



## **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

2025-04-29 17:30 - 2025-04-29 20:30 EDT

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### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 201 recommended items. A summary of the action items is listed below with supporting documentation attached.

<b>A. Change of Status</b>	<b>Recommendations</b>
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**A. CHANGE OF STATUS****FACULTY**

1. Name: Christine Greco-Covington  
Department: Psychology  
Position: Assistant Dean, Humanities & Social Sciences / Professor, Psychology  
Action: Temporary assignment as Assistant Dean with .7 release time from faculty position  
New Salary: No change  
Effective: 7/1/25
2. Name: Michele Locandro  
Department: English  
Position: Assistant Dean, English & College Success / Associate Professor, English  
Action: Temporary assignment as Assistant Dean with .7 release time from faculty position  
New Salary: No change  
Effective: 7/1/25
3. Name: Karina Ochs  
Department: Mathematics  
Position: Assistant Dean, Mathematics, Computer Science, Physics & Engineering / Associate Professor, Mathematics  
Action: Temporary assignment as Assistant Dean with .7 release time from faculty position  
New Salary: No change  
Effective: 7/1/25
4. Name: Claire Smuga  
Department: Fine Art  
Position: Assistant Dean, Art, Design, Science & Technology/Professor, Art  
Action: Temporary assignment as Assistant Dean with .7 release time from faculty position  
New Salary: No change  
Effective: 7/1/25
5. Name: Michelle Zuppe  
Department: Culinary Arts & Hospitality Management  
Position: Assistant Dean, Business / Professor, Culinary Arts & Hospitality Management

Action: Temporary assignment as Assistant Dean with .7 release time from faculty position  
New Salary: No change  
Effective: 7/1/25

**SUPERVISOR – DIRECT STUDENT CONTACT**

1. Name: Jonathan Shaloum  
Department: Teaching & Learning Center  
Position: Director, Teaching & Learning Center  
Action: Reclassification from A5 to A6 position  
New Salary: \$103,391, to be prorated accordingly  
Effective: 7/1/25

**B. SEPARATIONS****FACULTY**

1. Name: Patricia Dillon  
Department: Biology  
Position: Professor  
Action: Retirement after transitional sabbatical  
Effective: 6/30/25, with retirement on 7/1/25
2. Name: Lisa Hailey  
Department: Engineering & Technology  
Position: Professor  
Action: Retirement after transitional sabbatical  
Effective: 6/30/25, with retirement on 7/1/25
3. Name: Franklyn Rother  
Department: Psychology  
Position: Professor  
Action: Deceased, 3/23/25

**NON-SUPERVISOR – DIRECT STUDENT CONTACT**

1. Name: Kathryn Furlong  
Department: Financial Aid  
Position: Coordinator, Financial Aid  
Action: Retirement  
Effective: 6/30/25, with retirement on 7/1/25

2.     Name:                 Patrick Zavorskas  
       Department:       Wellness Center  
       Position:           Coordinator, Wellness Center  
       Action:             Resignation  
       Effective:          4/30/25

**SUPPORT STAFF**

1.     Name:                 Linsay Arnold  
       Department:       Teaching & Learning Center  
       Position:           Specialist, Educational Technology  
       Action:             Resignation  
       Effective:          4/16/25
2.     Name:                 Sanna Chin  
       Department:       Student Accounts  
       Position:           Specialist, Student Accounts  
       Action:             Retirement  
       Effective:          May 30, 2025, with retirement on 6/1/25
3.     Name:                 Kamala Das  
       Department:       Mathematics  
       Position:           Academic Tutor  
       Action:             Resignation  
       Effective:          3/31/25

**C.     REAPPOINTMENT OF TENURED FACULTY WITH PROMOTION** – Effective 9/1/25. Supporting documentation is provided as an attachment.

1.     Name:                 David Bassano  
       Department:       History
2.     Name:                 William Boyke  
       Department:       Chemistry
3.     Name:                 Sara Burrill  
       Department:       Psychology
4.     Name:                 Michael Elmes  
       Department:       Mathematics



5.       Name:               Kelsey Maki  
          Department:     English
6.       Name:               Diditi Mitra  
          Department:     Sociology
7.       Name:               Michael Nolan  
          Department:     Mathematics
8.       Name:               Thomas Riley  
          Department:     Chemistry
9.       Name:               Ana Teodorescu  
          Department:     Mathematics

**D. REAPPOINTMENT OF NON-TENURED FACULTY TO TENURE WITH PROMOTION** – Promoted to the rank of Assistant Professor, effective 9/1/25 unless otherwise indicated. Supporting documentation is provided as an attachment.

1.       Name:               Georgia Santoro Cassidy  
          Department:     Nursing
2.       Name:               Jessica Domb  
          Department:     Nursing
3.       Name:               Amy Faris  
          Department:     Fine Art
4.       Name:               Mary Grilli  
          Department:     English

**E. REAPPOINTMENT OF NON-TENURED FACULTY TO TENURE** – Tenure without change in rank, effective 9/1/25, unless otherwise indicated. Supporting documentation is provided as an attachment.

1.       Name:               Christine Hogan  
          Department:     Nursing

**F. REAPPOINTMENT OF NON-TENURED FACULTY** – Effective 9/1/25, unless otherwise indicated.Fifth Year Contracts

1. Name: Christy DeVito  
Department: Education  
Effective: 1/20/26
2. Name: Peter Enge  
Department: Nursing
3. Name: PattyAnn Hansen  
Department: Nursing
4. Name: Ryan Kearns  
Department: Economics
5. Name: William Roll  
Department: Culinary
6. Name: Kevin Squires  
Department: Computer Science
7. Name: Ceaphas Stubbs  
Department: Photography

Fourth Year Contracts

1. Name: Bryan Cocchiara  
Department: Philosophy
2. Name: Elisabeth Eittreim  
Department: History
3. Name: Robert Gant  
Department: Biology
4. Name: Emily Hoeflinger  
Department: English
5. Name: Sally Kimble  
Department: Biology

6.     Name:               Theresa Kosko  
       Department:       Accounting
7.     Name:               George Poosikian  
       Department:       Automotive Technology
8.     Name:               Chelsea Rizzolo  
       Department:       Library

Third Year Contracts

1.     Name:               Nancy Cizin  
       Department:       Biology
2.     Name:               Scott Gibson  
       Department:       Computer Science
3.     Name:               Reinhard Haeusser  
       Department:       Automotive Technology

Second Year Contracts

1.     Name:               Daniel Cooperman  
       Department:       Engineering & Technology  
       Effective:          2/18/26
2.     Name:               Jennifer Healy  
       Department:       Nursing
3.     Name:               Steven Markowitz  
       Department:       Culinary
4.     Name:               Maura Stewart  
       Department:       Respiratory Therapy
5.     Name:               Michael Zimmerman  
       Department:       Criminal Justice

**G. REAPPOINTMENT OF ALL OTHER TENURED FACULTY – Effective 9/1/25**

Roseanne	Alvarez	Professor	English
Chad	Anderson	Professor	Communication Media
Ivan	Anderson	Associate Professor	Automotive
Barbara	Baron	Professor	Speech Communication
Barbara	Barrella	Professor	Reading & Academic Access
Brooke	Batchler	Professor	Reading & Academic Access
Catherine	Blackburn	Professor	Speech Communication
Bettejane	Bolan-Kenney	Professor	English
Marc	Bonagura	Professor	English
Valerie	Bonilla	Professor	Library
Diane	Booker	Associate Professor	Nursing
Joanne	Boyd – UNPD LEAVE	Associate Professor	Respiratory Therapy
Mary Beth	Boylan	Professor	Psychology
Joseph	Boyle	Professor	Sociology
Michael	Broek	Professor	English
John	Bukovec	Professor	Theater
Caroline	Calogero	Associate Professor	Sociology
Celeste	Chirichello	Professor	Interior Design
Thomas	Cioppa	Professor	Political Science
Amy	Clark	Professor	Library
James	Cody	Professor	English
Michael	Cohen	Assistant Professor	Psychology
Brent	Costleigh	Professor	Psychology
Patricia	D'Aloia-Gandolfo	Assistant Professor	Nursing
Nathalie	Darden	Professor	Mathematics
Deborah	DeBlasio	Professor	Languages/ESL
Shay	Delcurla	Professor	Library
Eugene	DeRobertis	Professor	Psychology
Richard	Dery	Assistant Professor	English
Samantha	Doluweera	Assistant Professor	Mathematics
Dara	Evans	Professor	English
Cheryl	Fencik	Professor	Biology
Howard	Finkelstein	Professor	Sociology
Robert	Fiore	Assistant Professor	Mathematics
Donna	Flinn	Professor	English

## BOARD OF TRUSTEES

General Functions

Administration

**HUMAN RESOURCES**

Finance & Facilities

Policy & Education

Marlena	Frank	Professor	Psychology
Daijuan	Gao	Associate Professor	Psychology
Peter	Geiselman	Assistant Professor	Computer Science
Geri	Girard	Associate Professor	English
Diana	Glynn	Professor	Psychology
Eric	Goll	Professor	Chemistry
Cathleen	Goode	Professor	Counseling
Juliette	Goulet	Associate Professor	Environmental Sciences
Brandon	Gramer	Professor	English
Christine	Greco-Covington	Professor	Psychology
Lawrence	Hartzell	Professor	History
Teresa	Healy	Professor	Mathematics
William Keith	Heimann	Professor	Music
Helen	Heinmets	Professor	Nursing
Stephen	Hiamang	Assistant Professor	Mathematics
Kevin	Holl	Assistant Professor	Computer Science
Eleanor	Horgan	Professor	Counseling
Hanli	Huang	Professor	Mathematics
			Fashion
Annmarie	Hughes	Associate Professor	Merchandising/Marketing
Alex	Idavoy	Professor	Languages/ESL
Nicole	Jackson-Walker	Professor	Psychology
			Fashion
Alexis	Jankowski	Assistant Professor	Merchandising/Marketing
Barbara	Jones	Professor	Anthropology
Matthew	Kalos	Assistant Professor	Anthropology
Abdul Rahman	Kamara	Associate Professor	Mathematics
Jennifer	Kaminski-Scrabis	Associate Professor	English
Kathleen	Kennedy	Professor	English
Terry	Konn	Professor	Radiologic Technology
Marcia	Krefetz-Levine	Professor	English
Gitanjali	Kundu	Professor	Biology
Ave	Latte	Professor	Education
Sarah	Leahy	Professor	Economics
Jess	LeVine	Professor	History
Gregory	Liano	Professor	Mathematics
Xiaoxiang	Liu	Professor	Physics
Michele	Locandro	Associate Professor	English

April, 29, 2025 Associate Vice President of Human Resources, Patricia Sensi

Dina	Long	Assistant Professor	English
Daniel	Lopez	Professor	Mathematics
Marie	Maber	Professor	Fine Arts
Darlene	Macomber	Professor	Philosophy
Elana	Maloney	Assistant Professor	English
Lisa	Mannino	Assistant Professor	Nursing
Robert	Martens	Professor	Biology
Sabrina	Mathues	Assistant Professor	College Success
Laura	McCullough-Thoms	Professor	English
Martin	McDermott	Associate Professor	Speech Communication
Brian	McKeon	Professor	Mathematics
Charles	Mencel	Associate Professor	English
Howard	Miller	Professor	Speech Communication
Susan	Monroe	Professor	Mathematics
Matthew	Montemorano	Associate Professor	Communication Media
Jonathan	Moschberger	Professor	Political Science
Cameron	Mount	Associate Professor	English
Sally	Mulvey	Professor	Mathematics
Deborah	Mura	Professor	Communication Media
Andrea	Murowski	Associate Professor	Accounting
Nicolette	Nicola	Assistant Professor	English
Dominick	Nigro	Professor	Counseling
Nancy	Noé	Professor	English
Glenn	Noé	Professor	Mathematics
Karina	Ochs	Associate Professor	Mathematics
Brian	Oland	Professor	Psychology
Edward	O'Neill	Professor-	Architecture
Andrew	Panitz	Associate Professor	Mathematics
Suzanne	Parker	Professor	English
Arianne	Pathak	Assistant Professor	Mathematics
Matthew	Perry	Assistant Professor	Business Management
Kristen	Petersen	Assistant Professor	Biology
Donna	Pope	Professor	English
Michael	Qaissaune	Professor	Engineering & Technology
Caitlin	Raiten	Assistant Professor	Nursing
George	Reklaitis	Professor	History
Heather	Revesz	Assistant Professor	English

