up sub for approval - 11-25-2025.docx.....	58
3.9001 Multi-Year Contracts for Administrative Staff - clean sub for approval - 11-25-2025.docx.....	59
D. Policy 6.2000 Financial Aid Policy.....	60
6.2000 Financial Aid Policy - marked up sub for approval 11-25-2025.docx.....	60
6.2000 Financial Aid Policy - clean sub for approval 11-25-2025.docx.....	62
XV. Approval of A.A.S. Dental Hygiene.....	64
11-25-25 AAS Dental Hygiene Degree Board Brief .docx.....	64
11-25-25 RESOLUTION AAS Dental Hygiene.docx.....	67
XVI. Public Comment	
XVII. Old/New Business	
XVIII. Resolution to Hold a Closed Meeting	
XIX. Motion to Re-Open the Meeting to the Public	
XX. Adjournment	
XXI. Appendix.....	68
Board Schedule, Board Committees	
Committees 2025 v4 - 10-26-25.docx.....	68
2025 BOT Annual Calendar 09-25-25.docx.....	69
Brookdale Community College Save the Dates v2.docx.....	70

RESOLUTION
Adoption of 2026 Board Callender & Designation of Official Newspaper

WHEREAS, the Open Public Meetings Act requires that all public bodies at the time of their annual organization meetings or within 7 days thereof, shall post, mail to newspapers and give notice to certain persons the schedule of meetings for the year 2026.

NOW THEREFORE BE IT RESOLVED the Board of Trustees of Brookdale Community College adopts the public meeting calendar for 2026. Meetings will be held at the Brookdale Community College Lincroft Campus, 765 Newman Springs Rd., Lincroft, NJ in the Student Life Center. All Public Business Meetings will begin at 5:30 PM. Official Notice will be made if there is a change in start time or location. Attendees may attend public business meetings via Zoom or in person. The Zoom link and Agenda are posted 48 hours in advance of all meetings on the College website: <https://www.brookdalecc.edu/about/board-of-trustees/board-packets/>

BOARD OF TRUSTEES MEETING DATES 2026			
MONTH	Day	DATE	LOCATION – Subject to Change (Notice will be given if changed)
January	Tuesday	January 27, 2026	Student Life Center, Navesink Rooms
February	Wednesday	February 25, 2026	Student Life Center, Navesink Rooms
March	Tuesday	March 24, 2026	Student Life Center, Navesink Rooms
April	Tuesday	April 28, 2026	Student Life Center, Navesink Rooms
May	Tuesday	May 26, 2026	Student Life Center, Navesink Rooms
June	Tuesday	June 23, 2026	Student Life Center, Navesink Rooms
July		No meeting	
August	Tuesday	August 25, 2026	Student Life Center, Navesink Rooms
September	Tuesday	September 22, 2026	Student Life Center, Navesink Rooms
October	Tuesday	October 27, 2026	Student Life Center, Navesink Rooms
November	Tuesday	November 24, 2026	Student Life Center, Navesink Rooms
December	Tuesday	December 15, 2026	Student Life Center, Navesink Rooms

BE IT FURTHER RESOLVED that the Board of Trustees does hereby designate the Asbury Park Press as the official newspaper to receive notices of meetings for the year 2026 until March 1, 2026. The Two Star Ledger is hereby designated as the second official newspapers of the Board until March 1, 2026.

November 25, 2025– Annual 2026 Board of Trustees Public Business Meeting Calendar and Official Designation of Newspaper for consideration by the Board of Trustees

BE IT FURTHER RESOLVED that all required notices of meetings of the Board of Trustees shall be posted on the College website.

BET IT FURTHER RESOLVED that a copy of all notices of the meeting of the Board of Trustees shall be filed with the Clerk of the County of Monmouth.

BE IT FURTHER RESOLVED that as of March 1, 2026 the requirements of Senate Bill No. 4654 will be followed to advertise legal notices as prescribed by the new public notice reform law; and

BE IT FURTHER RESOLVED that any person may request in writing that the Board of Trustees mail them a copy of the notice of any meeting of the Board of Trustees during the annual year of 2026. All requests made pursuant to this paragraph shall terminate on December 31, 2026.



Board of Trustees
Board Brief

Brookdale-VNA Care Coordination Agreement

Brookdale Community College and the Visiting Nurse Association of Central Jersey Community Health Center, Inc. (VNA) enter into this Memorandum of Understanding to strengthen student access to expand health education opportunities, enhance healthcare workforce development in Monmouth County, and broaden access to primary and preventive healthcare through the VNA.

The Agreement advances collaborative educational initiatives, including enhancements to Brookdale's Community Health curriculum, expansion of home-health learning modules, and joint development of a virtual reality (VR) lab for instructional and career exploration purposes. VNA will contribute VR equipment, participate in training, and support curriculum integration, while Brookdale will provide space and academic oversight.

To support VNA's workforce development, Brookdale will offer training space, library access, and a 25% tuition discount for eligible VNA employees. VNA will participate in campus health events, provide résumé-writing workshops, offer career guidance, and help explore shared career-development platforms.

Finally, through this partnership, VNA will provide healthcare access at Brookdale's Caroline Huber Holistic Wellness Center, offering outreach, navigation, screening, and primary care referrals for students, regardless of insurance status or ability to pay. Brookdale will support these efforts by promoting these services among students in need, facilitating referrals, and coordinating access to VNA's clinical teams.

Both parties affirm their commitments to privacy, confidentiality, safety, patient choice, independent operations, and compliance with all applicable federal and state regulations. The Agreement outlines mutual responsibilities for insurance, indemnification, marketing, facility use, and termination procedures.

Together, Brookdale and VNA establish a comprehensive, student-centered partnership designed to expand educational pathways, strengthen the regional healthcare workforce, and improve health outcomes.

RESOLUTION

AUTHORIZING THE PRESIDENT TO CONTINUE NEGOTIATIONS AND EXECUTE A MEMORANDUM OF UNDERSTANDING BETWEEN BROOKDALE COMMUNITY COLLEGE AND THE VISITING NURSE ASSOCIATION OF CENTRAL JERSEY COMMUNITY HEALTH CENTER, INC.

WHEREAS, Brookdale Community College (the College) is committed to expanding access to high-quality health education, strengthening healthcare workforce development, and improving student wellness and support services; and

WHEREAS, the Visiting Nurse Association of Central Jersey Community Health Center, Inc. (VNA) is a community-based healthcare organization that provides comprehensive primary and preventive care, health education, and outreach services in Monmouth County; and

WHEREAS, the College and VNA seek to enter into a Memorandum of Understanding (MOU) establishing a collaborative partnership designed to enhance Brookdale's Community Health curriculum, expand home-health learning opportunities, and jointly develop a virtual reality (VR) instructional and career-exploration lab supported by VNA-provided equipment and training; and

WHEREAS, the MOU further envisions opportunities for Brookdale to support VNA's workforce development through training space, library access, and a tuition discount program for eligible VNA employees, while VNA agrees to participate in campus health events, résumé and career-readiness workshops, and shared career development initiatives; and

WHEREAS, the partnership will expand student access to healthcare through services delivered by VNA at Brookdale's Caroline Huber Holistic Wellness Center, including care coordination, screenings, outreach, navigation, and primary care referrals regardless of a student's insurance status or ability to pay; and

WHEREAS, the proposed MOU outlines mutual commitments to confidentiality, privacy, safety, insurance, independent operations, marketing, and full compliance with all applicable federal and state regulations governing healthcare delivery and educational partnerships; and

WHEREAS, the Board of Trustees finds that this collaboration advances Brookdale's mission by supporting academic excellence, enhancing student well-being, and strengthening regional workforce development; and

WHEREAS, the MOU is still under negotiation, and final terms will require continued discussion, legal review, and preparation of associated documents.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the President, David Stout, is hereby authorized to continue negotiations with the

Visiting Nurse Association of Central Jersey Community Health Center, Inc., to finalize the terms of the Memorandum of Understanding; and

BE IT FURTHER RESOLVED that, upon the conclusion of negotiations and review by College counsel, the President is authorized to execute the Memorandum of Understanding on behalf of the College; and

BE IT FURTHER RESOLVED that the President or designee is authorized and directed to take any and all administrative, operational, and contractual actions necessary to carry out and implement the terms and intent of the Memorandum of Understanding, including the execution of any ancillary documents required to effectuate the partnership.

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

October 28, 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
	Mr. Paul Crupi, Trustee	Dr. Yesenia Madas
	Dr. Stephanie D'Alessio, Trustee	Mr. Kornpipob Kanthajan
	Ms. Dyese Davis, Trustee	Dr. Nancy Kegelman
	Ms. Barbara Horl, Vice-Chair	
	Mr. Montez Swartz, Trustee	
	Mr. James McCracken, Trustee	
	Dr. Les Richens, Trustee	
	Dr. David Stout, Secretary	
	Ms. Cyndie Williams, Trustee	Ms. Cynthia Gruskos
Absent		
College Counsel	Mr. Mitch Jacobs, Esq.	

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

On October 17, 2025 at 10:30 AM advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Mr. Jacobs read the statement on 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.

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.

Dr. Stout led a moment of silence for two members of our Brookdale family.

Edward Gross, served the College with dedication and pride for more than forty years. Ed began his career at Brookdale in 1974 and retired as Senior Specialist–Locksmith. He was a proud Air Force veteran and a Brookdale graduate, known for his craftsmanship, reliability, and kindness. On behalf of the entire College, I extend heartfelt condolences to his wife, Beverlee, and their family.

We also remember Gloria “Jean” Chandler, who served for thirty-one years as a Testing Center Technician and GED Examiner at our Long Branch Higher Education Center before retiring in 2013. Gloria was known for her professionalism, compassion, and commitment to students’ success. Our condolences go out to her family, friends, and former colleagues.

Both Ed and Gloria will be remembered with deep appreciation for their many contributions to Brookdale and the lives they touched here