Tara	Rostron-Lorenz	Assistant Professor	Nursing
Spyro	Roubos	Assistant Professor	Mathematics
Rebecca	Rozario	Professor	Mathematics
John	Ryan	Assistant Professor	English
Jennifer	Salvo	Associate Professor	Reading & Academic Access
Angela	Saragusa	Professor	English
Carol	Schedel	Professor	Respiratory Therapy
Kurt	Scheffler	Professor	English
Chad	Schoonveld	Assistant Professor	Culinary Arts
Jane	Scimeca	Professor	History
Jacquelynn	Seely	Associate Professor	Criminal Justice
Prince	Sekyi	Assistant Professor	Mathematics
Linda	Servidio	Professor	Nursing
Thomas	Setaro	Professor	Computer Science
Mohammad	Shanehsaz	Professor	Engineering & Technology
Claire	Smuga	Professor	Fine Art
Gabriela	Sprague	Associate Professor	Mathematics
Michael	Sullivan	Professor	Paralegal
Kathleen	Taggart	Assistant Professor	Radiologic Technology
Ashley	Tasy	Professor	Mathematics
Lauren	Tatulli	Assistant Professor	Economics
Robert	Thomas	Associate Professor	Philosophy
Christine	Vasquez	Professor	English
Thomas	Vorbach	Assistant Professor	Business Management
Shayla	Ward	Assistant Professor	English
Trent	Welcome	Assistant Professor	Graphic Design
Nambrath	Wesley	Professor	Psychology
Armina	Wey	Professor	Mathematics
David	Wiseman	Professor	Psychology
Caroline	Wong	Associate Professor	Biology
Ashley	Zampogna-Krug	Associate Professor	History
Joseph	Zavaglia	Professor	Legal Studies
Michelle	Zuppe	Professor	Culinary Arts/Hospitality Mgt

**H. PERFORMANCE RECOGNITION** – Effective 7/1/25. Supporting documentation is provided as attachments.

1.     Name:                                 Frank DeVita  
       Department                         Student Accounts
2.     Name:                                 Julie Murphy  
       Department:                         Registration & Records
3.     Name:                                 Bridget VanHemert  
       Department:                         English

**I. ADMINISTRATIVE PROMOTION WITHIN BAND** - Effective 7/1/25. Supporting documentation is provided as attachments.

1.     Name:                                 Jill Donovan  
       Department:                         Career Center
2.     Name:                                 Jennifer Jordan  
       Department:                         Financial Aid
3.     Name:                                 Synde Kaufman  
       Department:                         Languages/ESL
4.     Name:                                 Anne LaPorta  
       Department:                         Career Center
5.     Name:                                 Kelli Sanders  
       Department:                         Conference Services
6.     Name:                                 Candice Watts  
       Department:                         Brookdale at Freehold



## PERFORMANCE RECOGNITION

### **Bridget van Hemert, Academic Tutor, Writing Center**

Bridget van Hemert is an Academic Tutor in the Writing Center; she embodies excellence and dedication in her role at Brookdale Community College. She earned the Outstanding Staff award in 2022. Hired weeks before the Covid lockdown, she was forced to adapt and step into unknown territory. Her role in the Writing Center's transition to video instruction and updating *Canvas* for the department underscores her adaptability and forward-thinking approach.

Beyond her regular duties, Bridget is also an adjunct instructor in the English Department. A graduate of Monmouth University, she takes advantage of the professional development opportunities offered there like diversity and inclusion training. She was also instrumental on the committee to change from Tutortrac to Thinkingstorm to MS booking. Bridget's work with the phone campaign outreach to students during covid, volunteering during Open House, Early Bird Registration and Diversity training, exemplifies her dedication to Brookdale.

### **Julie Murphy, Enrollment Specialist, Registrar's Office**

An employee of Brookdale since 1992, Julie is better known by many as the Graduation Guru of Brookdale! Julie earned the Outstanding Staff Award in 2022. She is a vital component in making sure the health science students are able to have their information sent to the board for their certifications. When faced with the challenges of Covid, Julie helped in revising the graduation process so our nursing students would be fast tracked to graduation and receiving their RN license.

Julie started at the Child Development Center and rose through the ranks, culminating as their director in 2015 before it closed. While there she mentored many Brookdale, High Tech High and middle school students in childcare and education. She was also the advisor to the People for Early Childcare Education (PECE) Club.

She then took the roll of enrollment specialist and has been vital to that department ever since! She consistently volunteers for early bird and graduation. One of the highlights of her career has been seeing students she taught at the Child Development Center become graduates of Brookdale.

## Frank DeVita, Accounts Receivable Specialist, Accounts Receivable

Frank is the type of individual that embraces any challenge set in front of him. Through his efforts, Brookdale was able to collect thousands of dollars of tuition from sponsorships that was owed to the College. At the time of his submission, there were no unpaid sponsorships from previous semesters.

Frank rose to the occasion when manager Mike Destefano unexpectedly passed away, because no one was able to process or allowed access to the websites that handle sponsorships of our students in the military. He reached out to the military branches and was able to gain access and learn how to process payments, so Brookdale was up to date with their tuition owed. He then taught his new supervisor, so he was not the only individual in the department that knew how to do it. He is the go-to person to the Veterans Affairs administration TUNGSTEN system, which is vital for funding our veterans at Brookdale. He is one of two who have access to the system and he has created an SOP for others to use the system. He also used his educational skills to create guides for students to follow for making online payments, along with guides for his coworkers to follow for the thorough task of processing sponsorships.

Frank is a twice earned recipient of the Outstanding Staff Award and is an active member in the PSA where he previously served as Treasurer and advisor. He has volunteered for several events including the ceLIBration event. He is active in his community, being a member of his town Environmental Commission, and a volunteer for the local Scouts BSA troop.

**TABLE I**

**ANALYSIS OF PERFORMANCE RECOGNITION  
July 1, 2025 Awards**

Total Staff	144
Less Ineligible Group	120
Employees with less than four years' service	59
Employees without "exceeds" on three of the last 4 years	41
Employees with less than one year in new position	6
Staff who have received Performance Recognition in the last four years	14
 Number of Eligible Staff	 24
 Number of Eligible Staff Applying	 3
 Staff Recommended for Performance Recognition – N5	 1
 Staff Recommended for Performance Recognition – N4	 2
 Staff Recommended for Performance Recognition – N3	 0
 Staff Recommended for Performance Recognition – N1/N2	 0
 % of Applications of Eligible Group (3/24)	 13%
 % of Applications of Total Staff (3/144)	 2%

April 2025

**TABLE II**  
**Performance Recognition – July 1, 2025 Awards**

**SUMMARY OF STAFF BY BAND**

	<b>N1/N2</b>	<b>N3</b>	<b>N4</b>	<b>N5</b>	<b>Total</b>
Distribution by Band	4	17	85	38	144
Percent	3%	12%	59%	26%	100%
Current Performance Recommendations	0	0	2	1	3

April 2025

## **Jill Donovan**

Jill Donovan, the Director of the Career Center, has led several impactful initiatives. She launched the Career Ready Campus Initiative, a comprehensive program that integrates NACE career readiness competencies into both the curriculum and co-curricular activities. Jill also aligned student job descriptions with career readiness competencies to enhance skill-building. Under her leadership, the Career Center has also implemented advanced career development technology, introducing tools such as Handshake, Big Interview, and U-Connect. These resources provide students with career development opportunities comparable to those offered at four-year institutions. Jill Donovan's initiatives are thoughtfully aligned with one or more Evergreen Priorities, Master Plans, and Key Performance Indicators, showcasing a holistic approach to enhancing student success, institutional operations, and community impact.

## **Jennifer Jordan**

Jennifer Jordan's achievements in her role as Associate Director of Technology-Financial Aid are exceptional and closely aligned with Evergreen Priorities, Master Plans and Key Performance Indicators. Jennifer's work in financial aid has gone above her normal job responsibilities. Her work on new projects and making sure the institution is in compliance with changing federal and state laws has not only benefited Brookdale but allowed thousands of students' success here. Some of her notable initiatives include the successful rollout of the 24-25 financial aid module in Colleague to comply with FAFSA Simplification, the development of an automated system for the Community College Opportunity Grant (CCOG), and the creation of an exit counseling process for federal loan borrowers to address audit deficiencies. Additionally, Jennifer implemented the Return of Title IV Funds (R2T4) regulations, created a Self-Service Census Reporting system for accurate attendance tracking, and co-led the management of CARES Act/HEERF funding to provide emergency financial relief during the pandemic. Also of note is the development of a system to distribute CCOG funding to students that enhanced student services and optimized operations through an efficient system set up and reconciliation process. Jennifer shared her system with sister institutions to assist with their implementations of CCOG. Jennifer Jordan's accomplishments focus on enhancing student services, streamlining operations, and ensuring compliance with federal regulations. Her technical skills and abilities exceed the standard required for her position at the College and benefit her department and beyond.

## **Synde Kaufman**

Synde Kaufman, ESL Administrator, has demonstrated extensive contributions to the English as a Second Language (ESL) department. Her most notable achievement is advising all ESL students. In addition, she developed innovative educational pathways through the creation of the online ESL class for Ukrainian refugees and summer prep course, targeted communication with ESL students, and addressing barriers to student success by providing essential resources. Synde enhanced student services by improving ESL registration processes and implementing workflows to streamline admissions and enrollment, designing personalized interventions for ESL students. She fostered innovative teaching practices by developing tailored ESL curricula and mentoring for instructors, integrating workflows to improve student placement and progression. Synde led initiatives like Helping Hands to address students' basic needs. Synde Kaufman's contributions align strongly with Brookdale's Evergreen Priorities, Master Plans, and Organizational Health Indicators focusing on enhancing student services, promoting community success, and fostering innovative pathways.

## **Anne LaPorta**

Anne LaPorta, Assistant Director of the Career Center, has had an impactful role in the department and beyond. Her contributions include advancing mental health initiatives such as the annual Youth Summit in partnership with The Society for the Prevention of Teen Suicide, which has positioned Brookdale as a leader in community mental health education. She has demonstrated leadership in fostering student career readiness, transitioning career services to virtual platforms during the pandemic, and integrating NACE career competencies into workshops and academic settings. Anne LaPorta's efforts align with Brookdale's Evergreen Priorities, Master Plans, and Organizational Health Indicators, focusing on enhancing student services, improving retention and completion rates, and securing the College's future.