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda Closed session was removed from the agenda.	A motion to adopt revised agenda was made by Trustee Crupi and seconded by Trustee Abby-White.	
Special Presentation - Marketing Performance Presentation - Joselyn Quezada, Executive Director, College Relations, presented on Brookdale’s marketing strategy for FY26, highlighting the implementation of a comprehensive 12-month media plan. The marketing budget, broken down by category was reviewed with a focus on the marketing of events and campaigns aimed at increasing awareness, applications and enrollment. . The college continues its partnership with ESM for media buying and campaign analytics, enabling mid-campaign adjustments for better performance. A new branding initiative with Carvertise was introduced, involving vehicle wraps as mobile billboards and providing five students with paid opportunities to participate. Trustees raised questions regarding liability, insurance, student safety, and contractual protections, emphasizing the need for further legal review and risk management. In addition, Ms. Quezada presented on public relations efforts following the transition to the Cision platform, Cision is an online platform that allows us to share press releases digitally with various media sources, and it also allows us to get media coverage information. She shared an example of a		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
snapshot of just the last 30 days , which reported 402 media mentions in the past 30 days and provided insights for strategic ad placement. Marketing campaign results were shared, including the Fall Open House, which generated over 542,000 impressions, 11,000 clicks, and 346 attendees—an increase from last year. Trustees inquired about follow-up processes, enrollment tracking, and outreach strategies, which include digital campaigns, mailers, and high school visits supported by geofencing. Other campaigns targeting adult learners and foundation events were discussed, with notable success in engagement and attendance, including a sold-out golf outing. The meeting concluded with acknowledgment of the marketing team’s resourcefulness.		
President’s Report – Dr. Stout provided an update on the College’s revised mission, vision, values, and new commitment statements, summarizing the extensive work of the President’s Task Force and the feedback process conducted through the College Forum. He noted that the proposed statements reflect clearer, action-oriented values and a streamlined mission emphasizing Brookdale’s role in opening doors to education. He reported that all four draft statements, mission, vision, values, and commitments were endorsed by the Collegial Governance System earlier that afternoon and were being presented to the Board for formal approval. Dr. Stout discussed internal use of the commitment statements and the ongoing work needed to integrate them into employee onboarding and internal messaging. He also thanked staff and trustees for their support at recent events and acknowledged the contributions of Marketing and College Relations. Finally, Dr. Stout updated the Board on the Middle States self-study process, noting that all working groups have submitted initial drafts, that extensive review and revision are underway, and that broad campus feedback is anticipated in early spring, with strong student participation across the working groups.		
Reports from the Board Committees and Liaisons A. Finance & Facilities Committee – Trustee Crupi reported on the Finance and Facilities Committee meeting held on October 14, noting updates on several campus facility projects, including the CVA chiller modernization scheduled to begin around Thanksgiving, HVAC upgrades, an energy-efficiency initiative at the central utility plant, building automation enhancements, and other renovation and safety projects. He briefed the Board on the deteriorated building at the Wall campus, which has been fenced off for safety as discussions continue with Wall Township and the Southern Wall Fire Museum regarding a potential restoration and long-term land lease. VP Manfreda-Foley presented the August financial report, highlighting operating revenue of \$31.9 million, \$2.3 million higher than last year, along with expenditures of \$11.9 million and a cash balance of \$26.4 million. The committee reviewed 15 recommended purchases funded through auxiliary, Chapter 12, and operating sources, including bleacher repairs, HVAC and lighting work, e-transcript services, and expanded mental health counseling through the Wellness Center. Trustee Crupi also noted discussion of the kiln room renovation to support the Film Academy’s set design program, reviewed stipends awarded to Gear Up grant students, and received the annual report on legal, government relations, and public relations expenditures required under the Higher Education Restructuring Act.		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
VP Kaari reported the acceptance of two donated vehicles, recent grant awards—including \$404,000 for Gear Up and year-to-date grant activity totaling \$819,000 awarded, with additional grants submitted and in process. The Foundation update reflected year-to-date revenue of \$407,000 and net assets of \$400,000, with changes attributable primarily to investment performance. B. Audit Committee - Trustee Angelini reported on the Audit Committee meeting held on October 16. The first agenda item was the acceptance of Brookdale Community College’s Fiscal Year 2025 Enrollment Audit. VP Manfreda Foley provided an overview of the testing process conducted by Withum, the College’s external auditors, noting that no findings or discrepancies were identified. The audit confirmed the accuracy of credit hour and tuition revenue records. The committee reviewed the testing methodology and acknowledged that, despite low response rates, auditors achieved acceptable confidence levels. Fiscal Year 2025 enrollment totaled 217,107 credit hours, compared to 206,332 credit hours in the prior year. The audit, required to be filed by November 1, was recommended for approval at this meeting. VP Manfreda- Foley reported that internal auditors, Cohn Resnick, are progressing on the internal audit plan, currently focusing on contract management. This work will strengthen the College’s enterprise risk management framework, with a draft report expected soon. The third item addressed the policy on signature thresholds. In accordance with Policy 4.3000, the committee reviewed and approved the recommendation to maintain the requirement for handwritten signatures from the President or CFO for all checks or electronic payments of \$5,000 or greater. Lastly, the Ethics Hotline Report was presented. Dr. Stout reported no new complaints since the last meeting and provided an update on a completed ethics investigation managed by Cleary Giacobbe Alfieri and Jacobs. C. Governance Committee – Trustee Davis reported on the Governance Committee meeting held on October 15, noting robust discussion and review of several Board policies. The committee reviewed Policy 1.3035 on the presidential screening process and recommended revisions to make the use of a search firm permissive rather than mandatory, with further review to occur at the next meeting. Policy 1.8000 regarding the adoption, review, and amendment of the College’s mission, vision, values, and new commitment statement was reviewed in alignment with the work of the President’s Task Force, and the committee recommended lodging the policy contingent upon Board ratification of the revised statements and final approval through collegial governance. Trustee Davis reported that Policy 3.3002 on grant-funded positions was updated to include language clarifying actions to be taken if external funding is reduced or discontinued, and that Policy 3.9001 on multi-year administrative contracts was revised to align eligibility with state law. The committee also reviewed Policy 6.2000 on financial aid, with updates emphasizing the President’s responsibility for ensuring access to all eligible aid sources and maintaining annual reporting each January. Trustee Davis outlined the finalized timeline for nominations and elections of Board officers and encouraged trustee participation in upcoming professional development programs, including the NJCCC Virtual Trustee Academy and the ACCT National Legislative Summit. The committee recommended scheduling the next Board retreat for the evening of April 10 and morning of April 11, pending final confirmation. She further noted that all trustees participated in the President’s		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
evaluation, that the Board’s summary evaluation was provided to Dr. Stout prior to the Board meeting, and that the Board will complete its own self-evaluation in December. The committee also received an overview of Middle States Accreditation Standard 7, including governance and administrative expectations and reviewed the timeline leading up to the 2026 site visit. D. Graduate Trustee Report – Trustee Swartz reported that he has been working to assemble the Graduate Trustee Advisory Council for the year. He noted that nine members from last year will be returning and approximately eighteen new students have applied to join the Council. He will be reviewing the applications over the next month to finalize the new roster. E. ACCT National Leadership Congress Update –Trustees Clayton, Swartz, McCracken, D’Alessio, Abby-White, and Vice-Chair Horl reported on key takeaways from the ACCT Leadership Congress in New Orleans. Major themes included the strong impact of dual enrollment and workforce-aligned credential programs, with examples of statewide initiatives in Texas and California that leverage funding and early outreach. Trustees emphasized the growing importance of technical and certificate programs, addressing student basic needs such as housing and food, and innovative partnerships with industry to strengthen career pathways. Sessions on artificial intelligence underscored the need for policies safeguarding teaching quality, data privacy, and critical thinking while exploring strategic uses of AI in higher education. Additional insights included strategies for enrollment recovery, financial transparency, and inclusive campus practices. Trustees expressed appreciation for the opportunity to attend and recommended continuing discussion on applying these best practices at Brookdale. F. Foundation Update - Trustee Abby-White reported that the <i>Feed the Future</i> campaign remains active with a goal of \$50,000 to be completed by Thanksgiving, encouraging continued support and outreach. She highlighted upcoming events, including the second annual Breakfast with Brookdale on November 12, designed to engage prospective donors and showcase college programs, and reminded trustees to RSVP by November 3. Additionally, the Scholarship Bash is scheduled for April 24 at Branches, honoring Monmouth ACTS—a public-private partnership improving community services—and the Ritesh Shah Charitable Pharmacy, which provides free medications and health services to underserved populations. Trustee Abby-White also announced that new Foundation Board member Dr. Anita Voogt has been named a finalist for the Athena Award, with recognition taking place on November 7.		
Vice-Chair Horl requested to continue to serve on an ACCT committee which would require Board support for her to attend the ACCT Legislative Summit and the ACCT National Leadership Congress.	A motion to support Vice-Chair Horl in participating on an ACCT Committee if selected, and to attend the ACCT Leadership Congress and ACCT National Leadership Congress was made by Trustee McCracken and seconded by Trustee Abby-White.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Motion passed.	
Public Comment on Agenda Items – Betty Kern, a long-time Monmouth County resident, voter, and Brookdale alumna, shared her extensive history with the college, noting decades of enrollment in courses and degrees earned in education, visual arts, and nursing. She expressed concern over being denied the ability to audit a sewing class she had paid for, citing college regulations that permit auditing. Ms. Kern requested reinstatement to continue the Fashion 131 sewing class with a prorated fee. She emphasized Brookdale’s role in supporting lifelong learning for diverse populations, including seniors and underserved communities, and highlighted her ongoing engagement as a senior auditor and professional artist preparing for an exhibit at Brookdale’s Center for Visual Arts. She concluded by reaffirming her appreciation for the college’s opportunities and her desire to complete the sewing course to pursue creative and business projects. Jack Ryan, Assistant Professor English, commended the college’s recent Open House, noting his long-standing participation in these events and praising the team for continuous improvements. He highlighted the positive impact of changes such as selecting a more subdued musical group, which enhanced communication and overall experience. Mr. Ryan observed strong turnout and emphasized that registration activity continued well beyond the main presentation. He also addressed the discussion on artificial intelligence, acknowledging its growing presence and challenges in higher education. While many faculty integrate AI as a teaching tool to guide proper use and prevent plagiarism, he noted concerns about lack of source attribution and the need for ongoing education to maintain academic integrity. Ms. Gruskos confirmed there was no written public comment submitted to the Board of Trustees.		
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 Vice-Chair Horl and seconded by Trustee Abby-White. Motion passed.	
Approval of Public Business Meeting Minutes - September 30, 2025	A motion to approve the minutes from the Public Business Meeting on September 30, 2025, was made by Trustee Clayton and seconded by Trustee Abby-White. Motion passed.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Abstentions: Trustees Crupi and Richens	
Approval of Executive Session Meeting Minutes – September 30, 2025	A motion to approve the minutes from the Executive Session Meeting Minutes on September 30, 2025 was made by Trustee McCracken and seconded by Trustee Swartz. Motion passed. ABSTENTIONS: Trustees Crupi and Richens	
Approval of Consent Agenda A. Approval of Human Resources B. Acceptance of Gifts C. Acceptance of Grants D. Submission of Grants 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. Legal Costs, Government Relations & Public Relations H. Monthly Financial Reports I. Capital Project Update	A motion to approve the consent agenda was made by Trustee McCracken and seconded by Trustee Crupi. Motion passed. YES: Trustees Abby-White, Angelini, Clayton, Crupi, D'Alessio, Davis, Horl, McCracken, Richens, Swartz, Williams and Chair Brennan NO: None ABSTENTIONS: None	
Acceptance of Brookdale Community College's FY25 Enrollment Audit	A motion to accept the enrollment audit for the year ending June 30, 2025 was made by Trustee Crupi and seconded by Trustee Clayton.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	YES: Trustees Abby-White, Angelini, Clayton, Crupi, D'Alessio, Davis, Horl, McCracken, Richens, Swartz, Williams and Chair Brennan NO: None ABSTENTIONS: None	
Approval of LIM College Articulation Agreement	A motion to approve by resolution the articulation agreement with LIM College was made by Trustee Crupi and seconded by Trustee D'Alessio. YES: Trustees Abby-White, Angelini, Clayton, Crupi, D'Alessio, Davis, Horl, McCracken, Richens, Swartz, Williams and Chair Brennan NO: None ABSTENTIONS: None	
Adoption of Revised Mission, Vision, and Values Statements and Introduction of Commitment Statement	A motion to adopt by resolution the revised Mission, Vision, and Values Statements and introduction of Commitment Statement was made by Vice-Chair Horl and seconded by Trustee Abby-White. YES: Trustees Abby-White, Angelini, Clayton, Crupi, D'Alessio, Davis, Horl, McCracken, Richens, Swartz, Williams and Chair Brennan	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	NO: None ABSTENTIONS: None	
Lodging of Policy 1.8000 Adoption, Review, and Amendment of Mission, Commitment, Vision, Values and Strategic Priorities of Brookdale Community College	A motion to approve the lodging of Policy 1.8000 Adoption, Review, and Amendment of Mission, Commitment, Vision, Values and Strategic Priorities of Brookdale Community College was made by Trustee Davis and seconded by Trustee Clayton. YES: Trustees Abby-White, Angelini, Clayton, Crupi, D'Alessio, Davis, Horl, McCracken, Richens, Swartz, Williams and Chair Brennan NO: None ABSTENTIONS: None	
Lodging of Revised Policies: Presenter: Chair Brennan A. 3.3002 Grant Funded Positions B. 3.9001 Multi-Year Contracts for Administration C. 6.2000 Financial Aid Policy	A motion to lodge the following policies A. 3.3002 Grant Funded Positions B. 3.9001 Multi-Year Contracts for Administration C. 6.2000 Financial Aid Policy was made by Trustee Davis and seconded by Trustee Abby-White. Motion passed. YES: Trustees Abby-White, Angelini, Clayton, Crupi,	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	D'Alessio, Davis, Horl, McCracken, Richens, Swartz, Williams and Chair Brennan NO: None ABSTENTIONS: None	
Public Comment - No public comment was made and Ms. Gruskos confirmed that no written public comment was submitted.		
Old/New Business – Trustee comments included congratulations on the success of the recent Open House, with praise for staff efforts and positive feedback on campus activities such as culinary demonstrations, esports, and the Wellness Center. Additional remarks highlighted the college's haunted house event, noted as well-attended, and reminders were given regarding the trustee officer nomination process, which closes October 31, and RSVP details for the October 30 haunted house visit. A video recap of the Open House was presented. Dr. Stout announced that Brookdale has been named a finalist for the prestigious Bellwether Award in the Instruction and Service category, honoring initiatives such as poverty-informed practices, pedagogy innovations, and student wellness programs. The application was prepared in under a week, and Brookdale is now ranked among the top 10 colleges nationally for this award		
Adjournment Meeting adjourned at 8:10 pm	A motion to adjourn the meeting was made by Vice-Chair Horl and seconded by Trustee Abby-White.	

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 8 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

	Recommendations
Non-Supervisor – Direct Student Contact	4
Non-Supervisor – Administrative Operations	1
Support Staff	1

B. Change of Status

Non-Supervisor – Direct Student Contact	1
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C. Separations

	Recommendations
Faculty	1

A. HIRES**NON-SUPERVISOR – DIRECT STUDENT CONTACT**

1. Name: Stacy Garcia
Department: One Stop & Regional Locations
Position: Advisor, Enrollment Services
Salary: \$66,144, to be prorated accordingly
Effective: 12/1/25, subject to completion of all final contingencies
2. Name: Alexander Sanders
Department: One Stop & Regional Locations
Position: Advisor, Enrollment Services
Salary: \$66,144, to be prorated accordingly
Effective: 12/1/25, subject to completion of all final contingencies
3. Name: Sacha Santos
Department: ABE/GED
Position: Program Coordinator, ABE/GED
Salary: \$62,093, to be prorated accordingly
Effective: 12/1/25, subject to completion of all final contingencies
4. Name: Gregory Smith
Department: Student Affairs
Position: Associate Director, Student Engagement
Salary: \$75,635, to be prorated accordingly
Effective: 12/1/25, subject to completion of all final contingencies

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Nohora McGrath
Department: ABE/GED
Position: Program Administrator, ABE/GED
Salary: \$66,144 to be prorated accordingly
Effective: 12/1/25, subject to completion of all final contingencies

SUPPORT STAFF

1. Name: Susana Massai
Department: Enrollment Services
Position: Specialist, One Stop, full-time, temporary
Salary: \$50,375
Effective: 12/1/25 – until further notice, but not later than 6/30/26, subject to completion of all final contingencies

B. CHANGE OF STATUS

NON-SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Beth Tarantino
Department: One Stop & Regional Locations
Position: Advisor, Enrollment Services
Action: Change in status from N4 to A3 through bona fide search
Salary: \$83,305, to be prorated accordingly
Effective: 12/1/25, subject to completion of all final contingencies

B. SEPARATIONS

FACULTY

1. Name: Cara Tudor
Department: Radiologic Technology
Position: Instructor
Action: Resignation
Effective: 12/31/25

**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
10/27/25	General Motors Corporation	2024 Cadillac XT6 for student training in Automotive Technology
10/27/25	General Motors Corporation	2024 Chevy Malibu for student training in Automotive Technology

2.2 Acceptance of Grants Executive Summary

A. **Funding Agency:** NJ Office of the Secretary of Higher Education & New Jersey Council of County Colleges

Funding Opportunity: College Readiness Now XII

Program Title: N/A

Short Title: CRN

Goal/Purpose: To reduce the need for remediation upon college entry, the New Jersey Council of Community Colleges and the State of New Jersey Office of the Secretary of Higher Education award Brookdale Community College the College Readiness Now Grant. The program identifies and addresses the remediation needs of high school students prior to graduation and offers free, high-quality academic programs that not only help them reach proficiency and possibly avoid remediation but also give them the tools to successfully transition to college and, in some cases, allow them to earn college credit.

Total \$ Received: \$44,768

Institutional Match: N/A

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

Program Administrator: Sheri Stanford

B. **Funding Agency:** NJ Office of the Secretary of Higher Education (OSHE)

Funding Opportunity: Centers for Adult Transition

Program Title: N/A

Short Title: CAT

Goal/Purpose: Brookdale Community College's Center for Adult Transition (CAT) is providing students with intellectual and developmental disabilities (ages 18-24) with the support, programming, and resources necessary to experience meaningful and successful transitions from secondary school to the next steps for becoming contributing members of society. This grant funding will provide support to continue offering these services on campus through June 30, 2026.

Total \$ Received: \$105,882

Institutional Match: N/A

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

Program Administrator: Noreen Kane

C. Funding Agency: NJ Office of the Secretary of Higher Education (OSHE)**Funding Opportunity:** Hunger-Free Campus Grant**Program Title:** N/A**Short Title:** Hunger Free

Goal/Purpose: The purpose of this grant program is to foster innovative ways to combat food insecurity on college campuses and assist in planning for long-term solutions. Funding will be used to address student hunger, address basic food needs on campus, raise awareness of currently offered services that address basic food and hygiene needs, and continue to build strategic partnerships at the local, state, and national levels to address food insecurity among students.

Total \$ Received: \$17,500**Institutional Match:** N/A**Project Timeline:** July 1, 2025 – June 30, 2026**Program Administrator:** Summer Deaver**D. Funding Agency:** New Jersey Department of Education**Funding Opportunity:** Perkins V - *Strengthening Career and Technical Education for the 21st Century Act***Program Title:** Perkins**Short Title:** N/A

Goal/Purpose: Perkins V is a federal education program that invests in secondary and postsecondary career and technical education (CTE) programs. Brookdale's funding for FY26 will be used to strengthen CTE programs by enhancing student completion and retention, improving career placement outcomes, and increasing participation among nontraditional and underrepresented student populations.

Total \$ Received: \$680,018**Institutional Match:** N/A**Project Timeline:** July 1, 2025 – June 30, 2026**Program Administrators:** Stacy Leimburg, Katharine Benziger**E. Funding Agency:** NIH/NIGMS (National Institutes of Health/National Institute of General Medical Science)**Funding Opportunity:** NIH Bridges to the Baccalaureate Grant (Year 2)**Program Title:** New Jersey Biomed-Bridge Scholars (NJBBS): Supporting Central NJ Community College Students in their Transition to Biomedical Research Pathways at The College of New Jersey

Short Title: NJBBS (Year 2)

Goal/Purpose: The overall purpose of the grant is to help create a pipeline to either industry or graduate school for community college students interested in the biomedical sciences (e.g., genetics, molecular bio, cell bio, biochemistry) selected from full-time BCC biology or chemistry majors with a specific GPA. The grant is pointedly not intended for students interested in professional school (MD, DO, DNP, DPT, et al). The selected students (initially 3) will be provided the following:

- tuition at Brookdale for the year (to facilitate being able to attend full time),
- a Brookdale faculty mentor,
- a paid summer research experience for undergraduates (REU) with a TCNJ faculty member the summer after they graduate from Brookdale),
- a TCNJ faculty/research advisor, and
- tuition for at least one year at TCNJ.

Additionally, these students will be offered paid internships, paid REUs associated with graduate programs, or similar experiences, depending on their specific interests, during the summer after their junior year at TCNJ. The students will also present their work at conferences, symposia, and we're thinking also at Brookdale-related events involving groups like WEST, Chemistry Club, Biology Club, Current Topics in Biology, and the like. Brookdale students, staff, and faculty will also be invited to Bridges and Science-related events at TCNJ and vice versa.

Total \$ Received: \$40,744

Institutional Match: N/A

Project Timeline: AY 24 through AY 28, inclusive

Program Administrator: James Crowder, Nancy Cizin (mentor/liaison)

F. Funding Agency: NASA

Lead Institute: Rutgers University

Funding Opportunity: New Jersey Space Grant Consortium

Program Title: NASA Internship Program

Short Title: N/A

Goal/Purpose: Established in 1991 with generous support from the National Aeronautics and Space Administration (NASA), the New Jersey Space Grant Consortium aims to advance space science, aerospace, and STEM education in the Garden State. It also seeks to promote research and development within New Jersey. Students in Brookdale's NASA Internship Program complete a year-long research project under the guidance of a faculty mentor and may have the opportunity to work with a NASA center over the summer.