## **Kelli Sanders**

Kelli Sanders' achievements in both her primary role as Supervisor, Conference Services and as Administrator, Pandemic Response Task Force were extensive and strongly connected to all priorities. Kelli's work as Administrator, Pandemic Response Task Force went well beyond the scope of responsibility. Starting with nothing, Kelli researched best practices, developed a plan and completed an unprecedented amount of work during that time. While most were safe at home, Kelli's work while executing a critical role on the COVID Task Force speaks to a dedication beyond job requirements. Her work as a member of the Course Dog implementation team contributed to the successful roll out of a new scheduling system. Course Dog improves event scheduling processes by providing employees with access to room size, function and availability prior to requesting space. Kelli continues to take an active part in Course Dog implementation across the College by advising and supporting Course Dog users. Her commitment to professional development is demonstrated by her Collegiate Conference and Event Directors International Certification. Kelli models and shares best practices with employees and customers. Her volunteer work with the Black Student Union is also admirable. Her mentorship of students allowed them to grow tremendously individually and as a group.

## **Candice Watts**

In her position as Associate Director, Freehold Regional Location, Candice Watts' achievements were substantial and well-integrated across all priorities. Working at a remote site presents its own set of challenges at Brookdale. That was compounded by the COVID-19 pandemic. Candice was an integral part of handling those demanding tasks at the Freehold Higher Education Center. Her work promoting success, advising and recruiting students, and enhancing communications are evident in the growth of enrollment in Freehold. Candice's commitment to student success, community building, and the growth of the Freehold campus are evident in the data driven decisions and innovative initiatives implemented that effectively met the challenges and exceeded expectations at Freehold. Data informed decisions were made to develop class schedules and request institutes run sections at the Freehold location. Candice's commitment to Brookdale as a whole is reflected in her willingness to share her knowledge and data driven processes with the other Higher Education Centers. Ensuring students have access to classes required to meet educational goals aligns directly with multiple Evergreen Priorities, Master Plans, and Key Performance Indicators.

**TABLE I**

**ANALYSIS OF PROMOTION WITHIN BAND  
July 1, 2025 Awards**

Total Administrators	165
Less Ineligible Group	123
Administrators who received PWB in the last five years – First Year	N/A
Administrators with less than five years in the same band on 7/1 after application date	110
Did not complete all evaluations for subordinate staff in each of the past five years	13
Number of Eligible Administrators	42
Number of Eligible Administrators Applying (11 applied, 1 withdrew)	11
Administrators Recommended for Promotion Within Band – A6	0
Administrators Recommended for Promotion Within Band – A5, (2 applied, 1 withdrew)	2
Administrators Recommended for Promotion Within Band – A4	2
Administrators Recommended for Promotion Within Band – A3	3
Administrators Recommended for Promotion Within Band – A2	0
Administrators Recommended for Promotion Within Band – A1	0
% of Applications of Eligible Group (11/42)	26%
% of Applications of Total Administrators (11/165)	7%

April 2025



**TABLE II**  
**PROMOTION WITHIN BAND – July 1, 2025 Awards**  
**SUMMARY OF ADMINSTRATORS BY BAND**

	<b>A1</b>	<b>A2</b>	<b>A3</b>	<b>A4</b>	<b>A5</b>	<b>A6</b>	<b>Total</b>
Distribution by Band	1	22	61	35	34	12	165
Percent	1%	13%	37%	21%	20%	8%	100%
Current Promotion Within Band Recommendations	0	0	3	2	1	0	6

April 2025

## **DR. DAVID J. BASSANO**

Associate Professor David J. Bassano is recommended for promotion to Full Professor. Hired in 2012 to teach History, he earned a bachelor's degree in Communication from William Paterson College, a master's degree in American History from University at Albany, and a doctorate degree in International, Global, and Comparative History from University at Albany.

### **TEACHING EFFECTIVENESS**

Associate Professor Bassano recently re-designed his classes so most of the coursework is done in the classroom instead of at home. This makes it easier for students, busy with jobs and other responsibilities outside the classroom, to successfully complete the courses. So far, this new approach has led to better class participation and outcomes. He has also re-written assignments to prevent cheating by using AI.

### **COLLEGE SERVICE**

Thanks in part to his Spring 2023 sabbatical, Associate Professor Bassano has written an OER textbook for the Contemporary World History class. This free textbook saves students a total of about \$16,000 annually. He serves as Co-Chair of Academic Council and as the Faculty Liaison to the CHHANGE Center.

### **PROFESSIONAL DEVELOPMENT**

Since his last promotion, Associate Professor Bassano gave nine public talks on various subjects at Brookdale, including a TEDx talk in May 2024. He also published cultural articles in literary magazines and created videos on the topic of human rights, which he posted on YouTube.

### **COMMUNITY SERVICE**

Associate Professor Bassano served as the Brookdale Liaison to the New Jersey Social Justice Remembrance Coalition (NJSJRC). The NJSJRC's mission was to have a new marker placed at the site of New Jersey's only recorded lynching: the 1886 murder of Samuel "Mingo Jack" Johnson in Eatontown. He was honored to give a short talk at the marker unveiling on June 18, 2022.

## **WILLIAM BOYKE**

Associate Professor William Boyke is recommended for promotion to Full Professor. Hired in 2007 to teach Chemistry, he earned a bachelor's degree in Chemistry from Lake Forest College, and a master's degree in Chemistry from University of Illinois at Urbana-Champaign.

### **TEACHING EFFECTIVENESS**

Associate Professor Boyke maintained great teaching effectiveness as illustrated by his SOR results, classroom observations, and Dean evaluations. He often teaches Chemistry 136 which is taken by Allied Health students. He makes the content approachable by relating key concepts using real world examples.

### **COLLEGE SERVICE**

Associate Professor Boyke served multiple terms as the chairperson of the Chemistry department. He is a current member and former chairperson of the General Education committee of governance. He led multiple 5-year review programs for chemistry and frequently serves on 5-year review programs for other STEM programs. Associate Professor Boyke chaired numerous search committees, as well as served on many others for both faculty and staff positions in multiple disciplines. He served on the Proactive Pandemic Planning Committee, which helped lead Brookdale through various difficult times during the Covid-19 pandemic. Associate Professor Boyke has been integral in improving the utilization of space on the lower level of MAS leading to room for offices for Math faculty, as well as an additional laboratory room for the Environmental Science department.

### **PROFESSIONAL DEVELOPMENT**

Associate Professor Boyke has a professional interest in lowering course costs for students. Having attended many webinars on the topic, he has parlayed that into helping defray some costs for Brookdale students. He helped develop Chemistry 116 to be 100% free for the cost of required materials to students through the creation of a lab manual, textbook, and working with the TLC to create simulations. He was instrumental in adopting an OER textbook for Chemistry 203 and 204, as well as adopting more modestly priced materials in other courses.

### **COMMUNITY SERVICE**

Associate Professor Boyke has been an active participant in the Chemistry Carnival. The Chemistry Carnival is an event where elementary school students come to campus to do fun hands-on chemistry experiments. Participants were asked to bring non-perishable food items which benefited local food banks.

## **SARA BURRILL**

Associate Professor Sara Burrill is recommended for promotion to Full Professor. Hired in 2012 to teach Psychology, she earned a bachelor's degree in History from Harvard University, dual master's degrees in Counseling Psychology from Columbia University, and master's degree in Education from Mercy University.

### **TEACHING EFFECTIVENESS**

Associate Professor Burrill receives outstanding reviews on her Student Opinion Reports, and her Psychology and Human Services courses are highly enrolled. Student reviews include: *"She is the best professor I have ever had. She gives a ton of examples when it comes to concepts and thoroughly explains assignments. She is extremely nice and makes you feel heard. She wants you to succeed and not fail. If you have any questions, she always answers them. She even has guest speakers to help us better understand the material and be inspired."*

### **COLLEGE SERVICE**

Associate Professor Burrill serves as Psychology Department chair and served as Human Services Program coordinator. During her tenure, she advised and contributed to the Psychology Department's Five-Year Program Review, served as the Human Services Program's lead author for the successful reaccreditation application to the Council for Standards in Human Services (CSHSE), and served on the Human Services Five-Year Program Review team. She expanded communication and information exchange between the Psychology faculty and 500 plus Psychology and Human Services students via the creation of a comprehensive program CANVAS shells. She revised and updated the repository for all Psychology instructor materials; secured a Brookdale Innovation Grant to launch a mentorship program for students that was recognized as "a model to emulate" by the New Jersey State Legislature. Associate Professor Burrill secured Perkins grants to provide test prep and test cost coverage for all graduating students taking the Human Services Practitioner Board Certified exam; and she created a partnership with the Monmouth County Department of Human Services to offer ten paid internships per semester to Human Services students en route to full-time job offers.

Associate Professor Burrill is the Student Development Committee co-chair and the Civility Week co-chair. Civility Week is a weeklong biannual conference which brings together more than 400 faculty, staff, students, and community members to discuss issues centering on civility and civil discourse. Associate Professor Burrill serves on the Wellness Center Advisory Board, Brookdale Foundation Faculty Advisory Board, and the Center for Holocaust, Human Rights, and Genocide Education (CHHANGE) Faculty Advisory Board. Associate Professor Burrill is a Center for Transformative Learning Faculty Fellow, a Cost of Poverty Experience (COPE) Trained Facilitator, and founding advisor to Beta Kappa, the Brookdale Chapter of Tau Upsilon Alpha, the National Organization for Human Services Honor Society. Associate Professor Burrill serves on ad-hoc committees throughout her time at Brookdale, including the Business and Social Sciences (BSSI) Student Success Committee, the BSSI Outstanding Student Committee, and numerous collegewide search committees to hire administrators, faculty, and staff.

### **PROFESSIONAL DEVELOPMENT**

Associate Professor Burrill attended the National Alliance for Partners in Equity National Summit for Educational Equity, the National Organization for Human Services Conferences, and the Center for Mind-Body Medicine Conference. She presented at the National Organization for Human Services Conference, the New Jersey Communication Association Conference, and Scholar's Day.

### **COMMUNITY SERVICE**

Associate Professor Burrill is a member and former chair of the Monmouth County Department of Human Services *Positive Youth Development Hub*. She is a former member of the Monmouth County Department of Human Services *Stigma-Free Committee\** Advisory Board for the Monmouth County Department of Human Services *Rising Voices Committee*, and Committee for the American Association of University Women – Northern Monmouth *High-Achieving Female High School Student Award*. *\*In this role, Associate Professor Burrill helped facilitate Brookdale's adoption of the Stigma-Free Initiative in partnership with the Monmouth County Department of Human Services.*

## **MICHAEL ELMES**

Associate Professor Michael Elmes is recommended for promotion to Full Professor. He was hired in 2008 to teach Mathematics, he earned a bachelor's degree in Mechanical Engineering from Rutgers University, and a master's degree in Mathematics Education from New Jersey City University.

### **TEACHING EFFECTIVENESS**

Associate Professor Elmes has maintained a deep commitment to teaching excellence. His approach is student-centered, grounded in making mathematics accessible, engaging, and personally relevant. He has designed custom instructional resources, including over 40 lectures and lab videos to support a wide range of learners across face-to-face, hybrid, and online modalities. His commitment is reflected in consistently high Student Opinion Reports (SORs), where students frequently describe him as approachable, supportive, and impactful in their learning journey. In a recent Student Opinion Report, a student wrote, "Professor Elmes is truly one of the best educators I have ever encountered. He is simply a down-to-earth guy who wants to see you grow and succeed. On the first day of class, I showed up half an hour early to which Professor Elmes asked, "So, what's your story?" He got to know me and checked in frequently on how I was doing in his class, other classes, and life in general. Genuinely a great guy!"

### **COLLEGE SERVICE**

Associate Professor Elmes has embraced multiple leadership and service roles that support Brookdale's mission. He is a Steering co-chair for Brookdale's Middle States Self-Study process, a role that demands sound project management, cross-departmental collaboration, and a commitment to continuous institutional improvement. He served as co-chair of the College Life Committee, Treasurer of the Faculty Association, and he served on multiple hiring committees.