Total \$ Received: \$13,000
Institutional Match: \$20,167.16
Project Timeline: Academic year 2025-2026
Program Administrator: Ana Teodorescu & Nancy Cizin

Recommendation:

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

R E S O L U T I O N

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

<u>Funding Agency</u>	<u>Name</u>	<u>Amount</u>
NJ Office of the Secretary of Higher Education & New Jersey Council of County Colleges	College Readiness Now XII	\$44,768
NJ Office of the Secretary of Higher Education	Centers for Adult Transition	\$105,882
NJ Office of the Secretary of Higher Education	Hunger-Free Campus Grant	\$17,500
New Jersey Department of Education	Perkins V - <i>Strengthening Career and Technical Education for the 21st Century Act</i>	\$680,018
NIH/NIGMS (National Institutes of Health/National Institute of General Medical Science)	NIH Bridges to the Baccalaureate Grant (Year 2)	\$40,744
NASA	New Jersey Space Grant Consortium	\$13,000

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: American Council of Learned Societies

Funding Opportunity: ACLS Digital Justice Seed Grants

Program Title: N/A

Short Title: N/A

Goal/Purpose: Projects funded by ACLS Digital Justice Seed Grants pursue the following activities:

- Critically engage with the interests and histories of people of color and other historically marginalized communities, including (but not limited to) Black, Latinx, and Indigenous communities; people with disabilities; and queer, trans, and gender nonconforming people through the ethical use of digital tools and methods.
- Explore or experiment with new materials, methodologies, and research agendas by way of planning workshops, prototyping, and/or testing products.
- Cultivate greater openness to new sources of knowledge and strategic approaches to content building and knowledge dissemination.
- Engage in capacity building efforts, including but not limited to: pedagogical projects that train students in digital humanities methods as a key feature of the project's content building practice; publicly engaged projects that develop new technological infrastructure with community partners; trans-institutional projects that connect scholars across academic and cultural heritage institutions.

Total \$ Requested: \$22,100

Institutional Match: N/A

Date to be Submitted: November 20, 2025

Project Timeline: start date between July- December 2026, 12-18 month term thereafter

Program Administrator: Diditi Mitra

B. Funding Agency: U.S. Department of Education

Funding Opportunity: Fund for the Improvement of Postsecondary Education – Special Projects

Program Title: N/A

Short Title: FIPSE

Goal/Purpose: The FIPSE Special Projects Program provides grants to institutions of higher education (IHEs), combinations of such institutions, and other public and private nonprofit institutions and agencies, as the Secretary deems necessary, to support

innovative projects concerning one or more areas of national need identified by the Secretary. This competition focuses on supporting four areas of national need – 1) advancing the understanding of and use of Artificial Intelligence (AI) technology in postsecondary education, 2) promoting civil discourse on college and university campuses, 3) promoting accreditation reform, and 4) supporting capacity-building for high quality short-term programs.

Total \$ Requested: up to \$4,000,000

Institutional Match: N/A

Date to be Submitted: December 3, 2025

Project Timeline: January 1, 2026, up to 48 months

Program Administrator: Susan Pagano

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 November 17, 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
November 25, 2025

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Chapter 12				
1	J1 Door Company, Inc.	On-Call Locksmith Services, Bid No. 25-16 / This contract is for the installation of an exit door security system and software configuration at the Collins Arena. This contract is funded by Chapter 12.	Bid	\$ 64,333.00
2	Magic Touch Construction Co., Inc.	Pipe Replacement / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for a pipe replacement in the lower-level bathrooms and loading dock area of the Student Life Center. This contract is funded by Chapter 12.	Exempt	\$ 34,836.56
3	Premier Enterprises, LLC dba Premier Roofing	Roof Repairs and Replacement Services, Bid No. 24-11 / This contract is for the roof replacement on the Police Building. This contract is funded by Chapter 12.	Bid	\$ 35,800.00
4	GPC, Inc.	Installation of Concrete Equipment Pad / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the installation of a concrete pad for the new HVAC unit at the Wall Regional Location. This contract is funded by Chapter 12.	Exempt	\$ 29,708.74
5	Magic Touch Construction Co., Inc.	Installation of Pipe Shutoff Valves / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the installation of water pipe shutoff valves in the tunnel at the Lincroft Campus. This contract is funded by Chapter 12.	Exempt	\$ 56,162.15
Grants				
6	Bordentown Driver Training School, LLC dba Smith & Solomon	Professional Consulting Services / Exempt 18A:64A-25.5.a.(15) (Professional Consulting Services). This contract will provide job training consulting services for JOBS program participants. This contract is funded by the NJ DOL JOBS Grant.	Exempt	\$ 40,000.00 *

7	Burlington English, Inc.	Software Subscription / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one-year contract for a software subscription which provides an online blended learning solution and testing for English for Speakers of Other Languages (ESOL) students. This software includes interactive courses, speech training technology, and career-specific modules. This contract is funded by the ABE State Fund Grant.	Exempt	\$	23,040.00	
8	New Jersey Transit Corporation	Student Bus Passes / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for the purchase of monthly student bus passes and is funded by the Foundation Office.	Exempt	\$	55,000.00	*
9	Mohawk Lifts, LLC	AutoTech Instructional Equipment / Exempt 18A:64A-25.5.a.(3) (Sole Source). This contract is for the supply, delivery, and installation of alignment equipment to support the Steering/Suspension curriculum in the AutoTech Department. This contract is funded by the Perkins Grant.	Exempt	\$	74,133.04	
Operating						
10	Sharda Paper Inc.; W.B. Mason Co., Inc.; Veritiv Operating Co.; Checkomatic Inc.	Copy Paper, Miscellaneous Paper, and Envelopes, Bid No. 26-03 / Notice was sent to 12 vendors, received 4 replies. This is a 6-month contract for the supply and delivery of copy paper, miscellaneous paper, and envelopes. This contract is funded by the Printing Services Budget.	Bid	\$	40,000.00	*
11	**See List of Vendors	Miscellaneous Paper and Envelopes / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of miscellaneous paper and envelopes. This contract is funded by the Printing Services Budget.	Exempt	\$	20,000.00	*
12	Wertz Motor Coaches Inc.; American Dream Coaches Inc.	Charter Bus Services for Athletics, Bid No. 26-04 / Notice was sent to 14 vendors, received 4 replies. These contracts are for charter bus services for 24 intercollegiate athletic events during the Spring. This contract is funded by the Athletics Budget.	Bid	\$	30,175.00	

13	Black Rocket Productions	Summer Camp Management Services, RFP No. 01-25 / This is the 2nd year of a 2-year contract for summer camp management services. This contract is funded by CPS' Revenue Generating Programs.	RFP	Revenue
14	Allied Fire and Safety Equipment Co., Inc.	Fire Suppression Systems Service, Inspections, and Repairs, Bid No. 25-10 / This contract is for various fire suppression systems service and repairs at the Lincroft Campus and Regional Locations. This includes a required 5-year inspection of the fire suppression equipment. This contract is funded by the Facilities Budget and Chapter 12.	Bid	\$ 80,000.00 *
15	Electro Maintenance Inc.	On-Call Electrical Services T&M, Bid No. 24-09 / This contract is for various electrical services at the Lincroft Campus and Regional Locations. This contract is funded by the Facilities Budget and Chapter 12.	Bid	\$ 100,000.00 *
16	Industrial Combustion Associates, Inc.	Boiler Maintenance and Repairs / Exempt 18A:64A-25.5.a.(3) (Sole Source). This contract is for boiler maintenance and repairs at the Lincroft Campus and Freehold Regional Location. This contract is funded by the Facilities Budget and Chapter 12.	Exempt	\$ 24,000.00 *
17	GPC, Inc.	Carpentry Services, Bid No. 24-10 / This contract is for various carpentry/construction projects at the Lincroft Campus and Regional Locations. This contract is funded by the Facilities Budget and Chapter 12.	Bid	\$ 75,000.00 *
18	Cooper Power Systems, a Division of Cooper Electric	Generator Repairs / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for generator repairs at the Lincroft Campus, Wall, and Freehold Regional Locations. This contract is funded by the Facilities Budget.	Exempt	\$ 25,000.00 *

19	Anthology, Inc.	Anthology Ally Software / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a 3-year contract for the renewal of Anthology Ally software solution which directly integrates with Canvas and provides alternative accessible formats, feedback, and guidance, and institutional reporting for reviewing content's accessibility and universal design. Ally increases awareness and provides detailed guidance to instructors on how to improve the accessibility of their content. This contract is funded by the IT Budget. CY25 \$43,554.	Exempt	\$ 137,304.67
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*** Estimated expense based on historical data**

****Listed at the end of the report.** ☐

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

Item No. 11

Miscellaneous Paper and Envelopes

- W.B. Mason Co., Inc.
- Central National Gottesman Inc., Lindenmeyr Munroe Division
- Sharda Paper, Inc.
- Checkomatic, Inc.
- Master Office Supply, LLC
- Avanta Bid, LLC
- CMF Business Supplies

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending September 30, 2025, which totaled \$2,807,140.92. 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 November 17, 2025.

4.1 *Financial Report*

The following is the unaudited Financial Report for the month ending September 30, 2025.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at the November 17, 2025 meeting.

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

Financial Overview

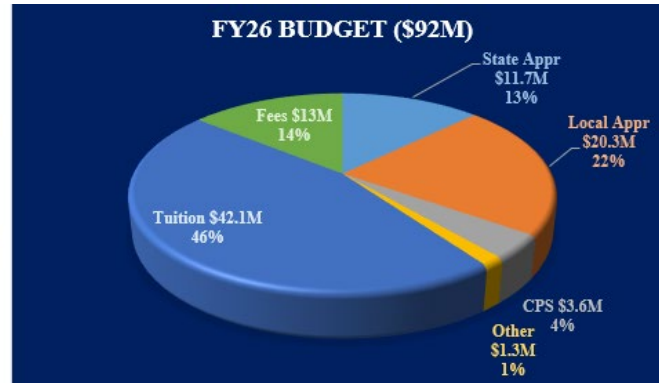
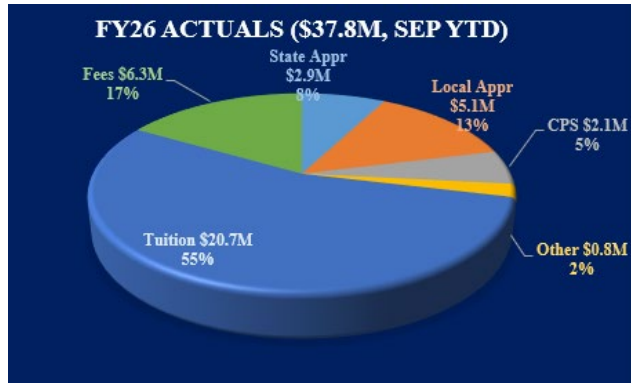
September 30, 2025

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

REVENUE

Budget to Actual

Total operating revenue through September 2025 was \$37.8M and represents 41.2% of the \$92M FY26 budget.

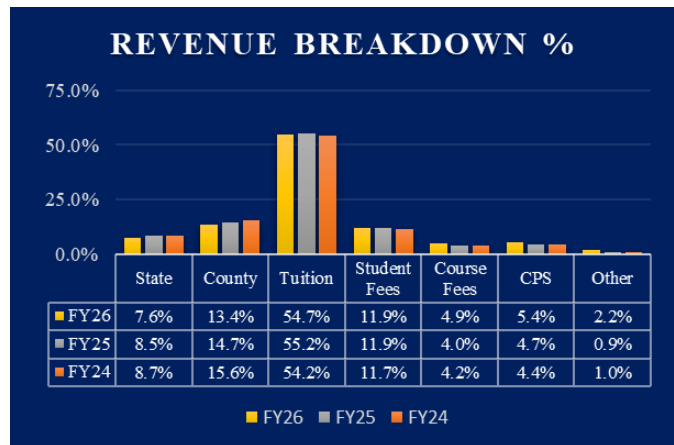


Compared to Prior Year

Operating revenue through September 2025 was 10.0% higher than the same time last year. Of the \$3.4M increase, \$2.5M is in tuition & fee revenue and \$0.9M from all other operating revenue sources.

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

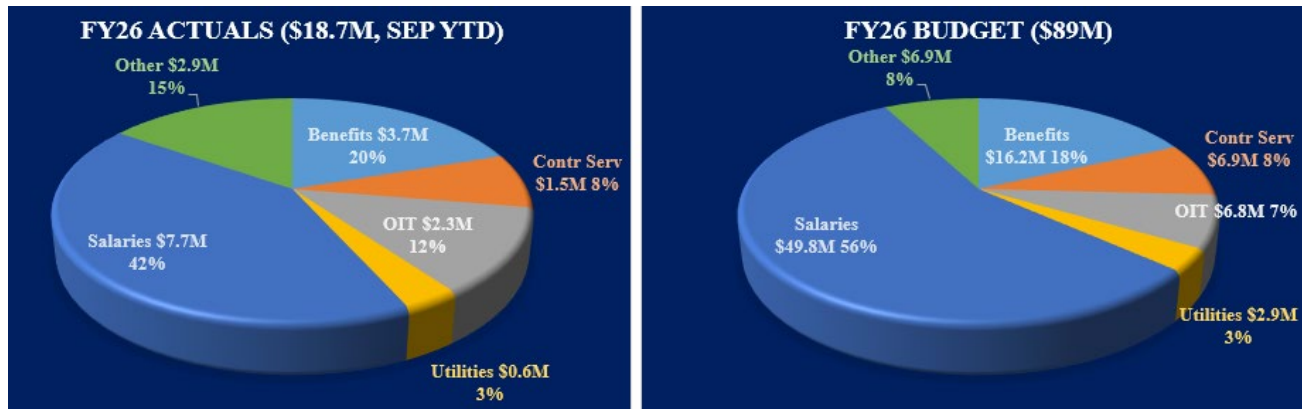
Revenue	FY26	FY25	FY24
State	\$ 2,870	\$ 2,931	\$ 2,838
County	5,069	5,069	5,069
Tuition	20,684	18,978	17,604
Student Fees	4,495	4,100	3,797
Course Fees	1,839	1,391	1,363
CPS	2,057	1,608	1,440
Other	817	320	340
	\$ 37,831	\$ 34,397	\$ 32,451
Tuition	\$ 20,684	\$ 18,978	\$ 17,604
Student Fees	4,495	4,100	3,797
Total	\$ 25,179	\$ 23,078	\$ 21,401



EXPENDITURES

Budget to Actual

Total operating expenditures through September 2025 were \$18.7M and represent 20.9% of the \$89M FY26 budget.

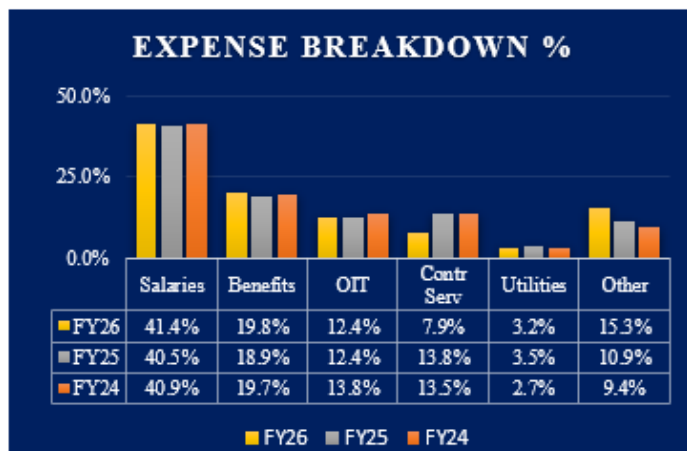


Other Expenses	Actuals	Budget	Division	Actuals	Budget
Insurance (GI)	\$1,246,631	\$ 2,202,000	President/BOT	\$ 164,848	\$ 624,302
Tuition Waivers	684,826	1,295,000	Human Resources	283,745	934,208
Program Rental	227,712	367,088	Planning & Institute Effect	147,392	541,908
Memberships	173,983	239,717	Advancement	453,939	1,539,738
Supplies	83,557	677,512	Finance & Operations	4,466,602	16,794,313
Lease of Facilities	60,000	180,000	Academic Affairs	4,281,997	33,803,174
Audit/Legal	57,958	176,036	Student Affairs	1,531,802	6,961,343
Printing/Paper	45,260	208,074	Continuing & Prof Studies	731,167	3,005,831
Bank Service Charges	36,835	77,000	Utilities	601,535	2,856,344
Postage	24,775	185,507	Benefits	3,691,800	16,185,635
Advertising	24,765	353,300	General Expenses	2,332,560	6,161,816
Overnight Travel	18,073	138,151			
Other	173,418	353,050			
	\$2,857,793	\$ 6,902,435		\$ 18,687,386	\$ 89,408,612

Compared to Prior Year

Total operating expenses for the same period last year were \$18.5M compared to \$18.7M this year, indicating an increase in operating costs of 1.1% or \$207K.