### **PROFESSIONAL DEVELOPMENT**

Associate Professor Elmes is a lifelong learner who actively seeks professional growth opportunities that enhance both his teaching and institutional contributions. He completed the prestigious Dr. Pat Gallo Leadership Brookdale Program, which expanded his leadership skills and deepened his understanding of Brookdale's organizational framework. Outside of Brookdale, he completed courses focused on subjects ranging from big data to grading for impact and universal design.

### **COMMUNITY SERVICE**

Associate Professor Elmes' service extends beyond the classroom and the College to support students and the broader academic community. He continues to mentor past students who participated in Brookdale's S-STEM Scholars Program, providing guidance on academic planning, study habits, and career development. Each semester, he volunteers to facilitate Super Saturday Final Exam review sessions—an initiative born out of Hurricane Sandy recovery efforts and sustained through its continued impact on student achievement.

## **KELSEY C. MAKI**

Associate Professor Kelsey C. Maki is recommended for promotion to full professor. Hired in 2007 as an English adjunct faculty, she joined the full-time faculty in 2012. She earned a B.A. in American Literature from the University of California at Santa Cruz, graduating with honors in literature while minoring in education. She earned a M.A. in English from Rutgers University and was awarded academic distinction for her performance on the comprehensive examination.

### **TEACHING EFFECTIVENESS**

Professor Maki regularly earns high praise on her student evaluations. Her former dean has recognized her as “one of the most effective educators she has ever observed.” Her approach to teaching is one that considers the whole student. She is constantly improving her craft and creating new curriculum, all of which have led her to present at national and regional conferences on the Scholarship of Teaching and Learning (SoTL) and the application of cumulative syntax in the composition classroom.

### **COLLEGE SERVICE**

Associate Professor Maki was an English 095 course coordinator and currently serves as College’s sole research writing class: English 122 curriculum coordinator. In both roles, she effectively synthesized input from her colleagues to develop a detailed web-enhanced curriculum for all adjunct faculty instructors. As Global Citizenship Project chair, she led the initiative to create a World Wellness Center at Brookdale. Associate Professor Maki is currently the Global Citizenship Distinction Initiative chair and the Students for Global Citizenship Club advisor. She was the faculty liaison to the International Education Center for six years, a faculty representative on Steering, and vice chair and chair of the collegewide governance system. She was recognized with an “Outstanding Colleague” award, among other honors.

### **PROFESSIONAL DEVELOPMENT**

Associate Professor Maki published poems, short stories, and non-fiction articles on educational issues in literary journals and various national and local news outlets. After a curriculum development award, she is gathering qualitative and quantitative data on the potential applications of generative AI within the composition classroom. Associate Professor Maki is pursuing her doctorate in medical humanities at Drew University. She plans to finish her coursework in Fall 2026 and write her dissertation on neurasthenics and the healing power of the arts. Because of the professional development support from the College, she will use her doctorate degree to create courses in medical humanities, as she hopes to establish Brookdale as a leader among community colleges in the emerging interdisciplinary field of medical humanities.

### **COMMUNITY SERVICE**

Associate Professor Maki is a passionate advocate for mental health. Having lost her closest blood relative to suicide in 2023, she seeks to honor her brother’s memory in all she does. For the last two years, she has been a top fundraiser for the American Foundation for Suicide Prevention’s “Out of the Darkness” walk. She dedicates this promotion and her life’s work to her beloved brother, Ricky, who was the most intelligent and empathetic person she has ever known. Her brother’s bright spirit will forever guide her as she offers her students strong support and empathy, which has grown from her deep grief.

## **DR. DIDITI MITRA**

Associate Professor Diditi Mitra is recommended for promotion to Full Professor. Hired in 2003 to teach Sociology, she earned a B.A. in Criminology from John Jay College, M.A in Sociology from Rutgers University, and Ph.D. in Sociology from Temple University.

### **TEACHING EFFECTIVENESS**

Associate Professor Mitra taught courses ranging from an introductory course to a course on the sociology of the family to one on majority-minority relations. She believes in varying delivery of teaching methods based on her interests, student feedback, and the best avenue for delivery of the content. Revising syllabi is ongoing. Her students see her as a “tough teacher” who makes them read the material and does not handout As. Associate Professor Mitra believes she is just doing her job! Her goal is not to be tough but to meet the standards of effective teaching and prepare students for the world outside, including teaching them to be informed citizens.

### **COLLEGE SERVICE**

Associate Professor Mitra has been serving the college since she was hired in 2003. Most recently, she serves on the Diversity Council, Global Citizenship Project Committee, educational technology committee as well as the Middle States Committee on student experience. She organized several college wide events at Brookdale that involved participation from colleagues at Brookdale and other institutions in the United States and abroad. Additionally, she presented at two Civility Week events, once with a student and once with a colleague. Associate Professor Mitra is enthusiastic about supervising a student’s honor’s project. She will serve as the co-chair of the Diversity Council starting in the fall of 2025.

### **PROFESSIONAL DEVELOPMENT**

Associate Professor Mitra authored one book and coedited another. She publishes in peer reviewed academic journals and has been invited to lecture on her research. She served as anonymous reviewer for peer reviewed journals, serves on the board of Sikh Research Journal as well the book review editor for the journal. Associate Professor Mitra served on committees at the American Sociological Association and the Eastern Sociological Society, including as co-chair for the community colleges at ESS committee. She presented at conferences, both national and international, which is another way she advances her professional goals.

### **COMMUNITY SERVICE**

Associate Professor Mitra has a strong social justice focus, she taught dance at a shelter for homeless women and taught for NJ Step at a prison in Newark (albeit compensated for her teaching). She volunteered in prisons with the InsideOut Prison Exchange Program housed at Temple University. To make her research accessible to the wider community, Associate Professor Mitra authored articles for non-academic outlets.

## **MICHAEL L. NOLAN**

Assistant Professor Michael L. Nolan is recommended for promotion to Associate Professor. Hired in 2016 to teach Mathematics, he holds dual bachelor's degrees in Mathematics - Actuarial Science and Economic Analysis from Binghamton University, as well as a master's degree in Applied Mathematics from City University of New York – Hunter College.

### **TEACHING EFFECTIVENESS**

Assistant Professor Nolan teaches a variety of courses ranging from Prealgebra to Calculus II, as well as Statistics. Since he regularly instructs Foundational Studies, General Education, and STEM students, he tailors his instruction to best meet the needs of each student population. In his classes he strives to foster a judgment free environment where students can feel comfortable asking questions about mathematical concepts and making connections to real-world application problems. Assistant Professor Nolan has worked hard to ensure his Canvas courses and notes are organized and easily accessible to all students, enhancing their overall learning experience. In the Spring of 2023, he was honored by one of his former Calculus II students at a basketball game in the Collins Arena.

### **COLLEGE SERVICE**

Assistant Professor Nolan is completing his first year as the Department Chair of the Mathematics Department (one of the largest departments on campus). Prior to holding this role, he was the Assistant Department Chair from 2022-2024, where his primary responsibility was to ensure the Math Lab was running smoothly and effectively. While serving in this capacity he organized several "Math Lab Days" and chaired a search committee for an Academic Tutor. From 2021-2024, he served as the course coordinator for Math 153 (Precalculus) and Math 171 (Calculus 1). Assistant Professor Nolan was elected to serve as the Treasurer of the Brookdale Faculty Association in 2022. Additionally, he served as a co-advisor of the Math Club where he helped organize club meetings and presented on higher level mathematical topics. In the Spring of 2023, Assistant Professor Nolan received a Community College Opportunity grant and organized a trip to New York City to visit MoMath. He is currently serving as the co-advisor of the Chess Club.

### **PROFESSIONAL DEVELOPMENT**

Assistant Professor Nolan is a member of the Mathematics Association of Two-Year Colleges of New Jersey (MATYCNJ) and currently serves as an officer on the executive board as the Newsletter Editor/Historian. He regularly attends MATYCNJ conferences and has presented on the Brookdale Math Lab. Assistant Professor Nolan organized and led the past two Math Department Summer Professional Development days. He received a certification to teach online in Spring 2024 and has attended several AI workshops.

### **COMMUNITY SERVICE**

Assistant Professor Nolan donates to the LUPUS Foundation of America and the Vietnam Veterans of America. He volunteers his expertise in genealogical research to people looking to start their family trees.



## **THOMAS C. RILEY**

Assistant Professor Thomas C. Riley is recommended for promotion to Associate Professor. Hired in 2014 to teach chemistry, he earned a bachelor's degree in Biochemistry from Montclair State University, and a master's degree in Chemistry from Montclair State University.

### **TEACHING EFFECTIVENESS**

Assistant Professor Riley was observed by three Deans at his rank of Assistant Professor. All three have been highly complementary in his observations. His reputation among students as an effective teacher is widely known among Brookdale science students. Students regularly complement him for being passionate about chemistry, knowledgeable, humorous, fair, and rigorous. Students regularly follow him through both chemistry majors' course sequences. Lastly, and most important, he will receive messages from former students thanking him for their success in achieving their educational goals.

### **COLLEGE SERVICE**

Assistant Professor Riley has been very active in serving the college in a few leadership positions. He spent six years on the General Education Governance committee serving as chair for three years. He served as department chair of chemistry after returning from remote instruction due to Covid. He currently serves as the new faculty orientation co-chair. Associate Professor Riley is the faculty liaison to the Open House committee which plans every open house. He compiled a textbook and authored a lab book for Chem 116 which he provides for his face-to-face and online students for free. He collaborated with TLC to provide multiple lab simulations which won him TLC Innovator of the Year for 2023. He has rebuilt the organic chemistry curriculum which had not been revised since the 1980s. This involved lowering student costs for textbooks and supplies, making labs safer for students and instructional assistants, and making labs more effective with emphasis on marketable skills for future graduates moving into laboratory positions.

### **PROFESSIONAL DEVELOPMENT**

Assistant Professor Riley takes advantage of the resources available online to further his knowledge of chemistry. This past year, he spent time reading polymer and textile chemistry texts whose information was used in tailoring the Chem 116 course for fashion merchandising majors.

### **COMMUNITY SERVICE**

Assistant Professor Riley served on an American Chemical Society commission to update the guidelines and recommendations for 2-year colleges regarding chemical education. He is a regular contributor to the Giving Tree.

## **ANA M. TEODORESCU**

Associate Professor Ana M. Teodorescu is recommended for promotion to Full Professor. Hired in 2007 to teach Mathematics, she earned a Bachelor of Science in Mathematics from Wayne State University, and a Master of Science degree in Mathematics from Oklahoma State University.

### **TEACHING EFFECTIVENESS**

Associate Professor Teodorescu cares deeply about her students, she supports them in their pursuit of academic excellence through regular test review sessions held outside working hours and as a mentor of student clubs (Math Club and Food Science Club). Her focus includes creating opportunities for the students through her college-wide and state-wide organizations involvement. Associate Professor Teodorescu led the switch of MATH 285 (Linear Algebra) to an Open-Ended Resource (OER) book. She is currently co-chair of the MATH 273 (Calc III) OER committee and a participant in the OER MATH 172 (Calc II). Associate Professor Teodorescu contributed or led assessments regularly in all three courses.