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



Expenses	FY26	FY25	FY24
Salaries	\$ 7,744	\$ 7,477	\$ 6,876
Benefits	3,692	3,486	3,312
OIT	2,319	2,289	2,321
Contr Serv	1,473	2,553	2,262
Utilities	602	653	453
Other	2,858	2,023	1,580
	\$ 18,687	\$ 18,480	\$ 16,803

Increase \$ 207

FY26 Fall Semester Financial Forecast**General Overview:**

The FY26 Fall Semester Financial Forecast for Brookdale Community College has been completed, incorporating actual data through September 30, 2025, and projected data through June 30, 2026. This forecast comprehensively reviews enrollment, revenues, and expenses for the Operating, Auxiliary, ASBCC, and Capital funds.

Comments:

Enrollment projections remain close to budget, with a .09% variance in credit FTEs. The College is projecting an enrollment of 7,237 credit FTEs versus the budget of 7,230 credit FTEs, including dual enrollment FTEs. This projection is equivalent to the FY25 final enrollment FTEs.

When developing the FY26 budget, the College initially planned to rely on a total of \$818,061 from reserves, which comprised \$705,382 from the operating fund and \$112,679 from the Auxiliary fund. Current forecasts, however, indicate a need to draw a total of \$2,700,549 from reserves, which breaks down as follows: \$2.9 million from the Operating fund and debt service, \$5,915 from the Capital fund, offset by a \$181,998 surplus from the Auxiliary fund. The shift in budget to projections is mainly attributed to an unanticipated 31.9% increase in health insurance for calendar year 2026 and a \$339,014 reduction in State aid.

Summary:

The College will continue to provide regular updates to the Board of Trustees' Finance & Facilities Committee and will pursue opportunities to increase revenue and manage costs as the fiscal year comes to a close. The Fall Semester Forecast projects a total reserve draw of \$2,700,549 across all funds, which exceeds the originally budgeted amount. Brookdale remains committed to careful financial management, targeted cost containment, and sustainable planning to navigate current challenges and protect the institution's long-term financial health.

November 17, 2025: Vice President Finance & Operations, Teresa Manfreda-Foley

**Brookdale Community College
FTE Enrollment Projection**

	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Budget	FY26 Projected
<u>Summer III Term:</u>					
Summer III	174	189	208	194	205
<u>Fall Terms:</u>					
Fall 15	2,888	2,881	2,899	2,955	2,953
Fall 7A	12	15	15	14	16
Fall 11	333	385	398	379	348
Fall 7B	17	20	18	18	18
Total	3,250	3,301	3,330	3,366	3,335
<u>Winterim Terms:</u>					
Winterim	55	62	65	59	65
<u>Spring Terms:</u>					
Spring 15	2,537	2,529	2,581	2,620	2,620
Spring 7A	12	13	12	12	12
Spring 11	336	353	375	310	324
Spring 7B	20	25	22	24	24
Total	2,905	2,920	2,991	2,966	2,980
<u>Summer I & II Terms:</u>					
Summer I	304	319	313	317	321
Summer II	320	350	331	328	331
Total	624	669	644	645	652
Total Credit FTE	7,008	7,140	7,237	7,230	7,237

Adjusted to include Dual Enrollment FTEs in Fall 11 and Spring 11 terms.

Brookdale Community College
Preliminary Analysis and Forecast of the Operating, Auxiliary, & Capital Funds
Positions at September 30, 2025

	FY26 Budget	9/30/25	Favorable/ (Unfavorable)	FY26 Projected
Operating				
Revenues:				
Tuition	\$ 42,063,675	20,684,074	(117,645)	\$ 41,946,030
State	11,725,991	2,869,859	(339,014)	11,386,977
County	20,277,019	5,069,255	-	20,277,019
Fees	12,968,190	6,333,315	(52,082)	12,916,108
Continuing & Professional Studies	3,555,000	2,057,196	-	3,555,000
Reserves	705,382	-	(705,382)	-
Other Income	1,255,000	817,030	-	1,255,000
Total Revenue	\$ 92,550,257	37,830,729	(1,214,123)	\$ 91,336,134
Expenditures:				
Academic Affairs	33,803,174	4,281,997	(582,500)	34,385,674
Benefits	16,185,635	3,691,800	(1,973,423)	18,159,058
Finance & Operations	16,794,313	4,466,602	(72,750)	16,867,063
Student Affairs	6,961,343	1,531,802	35,000	6,926,343
General Expenses	6,161,816	2,332,560	293,710	5,868,106
Continuing & Professional Studies	3,005,831	731,167	-	3,005,831
Utilities	2,856,344	601,535	26,444	2,829,900
Human Resources	934,208	283,745	5,000	929,208
Advancement	1,539,738	453,939	1,500	1,538,238
Planning & Institutional Effectiveness	541,908	147,392	-	541,908
President & Board of Trustees	624,302	164,848	10,500	613,802
Total Expenditures	\$ 89,408,612	18,687,387	(2,256,519)	\$ 91,665,131
Other Cash Requirements				
Debt Principal	2,212,057	2,180,000	(594,010)	1,618,047
Interest Expense	929,588	89,112	-	929,588
	\$ 3,141,645	2,269,112	(594,010)	\$ 2,547,635
Surplus/(deficit) projected - Operating fund				\$ (2,876,632)
Auxiliary				
Receipts	1,953,488	-	245,437	2,198,925
Disbursements	2,066,167	-	49,240	2,016,927
Profit/(loss) Auxiliary	\$ (112,679)	-	196,197	\$ 181,998
Surplus/(deficit) projected - Auxiliary fund				\$ 181,998
ASBCC				
Receipts	380,324	-	-	380,324
Disbursements	380,324	-	-	380,324
	\$ -	-	-	\$ -
Excess Revenue/(Expenditures) - ASBCC fund				\$ -
Capital				
Revenues:				
State Chapter 12	3,575,231	-	-	3,575,231
County Chapter 12	3,575,231	-	-	3,575,231
Risk Management	-	2,145	2,145	2,145
Total Revenue	\$ 7,150,462	2,145	2,145	\$ 7,152,607
Expenditures:				
State Chapter 12	3,575,231	-	-	3,575,231
County Chapter 12	3,575,231	-	-	3,575,231
Risk Management	-	8,060	(8,060)	8,060
Total Expenditures	\$ 7,150,462	8,060	(8,060)	\$ 7,158,522
Surplus/(deficit) projected - Capital fund				\$ (5,915)
Total Surplus/(deficit) projected - all funds				\$ (2,700,549)

Project Summary: Facilities Overview as of November 17, 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. **Contractor sending an updated quote.**

2. Culinary School at Lincroft**Cost:** \$822,000**Architect/Engineer:** *Colliers Engineering***PO Date:** 11/3/23**Contractor:** *TBD*

Met with Colliers December 1, 2023, 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, 2024. A purchase order will be issued to Colliers to begin services.

The project kickoff meeting was held Tuesday, July 2, 2024. The sub-committee met on September 6 to discuss building layout.