### **COLLEGE SERVICE**

Associate Professor Teodorescu served as affiliate representative for the New Jersey Space Grant Consortium (NJS GC) and as co-coordinator of the NJS GC subaward at Brookdale since 2021. She led a faculty committee who awarded Brookdale students NASA internships, mentored the interns, organized and supported STEM speakers, and supported programs with the goal of building a STEM community. Her work with the NJS GC resulted in material gains for Brookdale students. She created a pathway to research for students transferring to TCNJ. Four Brookdale transfer students will be paid \$4,200 each and will be offered free campus housing to conduct research alongside other TCNJ research track students in the summer 2025. She collaborated with the Brookdale Physics Department and the NJS GC to purchase equipment (worth approximately \$10,000) for the Astronomy Lab, thus helping Brookdale create its very first Astronomy Lab. Associate Professor Teodorescu joined the Honors Program leadership as assistant chair in January 2024. Since then, she worked with OIT to bring the Honors Program Application online resulting in an increase of applications. She works together with various departments to constantly improve the program. She has been the Technical Editor of four “For Dummies” books, including “Calc II for Dummies,” 3<sup>rd</sup> Edition (Wiley 2002).

### **PROFESSIONAL DEVELOPMENT**

Associate Professor Teodorescu attends the annual NJS GC meetings, and will present at the summer 2025 NJS GC Mid-Atlantic regional conference. She is a member of the Mathematics Association of America and Mathematics Association of Two-Year Colleges. She attends those conferences regularly.

### **COMMUNITY SERVICE**

Associate Professor Teodorescu served as grant writer, organizer, and chair for the Timberlane Middle School Science Fair for five years. She volunteers at the Hopewell Valley Education Foundation since 2023.

## **GEORGIA SANTORO CASSIDY**

### **TENURE**

Instructor Georgia Santoro Cassidy is recommended for tenure and promotion to Assistant Professor. Hired in 2020 to teach Nursing, she earned a bachelor's degree in Nursing from Sacred Heart University, and a master's degree in Nursing Leadership from Sacred Heart University.

### **TEACHING EFFECTIVENESS**

Instructor Cassidy is a dedicated nursing educator at Brookdale Community College, where she has made significant contributions to the Nursing Program since September 2020. She taught the lecture and distance education portions of NURS 271 focusing on Pediatric care, from Fall 2020 to Spring 2024. This course prepares students with nursing knowledge and skills to provide pediatric care emphasizing areas such as growth and development and pediatric physical assessment. Since September 2024, she has been the Faculty Nursing Skills Lab Coordinator, ensuring it meets the diverse needs of students and faculty in the various courses; mentors new adjunct faculty, and collaborates with course faculty to facilitate lab simulations, testing, and remediation of student skills. Her contributions enhance the quality of nursing education at Brookdale.

### **COLLEGE SERVICE**

Instructor Cassidy has established and renewed partnerships to enhance diverse pediatric clinical experiences for our nursing students, aligning with Brookdale Community College's commitment to societal well-being. She initiated collaboration with the Hawkswood School, New Roads School, Red Bank Elementary Schools, Spring Lake Heights School District, as well as Children's Specialized Hospital in New Brunswick, enriching our students' learning opportunities. She fostered ongoing collaboration with the Monmouth County Health Department's Vaccines for Children Immunization Program which enables our nursing students to administer vaccines to underserved pediatric populations, reinforcing our commitment to public health. She is a member of the Diversity Council and Middle States Standard VII working group.

### **PROFESSIONAL DEVELOPMENT**

Instructor Cassidy prioritizes continuous professional development to enhance teaching methodologies and clinical simulations. She participates in workshops and training sessions offered by TLC, National Council of State Boards of Nursing (NCSBN), and Laerdal Simulation User Network (SUN). Additionally, she participates in the Healing-Centered Education Faculty Working Group, which empowers educators to foster a sense of belonging and community among students by implementing innovative pedagogical strategies. These initiatives collectively support student success and well-being. Georgia attended Achieving the Dream Annual Convention in February.

### **COMMUNITY SERVICE**

Instructor Cassidy participated in the Beach Sweep 2024 at Seven Presidents Park with the Brookdale's Student Nurses Association (SNA). She volunteers with the Monmouth County Medical Reserve Corp and the Best Day Ever Foundation, which helps children and young adults with special needs build confidence through fun adventures and activities, including surfing, bodyboarding, and kayaking.

## **JESSICA E. DOMB**

### **TENURE**

Instructor Jessica E. Domb is recommended for tenure and promotion to Assistant Professor. Hired in 2020 to teach Nursing, she earned a bachelor's degree in nursing from Drexel University, and a master's in science degree in nursing to practice as a nurse practitioner from Hunter College.

### **TEACHING EFFECTIVENESS**

Instructor Domb is a dedicated educator committed to fostering active learning, critical thinking, and student success. From 2020 to 2022, she taught NURS 125, collaborating with faculty and mentoring adjunct faculty to ensure high-quality instruction. Since 2022, she taught NURS 172, using interactive tools and case studies to engage students and enhance their understanding of nursing concepts. She contributed to curriculum development by creating new math exams and updating assignments for greater rigor. Her passion for teaching shines through in the positive feedback from students, who appreciate her enthusiasm and care for their success. She continuously innovates to accommodate diverse learning styles and is involved in departmental committees to improve the student experience.

### **COLLEGE SERVICE**

Instructor Domb contributed to departmental and college-wide initiatives at Brookdale, serving on the Planning & Assessment Committee and co-chairing the Honor's Society Committee since 2020. She has been involved in the Foundational Studies Committee, Student Development Committee, and Faculty Advisory Council, and is currently a member of IPEC and the General Assessment and Education Committee. Through these roles, she supports student success and works to enhance the quality and effectiveness of educational initiatives at Brookdale.

### **PROFESSIONAL DEVELOPMENT**

Instructor Domb's professional development focuses on enhancing both her clinical expertise and teaching skills. She participates in workshops through the TLC, completed certification in online live instructor training, and attends conferences on alternative pedagogies and critical thinking, such as FA Davis and ATI webinars. As an ANCC board-certified family nurse practitioner, she fulfills continuing education requirements through courses on best practices, stroke and blood pressure management, pharmacology, and cultural awareness. Jessica maintains her clinical skills by working at Memorial Sloan Kettering Cancer Center and as an RN at Camp Nahjeewah during the summer, staying current in both clinical practice and teaching.

### **COMMUNITY SERVICE**

Instructor Domb has been involved in her community, volunteering for various organizations over the past several years. She supports Frank Defino Elementary School by donating to drives and teaching her children the importance of giving back. She volunteered with Jewish Family and Children's Services, served as a sponsor for holidays in her Jewish community, and delivered food baskets for her local Chabad. She visits elderly Holocaust survivors to provide companionship and worked with her daughter to create care packages for Chai Lifeline to support hospitalized children.

## **AMY FARIS**

### **TENURE**

Instructor Amy Faris is recommended for tenure and promotion to Assistant Professor. Hired in 2009 to teach Studio Arts, she earned a bachelor's degree in Illustration from Moore College of Art and Design, and a master's degree in painting from The New York Academy of Art.

### **TEACHING EFFECTIVENESS**

Instructor Faris teaches painting, drawing, and foundational design courses within Brookdale's Fine Arts Department. She is committed to preparing students for lives of sustained creativity and exploration and centers her teaching in providing them with the highest level of training, support, and opportunity. She rewrote Brookdale's Color Theory course curriculum to include the use of Photoshop software, bringing the course into technology alignment with Color Theory courses offered at 4-year N.J. colleges and universities. Instructor Faris is a member of Brookdale's inaugural Engaged Pedagogy Faculty Working Group, receiving training in dynamic strategies to support student success. She earned high ratings on her SORs and classroom observations, and is a Brookdale Outstanding Adjunct Instructor Award recipient.

### **COLLEGE SERVICE**

Instructor Faris serves on the Digital Animation and Graphic Design Advisory Boards and as mentor to Fine Arts adjunct faculty. She has been a member of the Outstanding Student Award Committee, Academic Master Plan Subcommittee on Equity Centered Education, and Faculty Advisory Committee to the Academic Vice President. She served as a faculty panelist for the CVA gallery's community panel "Your Work Has Been Accepted (or Not), Now What?" and as a faculty participant for the gallery's presentation "Wages, Work, and the Market in Creative Fields." She served as faculty advisor for the Art Society and within Brookdale's Honors Program. She is the founder and former Brookdale Visiting Artist Program director.

### **PROFESSIONAL DEVELOPMENT**

Instructor Faris' recent professional achievements include solo exhibitions at Georgian Court University in Lakewood and The Center for Contemporary Art in Bedminster, a two-person exhibition at AUTOMAT Collective in Philadelphia and inclusion in group exhibitions at the Center for Contemporary Art in Summit, the Ely Center for Contemporary Art in New Haven, Connecticut, Site Gallery, Brooklyn and at Andrew Edlin Gallery in New York City. She was selected for participation in Creative Capital's Career Development Program and was the recipient of a Sustainable Arts Foundation Fellowship award with a six-month artist's residency at Gallery Aferro in Newark, and a Geraldine R. Dodge Foundation grant for an artist's residency at the Vermont Studio Center. She is a member of the College Art Association and the Robert Blackburn Printmaking Workshop in New York City.

### **COMMUNITY SERVICE**

Instructor Faris volunteered as Career Day guest speaker at Communications High School in Wall, as Visiting Artist within Communications High School's Advanced Placement art course, and as Visiting Critic for advanced sculpture students at Tyler School of Art, Temple University. She presented Artist Talks at the Visual Arts Center of N.J., the Ely Center for Contemporary Art, and at The Center for Contemporary Art in Bedminster, and is an annual participant in Visual Aids' *Postcards from the Edge* art auction held to provoke dialog and raise money for HIV+ artists.

**MARY P. GRILLI**  
**TENURE**

Instructor Mary P. Grilli is recommended for tenure and promotion to Assistant Professor. Hired in 2020 to teach English, she earned a bachelor's degree in English from Seton Hall University, and a master's degree in Rhetoric & Composition from Monmouth University.

**TEACHING EFFECTIVENESS**

Instructor Grilli taught classes for the English department since 2019 when she was hired as adjunct faculty and Writing Center learning assistant. She taught several composition courses as an adjunct faculty and full-time instructor, including the first-year writing courses and the department's Accelerated Learning Program (ALP). She taught Keyport High School's Early College High School program for six semesters and taught at the Freehold Higher Ed Center and the former Hazlet Higher Ed Center. During the pandemic, she updated her asynchronous course materials to follow Universal Design for Learning and created PowerPoints and video lectures for online learning in all her courses. In the years since, she has addressed increased student anxiety by curating readings that encouraged critical thinking about positive mindset and stress management. Instructor Grilli overhauled her English 122 curriculum to more effectively support students' individual interests while increasing their research and digital literacy skills. She led an English department "Big Read," an initiative to create a reading community for full-time faculty and adjuncts; this included the creation of a full curriculum for *The House on Mango Street* for adjunct faculty use.

**COLLEGE SERVICE**

Instructor Grilli served as the English department's ALP Curriculum Coordinator since fall 2022. She served on many committees in the department and across the college, including the AI Faculty Working Group, the ALP for ENGL-122 Committee, the English Placement Committee, the Outstanding Student Award for Humanities Committee, the Writing Center Hiring Committee, and the Diversity Council. She was involved in the English Department's successful Registration Intervention, an initiative designed to help students register for their next semester during class time; data suggested that this intervention successfully increased student retention. She helped edit and revise an Open Educational Resource (OER) textbook for English 121, which will be the recommended textbook for adjunct faculty starting in fall 2025. She participated in Open House for several semesters, and she mentored multiple adjunct faculty members.