A meeting was held on October 1, 2024, in Asbury to review kitchen equipment and dining space.

A kitchen design review meeting was held on Nov 7, 2024, and a kitchen layout meeting was held on December 3, 2024.

Kitchen drawings were received on December 5, 2025.

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

A meeting was held on March 10, 2025, to review the design plan and address outstanding questions.

Bid documents were received on April 25, 2025, and are under reviewed by Facilities. We are waiting for the cost estimate from the engineer.

Cost estimate received on June 4, 2025.

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. 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.

Kickoff meeting was held on November 5. Construction drawings were submitted to Middletown for approval, and the contractor started providing submittals to the architect.

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. The crane work is scheduled for Thanksgiving weekend and during the holiday break at the end of December.

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. **Results are not expected before January.**

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 was held on Wednesday, October 17. PS&S conducted a site visit to review existing controls – they are working on construction documents.**

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 installation plan at Lincroft is in the development stage. **The plan was completed and included in the HEFT Construction Grant Application.**

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 was slated for Wednesday, October 15. **A follow up meeting was held Friday November 14 at Freehold.**

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 was presented at the October Board for approval. **Purchase Order presented to contractor for a project start in the spring.**

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 was approved at the October board for approval. **Purchase Order was issued and the contractor started installing the LED fixtures. The project will be completed during the December 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. **No change in status.**

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. **No change in status.**

16. Scoreboard Installation– Athletic Fields and Gyms

Cost: \$125,657

Supplier: *Daktronics*

PO Date: 9/29/25

Contractor: *GC Construction*

The scoreboards were delivered October 16. We are working with the contractor to schedule the start date to install the softball, baseball, and soccer scoreboards. The installation of the indoor scoreboards for the basketball courts will start over the holiday break beginning Wednesday, December 24.

**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

Submitted for Approval: November 25, 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

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

Submitted for Approval: November 25, 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

Submitted for Approval: November 25, 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

Board of Trustees

Board Brief

Curriculum: Associate Degree of Applied Science (A.A.S.) in Dental Hygiene

The faculty and administration of the College have proposed an Associate Degree of Applied Science (A.A.S.) in Dental Hygiene. This program is designed to address the growing demand for licensed dental hygienists in New Jersey and to expand access to high-quality oral health education in Monmouth County. The proposed 69-credit curriculum will align with the standards of the Commission on Dental Accreditation (CODA) and meet the licensure requirements of the New Jersey State Board of Dentistry.

The Dental Hygiene program prepares students to become licensed dental hygienists who focus on preventive services and patient care. The program incorporates classroom, laboratory, and clinical experiences. Students will have hands-on clinical experiences at Parker Health Dental Clinic, community clinics, and public health facilities. Upon successful completion of this program, graduates are eligible to take the National Board Dental Hygiene Examination (NBDHE) and the Commission on Dental Competency Assessments (CDCA) examination, both of which are required for practice. Graduates of this program are prepared to work in a variety of settings, including private practices, group or specialty practices, hospitals, schools, and public health facilities.

The need for this credential has been validated through letters of support from the Monmouth County Workforce Development Board, the Monmouth-Ocean Dental Association, the New Jersey Dental Hygienists Association and the Parker Family Health Center.

The Associate Degree of Applied Science in Dental Hygiene has been reviewed by the Academic Deans, Academic Council, the Registrar, the Provost and Vice President of Academic Affairs, the President, and the Student Success and Educational Excellence Committee of the Board.

The College anticipates admitting approximately 20 students per year into the Dental Hygiene program. The College will seek initial accreditation from the Commission on Dental Accreditation, a process that typically requires 18 to 24 months to complete. Pending State approval and CODA initial accreditation, the College projects enrolling its first cohort of students in Spring 2028.

The President recommends that the Board of Trustees adopt a resolution approving the Associate Degree of Applied Science in Dental Hygiene.



Board of Trustees

Board Brief

Associate Degree of Applied Science in Dental Hygiene

The Dental Hygiene program prepares students to become licensed dental hygienists who focus on preventive services and patient care. The program incorporates classroom, laboratory, and clinical experiences. Students will have hands-on clinical experiences at Parker Health Dental Clinic, community clinics, and public health facilities. Upon successful completion of this program, graduates are eligible to take the National Board Dental Hygiene Examination (NBDHE) and the Commission on Dental Competency Assessments (CDCA) examination, both of which are required for practice. Graduates of this program are prepared to work in a variety of settings, including private practices, group or specialty practices, hospitals, schools, and public health facilities.

Program Learning Outcomes

Graduates of the program will be able to:

1. Demonstrate clinical competence in providing comprehensive preventive, therapeutic, and educational dental hygiene services that promote optimal oral health.
2. Apply critical thinking and evidence-based decision-making to assess, plan, implement, and evaluate dental hygiene care for individuals and diverse populations.
3. Communicate effectively with patients, peers, and members of the interdisciplinary healthcare team to ensure safe, patient-centered care.
4. Exhibit professional, legal, and ethical behavior consistent with the standards of dental hygiene practice and the expectations of the dental profession.
5. Evaluate and integrate current research, emerging technologies, and evidence-based best practices to enhance clinical judgment, support professional growth, and optimize patient-centered care outcomes.

Requirements

There will be a total of 49 career studies credits. Career studies include 9 credits from existing courses that support dental hygiene requirements, and 40 credits from dental hygiene-specific courses. The total credits required to complete the program is 69 credits.

Existing Career Support Courses

HESC 107: Health Care Career Exploration

HESC 115: Nutrition and Health

BIOL 213: Microbiology (counts as career course, so not to exceed allowable general education credits in Science).

New Dental Hygiene-specific Courses

DENT 171 Preventive Oral Health Services I (Didactic & Lab) 3

DENT 113 Dental Radiography with Lab 3

DENT 115 Oral, Dental, Craniofacial Anatomy 3



Board of Trustees

Board Brief

DENT 117 Dental Histology & Embryology 2
DENT 172 Preventive Oral Health Services II (Didactic & Lab) 3
DENT 114 Dental Materials 2
DENT 116 Periodontic I 2
DENT 118 General and Oral Pathology 2
DENT 271 Preventive Oral Health Services III (Didactic & Lab) 5
DENT 215 Pharmacology and Pain Management for the Dental Hygienist 4
DENT 217 Periodontics II 2
DENT 272 Preventive Oral Health Services IV (Didactic & Lab) 5
DENT 224 Ethics and Current Concepts in Dental Hygiene 2
DENT 226 Community Dental Health 2

RESOLUTION

Approval of New Degree Offering: Associate Degree of Applied Science in Dental Hygiene

WHEREAS, the faculty and administration of the College have proposed an Associate Degree of Applied Science in Dental Hygiene; and

WHEREAS, this 69-credit degree is designed to train individuals in the high-demand area of Dental Hygiene; and

WHEREAS, the program prepares students to become licensed dental hygienists who focus on preventive services and patient care; and

WHEREAS, the need for this program has been validated by the Monmouth County Workforce Board, the Monmouth-Ocean Dental Association, New Jersey Dental Hygienists Association and the Parker Family Health Center, and students completing this degree will have job opportunities in a variety of settings, including private practices, group or specialty practices, hospitals, schools, and public health facilities; and

WHEREAS, the Associate Degree of Applied Science in Dental Hygiene has been reviewed by Academic Deans, Academic Council, the Registrar, the Provost and Vice President of Academic Affairs, the President, and the Student Success and Educational Excellence Committee of the Board;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Associate Degree of Applied Science in Dental Hygiene be and hereby is approved, and the new academic proposal be forwarded to the Academic Issues Committee of the New Jersey President's Council for consideration of approval;

BE IT FURTHER RESOLVED the College shall apply for initial accreditation from the Commission on Dental Accreditation (CODA).

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. 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 & Executive 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		

Brookdale Community College

SAVE THE DATES – 2026

- Wilbur Ray Student Awards – April 9, 2026
- Scholarship Bash – April 24, 2026, 6 pm,
- Commencement - May 14, 2026 – 9 am – 5 pm
- Foundation Golf Outing – September 28, 2026