**PROFESSIONAL DEVELOPMENT**

Instructor Grilli completed the TLC's Online Certification course to teach online and remote live classes. She presented information about the annotation tool Hypothesis to the English department. She has attended many of the English department's roundtables dedicated to teaching composition. She is a member of the New Jersey Education Association, the National Council of Teachers of English, and the Two-Year College English Association.

## **CHRISTINE J. HOGAN**

### **TENURE**

Assistant Professor Christine J. Hogan is recommended for tenure. Hired in 2020 to teach Nursing, she earned a bachelor's degree in nursing from The City University of New York, and a master's degree in nursing administration from The University of Connecticut

### **TEACHING EFFECTIVENESS**

During her time at Brookdale, Assistant Professor Hogan demonstrated exceptional teaching effectiveness through innovative curriculum development, student engagement, and adaptability across multiple nursing courses and locations. Her commitment to student success is evident in her ability to tailor instruction to diverse learning styles, integrate real-world applications, and continuously enhance course content. Her emphasis on active learning through interactive games, collaborative case studies, and hands-on simulations has fostered critical thinking and teamwork in the classroom.

### **COLLEGE SERVICE**

At Brookdale, Assistant Professor Hogan demonstrated a strong commitment to student success, faculty collaboration and program development through leadership and involvement in numerous initiatives. She was honored to serve as Program Review for the Social Science Health Science Department chair and Nursing Program co-chair, ensuring both programs effectively prepared students for careers and continued education. She served on multiple committees, advocated for faculty as a Department Representative to the Provost & VP, Academic Affairs Advisory Committee, and supported student engagement through mentorship, Nursing Informational Sessions, and New Student Orientation. She was honored to serve as an NCLEX Item-Writer, for the national nursing licensure exams. As the Student Nurses Association co-chair, she helped expand community service efforts, and enhanced the Nursing Pinning Ceremony, all while contributing to institutional growth through strategic planning subcommittees (IPEC) and College Life initiatives.

### **PROFESSIONAL DEVELOPMENT**

Committed to teaching excellence, Assistant Professor Hogan balances instruction, service, and professional growth, continuously integrating new strategies to enhance student outcomes. As a member of the Dr. Pat A. Gallo Leadership Brookdale Alpha-Iota Cohort, she is developing advanced leadership skills while expanding her connection to the Brookdale community. She represented Brookdale at the OADN Conference in New Orleans, presenting insights on nursing clinical decision-making and NCLEX outcomes at the Nursing Faculty Meeting in November 2022.

### **COMMUNITY SERVICE**

With over 30 years as a Registered Nurse at Robert Wood Johnson University Hospital, Assistant Professor Hogan brings invaluable real-world insights to the classroom and clinical settings. She promotes BCC by encouraging RWJ staff to engage in Open House events and community programs. As a Monmouth County Medical Reserve Corps member, she facilitated hands-on learning for nursing students by coordinating their participation in COVID-19 vaccination efforts, providing both experience and community service opportunities.

**TABLE I**  
**ANALYSIS OF PROMOTIONS**  
**2025-2026**

TOTAL FACULTY*	180
LESS FULL PROFESSOR	94
NUMBER OF AUTOMATIC PROMOTIONS IN CONJUNCTION WITH TENURE	4
FACULTY RECOMMENDED FOR TENURE (no promotion in rank)	1
FACULTY RECOMMENDED FOR PROMOTION TO FULL PROFESSOR	6
FACULTY RECOMMENDED FOR PROMOTION TO ASSOCIATE PROFESSOR	3
AUTOMATIC PROMOTIONS TO ASSISTANT PROFESSOR	4
TOTAL PROMOTIONS	14



**TABLE II**  
**PROMOTIONS RECOMMENDED FOR 2025-2026**

<b><u>Business &amp; Social Science</u></b> (School of Business, Humanities & Social Science)	<b><u>Recommended by President</u></b> David J. Bassano Sara C. Burrill Diditi Mitra	to Full Professor to Full Professor to Full Professor
<b><u>Educational Access &amp; Innovation</u></b>	<b><u>Recommended by President</u></b>	
<b><u>Health Science</u></b> (School of STEAM)	<b><u>Recommended by President</u></b> Georgia A. Cassidy Jessica E. Domb Christine J. Hogan	to Assistant Professor* to Assistant Professor* to Assistant Professor**
<b><u>Humanities</u></b> (School of Business, Humanities & Social Science)	<b><u>Recommended by President</u></b> Amy S. Faris Mary P. Grilli Kelsey Maki	to Assistant Professor* to Assistant Professor* to Full Professor
<b><u>STEM</u></b> (School of STEAM)	<b><u>Recommended by President</u></b> William Boyke Michael Elmes Michael Nolan Thomas Riley Ana Teodorescu	to Full Professor to Full Professor to Associate Professor to Associate Professor to Full Professor

**\*Promotion granted in conjunction with tenure**

**\*\*Tenure only**

**TABLE III**  
**SUMMARY OF FACULTY BY RANK**

**2025-2026**

	<u>Instructor</u>	<u>Assistant Professor</u>	<u>Associate Professor</u>	<u>Professor</u>	<u>Total</u>
Rank Distribution Before Current Promotions	20	41	32	87	180
Percent	11%	23%	18%	48%	100%
Current Promotions	-4	2	-5	7	14
Rank Distribution After Current Promotions	16	43	27	94	180
Percent	9%	24%	15%	52%	100%

TABLE IV

**DISTRIBUTION OF FACULTY RANK BY UNIT**  
**BEFORE CURRENT PROMOTIONS**

**2025-2026**

	<b><u>Instructor</u></b>	<b><u>Assistant Professor</u></b>	<b><u>Associate Professor</u></b>	<b><u>Professor</u></b>	<b><u>Total</u></b>
<b>Business &amp; Social Science</b> (School of Business, Humanities & Social Science)	4 8%	11 22%	11 22%	25 49%	51 100%
<b>Educational Access &amp; Innovation</b> (includes Library)	1 13%	1 13%	1 13%	5 63%	8 100%
<b>Health Science</b> (School of STEAM)	5 26%	8 42%	2 11%	4 21%	19 100%
<b>Humanities</b> (School of Business, Humanities & Social Science)	3 6%	9 18%	8 16%	30 60%	50 100%
<b>STEM</b> (School of STEAM)	7 14%	12 24%	10 20%	20 41%	49 100%
<b>Student Affairs/Counseling</b>	0 0%	0 0%	0 0%	3 100%	3 100%
<b>TOTAL</b>	20 11%	41 23%	32 18%	87 48%	180 100%

TABLE V

**DISTRIBUTION OF FACULTY RANK BY UNIT**  
**AFTER CURRENT PROMOTIONS**

**2025-2026**

	<b><u>Instructor</u></b>	<b><u>Assistant Professor</u></b>	<b><u>Associate Professor</u></b>	<b><u>Professor</u></b>	<b><u>Total</u></b>
<b>Business &amp; Social Science</b> (School of Business, Humanities & Social Science)	4 8%	11 22%	8 16%	28 55%	51 100%
<b>Educational Access &amp; Innovation</b> (includes Library)	1 13%	1 13%	1 13%	5 63%	8 100%
<b>Health Science</b> (School of STEAM)	3 16%	10 53%	2 11%	4 21%	19 100%
<b>Humanities</b> (School of Business, Humanities & Social Science)	1 2%	11 22%	7 14%	31 62%	50 100%
<b>STEM</b> (School of STEAM)	7 14%	10 20%	9 18%	23 47%	49 100%
<b>Student Affairs/Counseling</b>	0 0%	0 0%	0 0%	3 100%	3 100%
<b>TOTAL</b>	16 9%	43 24%	27 15%	94 52%	180 100%

	<b><u>Fall 2024 FT Faculty</u></b>	<b><u>Fall 2024 Adjuncts</u></b>	<b><u>Employee %</u></b>		<b><u>Sections Taught</u></b>	
<b>Adjunct Data</b>			<b><u>FT %</u></b>	<b><u>PT %</u></b>	<b><u>FT %</u></b>	<b><u>PT %</u></b>
	184	267	41%	59%	62%	38%

TABLE VI

**FACULTY PROMOTIONS - (8 year History)**

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
<b>Business &amp; Social Science</b> (School of Business, Humanities & Social Science)	4	6	3	7	5	3	5	3
<b>Health Science</b> (School of STEAM)	3	0	0	1	2	2	1	3
<b>Humanities</b> (School of Business, Humanities & Social Science)	4	5	4	4	7	6	3	3
<b>Educational Access &amp; Innovations</b> (Includes Library & Innovations-College Success)	1	0	1	1	2	0	1	0
<b>STEM</b> (School of STEAM)	3	9	6	6	4	5	5	5
<b>Student Affairs/Counseling</b>	0	0	0	0	0	0	0	0
<b>NON-AUTOMATIC</b>	12	12	14	10	13	12	11	9
<b>AUTOMATIC</b>	3	8	3	9	7	4	4	5
<b>TOTAL</b>	15	20	17	19	20	16	15	14

**BROOKDALE COMMUNITY COLLEGE**

**Board of Trustees  
Public Business Meeting Minutes**

**March 25, 2025**

**Brookdale Community College  
Automotive Technology Building, Room 102  
765 Newman Springs Rd.  
Lincroft, NJ 07738**

Chair Brennan called the meeting to order at 5:40 P.M. and roll call was taken.

<b>Present</b>	<b>Trustees</b>	<b>Administration:</b>
	<b>Ms. Tracey Abby-White, Trustee</b>	Dr. Katie Lynch
	<b>Ms. Mary Pat Angelini, Trustee</b>	Ms. Bonnie Passarella, Esq.
	<b>Ms. Latonya Brennan, Chair</b>	Ms. Nancy Kaari
	<b>Mr. Steve Clayton, Trustee</b>	Dr. Yesenia Madas
	<b>Mr. Paul Crupi, Trustee</b>	Ms. Teresa Manfreda-Foley
	<b>Dr. Stephanie D'Alessio, Trustee</b>	Dr. Joan Scocco
	<b>Ms. Barbara Horl, Vice-Chair</b>	Dr. Nancy Kegelmann
	<b>Mr. Jean Guerdy Paul, Trustee</b>	Ms. Patricia Sensi
	<b>Mr. James McCracken, Trustee</b>	
	<b>Dr. David Stout, Secretary</b>	
	<b>Ms. Cyndie Williams, Trustee</b>	Ms. Cynthia Gruskos
<b>Absent</b>	<b>Ms. Dyese Davis, Trustee</b>	
	<b>Dr. Les Richens, Trustee</b>	
<b>College Counsel</b>	<b>Mr. Mitch Jacobs, Esq., General Counsel</b>	

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

On March 19, 2025 at 12:30 PM 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.

Dr. Stout led a moment of silence in honor Professor Franklyn Rother who had recently passed away.

After high school in Missouri, Frank entered the Passionist Fathers Monastery, but he left the monastery after a conflict with the Rector over his participation in Civil Rights activity. One of his favorite memories of this time was participating in a strategy meeting and later marching with the Reverend Dr. Martin Luther King, Jr.. He earned a Bachelor of Arts degree in American History, with a minor in Psychology from University of Missouri and a Master of Arts degree in Adult and Higher Education – Student Personnel Services from Teacher’s College, Columbia University.

Prior to being hired at Brookdale, Frank was employed at the College for Human Services (now Metropolitan College of NY) for 4 years. Frank also worked as an Academic Counselor for students employed in Social Services agencies then as the Bursar at Brooklyn College and as the Bursar at Brooklyn College, CUNY.

Frank joined the Brookdale family as a full-time faculty member on September 1, 1984. During his tenure as a Professor of Psychology and Human Services, he authored a book that put Brookdale’s Human Services Program on the international map. Throughout his teaching career at the college, Frank maintained human service professional and community service with organizations such as The Center of Asbury Park, NJ Higher Education Consortium for Alcohol and Other Drug Abuse Prevention and Education, Mid-Atlantic Consortium of Human Services, and National Organization for Human Services. He served in various leadership positions in these organizations, including president of three of them.

Professor Rother also served in numerous leadership roles at Brookdale, including Social Sciences Division Chair, Academic Division Dean of Social Science and Education, Dean of Academic and Career Transfer Programs, and Dean of K-12 Partnerships. He returned to his Professor role in 2018. Over the years, Frank received commendations from numerous colleagues including former president, Dr. Maureen Murphy; former Executive Vice President of Academic Affairs, Dr. Johanna Kobran; and the Freehold Regional Superintendent of Schools, Dr. Charles Sampson.

On behalf of the whole college, he offered deepest condolences to Frank’s long-time partner, Freddie, as well as his many family members, colleagues, and friends.

Chair Brennan read our mission statement:

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

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Adoption of Agenda</b>	A motion to adopt the agenda was made by Vice-Chair Horl and seconded by Trustee Abby-White.  Motion passed.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Recognition of Sara Calvo - All USA Academic Team</b>  Presenter: Chair Brennan</p> <p>Chair Brennan welcomed Sara Calvo and a resolution was read to honor her accomplishments and national recognition. (<b>Attachment A</b>).</p>		
<p><b>Presentation: Automotive Technology Program</b>  Presenter: Ivan Anderson, Department Chair, Automotive Technology</p> <p>Ivan Anderson provided an update to the Board on the Automotive Technology program. He highlighted that the program is designed to train students with no prior automotive experience into skilled technicians, with many students gaining employment after just one semester. The program currently serves over 350 students and continues to grow.</p> <p>Anderson announced two recent grant awards: a \$566,000 grant to develop electric vehicle (EV) curriculum and a \$97,000 grant for equipment to support this initiative. The EV curriculum will be infused into all courses, starting with EV safety in entry-level classes and expanding to include more advanced instruction. The department also plans to offer specialized EV training for industry professionals.</p> <p>Additionally, General Motors donated a 2024 Corvette Z06 convertible, which will serve as a recruitment tool and promotional asset for the program. He expressed enthusiasm for the program's continued growth and innovation.</p>		
<p><b>President's Report</b> - Dr. Stout thanked Professor Anderson for the tour of the Automotive Technology facility and praised the impressive work being done. He described the facility as a "gem" in the Northeast region and emphasized its potential to serve as a training hub for electric vehicles. Dr. Stout commended Professor Anderson and the faculty for elevating the program's reputation, noting its growing recognition both regionally and nationally</p> <p><b>A. The Middle States Commission on Higher Education (MSCHE): Reaffirmation of Accreditation</b>  Presenter: Dr. David Stout, President -  Dr. Stout shared materials with the Board to help familiarize them with key Middle States accreditation standards in preparation for the upcoming Board retreat on April 11–12. He noted that the focus would be on Standards 1, 2, 6, and 7, which are most relevant to governance and institutional effectiveness.</p> <p>He also announced that Dr. Connie Clifton, Vice President of MSCHE, would be visiting the college on Tuesday, April 8. The visit is part of the college's early preparation for its self-study process and is intended to support—not evaluate—the institution. Dr. Stout emphasized the high level of engagement among the college's teams and expressed confidence in their readiness. He also reminded the Trustees of their scheduled meeting with Dr. Clifton during her visit.</p> <p><b>B. Sabbaticals &amp; Transitional Sabbaticals</b>  Presenter: Dr. Katie Lynch, Provost and VP Academic Affairs - Dr. Lynch spoke about Brookdale's long-standing tradition of offering faculty sabbaticals, explaining the historical and etymological roots of the word "sabbatical," which comes from the Hebrew word <i>shabbat</i>, meaning "to rest." She emphasized the importance of sabbaticals as a time for faculty to rejuvenate and engage in scholarly</p>		



Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>or creative projects that differ from teaching but ultimately enrich the classroom experience.</p> <p>She expressed gratitude for the Board's continued support of this tradition, noting that sabbaticals allow faculty to pursue advanced study, research, educational travel, and other forms of professional development. Dr. Lynch introduced the three sabbatical candidates, two of whom presented during the meeting, and she summarized the proposal of the third, Professor Valerie Bonilla.</p> <p><b>Sabbatical Project: Professor Bonilla</b>, a faculty librarian, will complete a post-master's certificate in data science at San Jose State University. Her sabbatical will focus on data analysis, AI, and ethical data practices. She plans to apply this expertise to enhance data-driven decision-making at Brookdale, develop workshops on AI and data literacy, and support strategic planning through improved data visualization of library usage and resources.</p> <p><b>Sabbatical Project: Michael Cohen, Assistant Professor of Psychology</b> Professor Cohen's sabbatical will support his enrollment in the first year of a Doctor of Psychology (PsyD) program, with a focus on clinical training. His goal is to bridge his research-based academic background in statistics and methodology with practical therapeutic applications, aligning with the career interests of many of his students who aspire to enter the helping professions. Through this sabbatical, he will gain direct clinical experience and insights into how data and research inform effective therapy. This experience will enhance his teaching by allowing him to demonstrate the real-world application of statistical concepts in mental health practice, while also expanding his contributions to the department and college-wide governance.</p> <p><b>Sabbatical Presentation – Professor Daniel Lopez</b> Professor Daniel Lopez of the Mathematics Department presented an overview of his sabbatical project, which has two main components. First, he will continue his doctoral studies in education at Rutgers University, using the sabbatical to analyze qualitative and quantitative data collected through the STEM Scholars Program. His research focused on “community cultural wealth” — the often-overlooked assets underserved students bring to education — will form the foundation of his Ph.D. dissertation.</p> <p>Secondly, Professor Lopez will work on submitting a Track 2 NSF STEM grant application. If awarded, the grant could bring up to \$1.5 million to Brookdale, expanding on the existing \$650,000 Track 1 grant that has supported 40 students. The proposed program would aim to serve at least 80 students, offering scholarships and support to help them succeed in STEM fields, in alignment with the College's mission of fostering opportunity and inclusion. Professor Lopez expressed gratitude to President Stout and the Board for their support</p> <p><b>Transitional Sabbaticals</b> - Dr. Lynch provided an overview of transitional sabbaticals, which allow faculty members to complete a significant year-long project that supports the College's mission before formally retiring. While these sabbaticals are a valuable opportunity to benefit from faculty expertise, they are also bittersweet, as they mark the departure of long-serving colleagues. This year, two highly accomplished faculty members have proposed projects aimed at supporting Brookdale's foundational math and literature students, as well as the faculty who teach those courses.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Professor Terry Healy – Transitional Sabbatical</b></p> <p>Professor Terry Healy of the Math Department presented her transitional sabbatical project, which will focus on enhancing Brookdale’s foundational math course, MATH 015. This developmental course plays a vital role in helping first-time, full-time students gain essential math skills and confidence. Professor Healy aims to revise and improve the course by integrating updated financial literacy content, enhanced FYE (First-Year Experience) elements, and interactive learning tools such as MyOpenMath (MOM). Her project also seeks to promote early enrollment in MATH 015, addressing the current issue of delayed math progress among 40% of new students. With decades of experience at Brookdale—as a faculty member, dean, and division chair—Professor Healy returns to her roots to strengthen one of the College’s most impactful entry-level courses.</p> <p><b>Professor Nancy Noe – Transitional Sabbatical</b></p> <p>Professor Nancy Noe's sabbatical project focuses on creating Canvas course shells for four literature classes: Introduction to Literature, Introduction to Poetry, American Literature I, and American Literature II. The project aims to streamline teaching by developing a shared digital repository of resources, such as free online literary works and instructional materials, reducing costs for students and easing faculty workloads. It also incorporates local literary experiences, like field trips to Stephen Crane's boyhood home, to enhance student learning. The project is designed to foster collaboration among faculty, support adjuncts, and promote continuity in teaching, while also encouraging faculty to explore new courses. Ultimately, her project seeks to create a more accessible, engaging, and supportive learning environment for both students and faculty.</p> <p>Dr. Lynch concluded by acknowledging the value these projects bring not only to the individual faculty members but to the broader campus community and student experience.</p> <p>Dr. Stout acknowledged the significant contributions of two retiring individuals, Terry Healy and Nancy Noe, who have been influential leaders in the governance system at Brookdale. He expressed gratitude for their years of dedication and noted how their leadership shaped the institution. Dr. Stout also recognized the retirement of Pat Sensi with nearly 26 years of service, highlighting her impact on the college's culture and resources. He expressed well wishes for their future endeavors and personal time, emphasizing the lasting influence they have had on the Brookdale community.</p>		
<p><b>Reports from the Board Committees and Liaisons</b></p> <p>Chair Brennan expressed deep appreciation for the dedication and hard work of the Board members, emphasizing that their contributions often go unrecognized. She highlighted the significant time and effort invested in meetings, calls, and other responsibilities that are not immediately visible to the public. Brennan acknowledged the collaborative and functional nature of the recent meetings, noting how they were a pleasure to be a part of. She also thanked her fellow board members for their commitment and emphasized her honor in being part of the team.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>A. Finance &amp; Facilities Committee - March 18, 2025</b>  Presenter: Trustee McCracken</p> <p>Trustee McCracken reported that the Finance and Facilities Committee met on March 18th, with all members present. The committee received a financial overview for the period ending January 31, 2025, which showed operating revenue of \$67.9 million, a 6% increase from the previous year. Expenditures totaled \$47.1 million, reflecting a 5.7% increase. The committee also reviewed dining services, noting that while operating at a loss, sales were increasing and new initiatives such as a pizza program, salad bar, and themed events were introduced. Despite challenges like inflation and rising food costs, efforts to keep meals affordable for students were highlighted. Additionally, McCracken praised the availability of Chapter 12 state funding for capital improvements, which is matched by county government, helping to maintain campus facilities. The committee also discussed grant submissions, with significant awards including a \$695,000 Perkins grant and a \$160,000 displaced homemaker program. Notably, \$1 million in funding was secured through collaboration with the New Jersey Economic Development Authority to develop a talent pipeline for the film and digital media industry, supporting scholarships and creating new positions.</p> <p><b>B. Governance Committee - March 19, 2025</b></p> <p>Trustee Crupi reported that the Governance Committee met on March 19th and reviewed several key policies and initiatives. Three policies were recommended for lodging: the revised Institutional Review Board (IRB) policy, focusing on the protection of research participants' rights; the revised background check policy, ensuring non-discriminatory practices for volunteers; and the revised staffing and hiring policy, which now emphasizes attracting a broad pool of qualified applicants while removing references to diversity.</p> <p>Dr. Stout provided an overview of the Middle States accreditation process, noting that the Board will meet with Dr. Clifton, the Middle States liaison, on April 1st to discuss the process and Board responsibilities.</p> <p>Trustee Davis reported on the Board's self-evaluation, which had 100% participation. A key suggestion from the evaluation was to conduct the self-evaluation twice a year, in May and December, to allow timely feedback and participation from the graduate trustee.</p> <p>The committee also discussed planning for the Board retreat on April 11th and 12th, which will focus on self-evaluation and accreditation topics.</p> <p>Trustee Davis outlined upcoming professional development opportunities, including the NJCC Trustee Leadership Academy, the NJCC State Conference in June, and the ACCT National Leadership Congress in October. Trustees interested in attending should contact Cynthia.</p> <p><b>C. Student Success &amp; Educational Excellence Committee - March 17, 2025</b>  Presenter: Trustee Abby-White</p> <p>Trustee Abby-White reported on the Student Success &amp; Educational Excellence Committee meeting</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>held on March 17, 2025. The committee has shifted to shorter, one-hour meetings to allow more time for focused discussion and questions. During the meeting, Dr. Stout provided updates on national developments concerning the U.S. Department of Education, including potential restructuring of federal programs. While key initiatives like TRIO and GEAR UP remain secure, there are concerns about disruptions if other programs shift to departments like Treasury or Justice. Dr. Nancy Kegelmann presented a detailed timeline for the Middle States accreditation process, with peer evaluation visits set for fall 2026 and final accreditation expected in spring 2027. The committee emphasized the importance of preparation, especially in light of challenges noted in the 2018 accreditation visit. Katie Lynch presented updates on faculty sabbaticals, tenure, and promotions. Five faculty members hired during the pandemic are recommended for tenure, and nine others for promotion, based on performance and departmental contributions. The faculty-led review process was outlined, and final recommendations will be brought to the full Board in April. Dr. Lynch also noted that next month's meeting will include recommendations for employee recognition and administrative promotions</p> <p><b>D. Graduate Trustee Report</b> Presenter: Trustee Paul</p> <p>Trustee Paul provided his Graduate Trustee report, expressing appreciation for the continued work of the Board and college community in supporting students. He highlighted attending the Student Speak Out event on March 4, where students voiced concerns, particularly around scheduling advising appointments. He thanked Student Life and Activities for organizing the event. In response to student feedback, the Graduate Trustee Advisory Council met for the third time on March 25, focusing on advising concerns. Trustee Paul commended the participation of senior staff, including Dr. Madas, who provided valuable insights. The discussion revealed that fluctuations in advising demand often correlate with seasonal registration cycles, which can lead to temporary strain. Trustee Paul concluded by recognizing the advising department for their ongoing improvements and responsiveness.</p> <p><b>E. Foundation Update</b> Presenter: Trustee Abby-White</p> <p>Trustee Abby-White provided an update on the Foundation, highlighting the meeting held on Thursday, March 20. The meeting began with a video featuring a student scholarship recipient, followed by Dr. Stout's update on college initiatives. The Foundation discussed donor engagement and the importance of recruiting new board members, emphasizing the need to clearly communicate expectations—a step that had been lacking in the past. Volunteers have committed to refining these expectations for future approval. Trustee Abby-White also reported on the Foundation's scholarship bash campaign, noting 100% participation from the Board. Although the original fundraising goal was \$150,000 with 250 attendees, adjustments were made due to economic challenges, lowering the target to \$125,000. As of the report, \$105,000 had been raised with 178 tickets sold. Excitement continues to build for the upcoming event, featuring silent and live auctions. The Foundation is also working to strengthen board governance by clarifying member commitments, inspired by best practices from other nonprofit boards</p> <p><b>1. Distinguished Alumni Awards at Commencement 2025</b></p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Dr. Stout reported that two individuals will be honored as Distinguished Alumni during Brookdale’s Commencement Ceremony in May 2025. The first is a posthumous recognition for a well-known member of the Brookdale community, Jody Calendar. The second honoree is Dr. Susan Looney, a former student who overcame significant personal challenges to pursue her education at Brookdale and is now serving as President of Reading Area Community College. Although she will not be able to attend the ceremony, efforts are being made to find another time to formally recognize her achievement.</p> <p><b>F. NJCCC Update</b> Presenter: Trustee Horl</p> <p>Vice-Chair Horl shared a detailed update on recent New Jersey Council of County Colleges (NJCCC) activities. She attended the Assembly Budget Committee hearing, where several community college presidents testified about the severe impacts of the Governor’s proposed budget cuts on students and institutions. Colleges reported significant contributions to local healthcare and workforce development, while warning of dire consequences if funding is not restored. Moving stories were shared by students who benefited from programs like CCOG, highlighting how cuts would jeopardize their futures. Horl emphasized that NJ’s state funding ranks near the bottom nationally and noted the economic ripple effects of reduced investment in community colleges. She presented slides showing cuts to CCOG and the Student Success Initiative, both critical to student access and support. Horl also addressed recent federal developments, including executive orders affecting the U.S. Department of Education and student aid programs, which are being challenged in court. She closed by encouraging board members to attend upcoming budget hearings to support advocacy efforts and reported positive engagement with key legislators.</p>		
<p><b>Public Comment on Agenda Items –</b></p> <p>Chair Brennan announced that she opened the meeting to the public for comment on agenda items only. Anyone wishing to make public comment was instructed to do so according to the instructions for making public comment provided by Mr. Jacobs at the beginning of the meeting.</p> <p><b>Jack Ryan, Associate Professor</b> - provided remarks in tribute to Jody Calendar, highlighting her trailblazing career as the first woman to lead a newspaper editorial board in the United States. He shared a personal anecdote that demonstrated her tenacity and ingenuity as a journalist. Mr. Ryan then spoke about the value of Brookdale’s Auto Tech program, emphasizing its history, impact, and importance as a workforce development pathway. He underscored its role as part of Brookdale’s founding vision of a “three-legged stool” — transfer education, community service, and terminal degrees leading directly to employment. Drawing from personal experience, he shared stories of family members who graduated from the program and secured well-paying jobs immediately. He also acknowledged the contributions of long-time faculty and staff involved in the program and emphasized the continued success of Brookdale’s career and technical programs in serving students and the community.</p> <p>Ms. Gruskos confirmed that no written comments were submitted on agenda items.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Review of Consent Agenda</b> <ul style="list-style-type: none"> <li>Any item may be removed from the consent <b>agenda</b> for discussion by any voting member of the Board of Trustees.</li> </ul> <b>A. Acceptance of Consent Agenda</b>	<p>A motion to adopt the consent agenda was made by Trustee Abby-White and seconded by Vice-Chair Horl.</p> <p><b>Motion passed.</b></p>	
<b>Approval of Public Business Meeting Minutes</b> <p><b>A. Approval of Public Business Meeting Minutes – February 25, 2025</b></p>	<p>A motion to approve the minutes from the public business meeting held on February 25, 2025 was made by Vice-Chair Horl and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>	
<b>Approval of Executive Session Meeting Minutes - February 25, 2025</b>	<p>A motion to approve the minutes from the executive meeting held on February 25, 2025 was made by Trustee Crupi and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>	
<b>Approval of Consent Agenda</b> <p><b>A. Approval of Human Resources</b>  <b>B. Acceptance of Grants</b>  <b>C. Submission of Grants</b>  <b>D. 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</b>  <b>E. Open Invoice Payment Requests for Vendor, Student and Employee Payments</b></p>	<p>A motion to approve the consent agenda was made by Trustee Crupi and seconded by Trustee Abby-White.</p> <p>Motion passed.</p> <p><b>YES:</b> Trustee Abby-White, Angelini, Clayton, Crupi, D'Alessio, Horl, McCracken, Guerdy, Richens, Williams and Chair Brennan</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>F. Monthly Financial Reports</b> <b>G. Capital Project Update</b>	<b>NO:</b> None  <b>ABSTAIN:</b> None	
<b>Authorization to present to Orrie Schulman an Honorary Associate Degree at Commencement 2025</b>	A motion to approve presentation to Orrie Schulman an Honorary Associate Degree at Commencement 2025 was made by Trustee Clayton and seconded by Trustee Crupi.  Motion passed.	
<b>Lodging of Revised Board Policies</b>  <b>A. 5.0036 Institutional Review Board</b> <b>B. 3.0004 Background Checks Policy</b> <b>C. 3.0001 Staffing and Hiring</b>	A motion to lodge the following policies was made by Vice-Chair Horl and seconded by Trustee Crupi.  A. 5.0036 Institutional Review Board B. 3.0004 Background Checks Policy C. 3.0001 Staffing and Hiring Motion passed.  <b>YES:</b> Trustee Abby-White, Angelini, Clayton, Crupi, D'Alessio, Horl, McCracken, Guerdy, Richens, Williams and Chair Brennan  <b>NO:</b> None  <b>ABSTAIN:</b> None	
<b>Public Comment –</b>  Chair Brennan announced that she opened the meeting to the public for comment. Anyone wishing to make public comment was instructed to do so according to the instructions for making public comment provided by Mr. Jacobs at the beginning of the meeting		



Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Dean Jayne Edman, Dean of the Health Science Institute</b>, addressed the Board of Trustees to express gratitude for their ongoing support of the nursing program and to highlight several key points on behalf of the nursing faculty:</p> <ul style="list-style-type: none"> <li>• <b>Program Excellence:</b> She proudly shared that Brookdale had more graduates take and pass the NCLEX licensing exam in 2024 than any other community college in New Jersey. Of the 131 students who took the exam, 98.7% passed on their first attempt.</li> <li>• <b>Emerging Competition:</b> She informed the Board that another nursing program from Union County is expanding into Monmouth County and gaining access to a critical clinical site with inpatient mental health, pediatrics, and obstetric services—resources that are essential for comprehensive nursing education.</li> <li>• <b>Need for Clinical Access:</b> Dean Edman stressed that Brookdale students need unrestricted access to local clinical sites in order to learn essential hands-on skills. While simulation is a valuable tool, she emphasized that true learning happens in real clinical settings.</li> <li>• <b>Importance of Brookdale Faculty:</b> She credited Brookdale’s general education courses—such as science, psychology, and communication—for helping nursing students think critically and communicate effectively. She advocated that courses offered in Monmouth County should be taught by Brookdale faculty, not instructors from external institutions.</li> <li>• <b>Call to Action:</b> Dean Edman asked the Board to help preserve the integrity and quality of Brookdale’s nursing program by ensuring these credits and opportunities remain under the College’s purview.</li> </ul> <p>Written public comment was submitted by Helen Heinmets, Patricia D’Aloia Gandolfo, Tara Rostron-Lorenz, Georgia Cassidy, Lissa Manino, Charlotte Cole, and Lisa Servidio, Professors of Nursing.</p> <p>Per our procedures for reading duplicative written comments, the names of each commenter were read, and the public comment submitted by Helen Heinmets was read in its entirety in the meeting. Concerns were raised regarding the Trinitas School of Nursing’s partnership with Union County Community College and the proposed Robert Wood Johnson/Barnabas agreement to offer a nursing diploma program at Fort Monmouth. She highlighted the increasing difficulty in securing clinical placement sites, particularly in specialized areas, and warned that this new proposal could exacerbate competition for these sites, potentially limiting Brookdale’s Nursing Program admissions. Professor Heinmets emphasized the high regard for Brookdale’s nursing students, noting their impressive academic and clinical achievements, including the impressive NCLEX pass rate and recent accreditation through 2033. She urged the Board to carefully evaluate the implications of Trinitas hosting students at Fort Monmouth and recommended exploring future partnerships with Brookdale to better serve the local community</p>		
<p><b>Old/New Business –</b></p> <p>Chair Brennan made the following announcements:</p> <p>The Board of School Estimate will be held this Thursday at 11 am at the Hall of Records. Trustee</p>		



Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>McCracken and myself will be serving on the Board.</p> <p>The Trustees will be meeting with Dr, Clifton on our Middle States Self-Study Preparation Site Visit on April 1 at 2 PM in the Trustees conference room or via Zoom. Meeting is expected to be 45 minutes long.</p> <p>Our Board Retreat is on Friday, April 11 at 5:30 pm and Saturday, April 12 at 9 am in the Caroline Huber Holistic Wellness Center.</p> <p>The Local Government Ethics Law (LGEL) requires all local government officers to file an annual Financial Disclosure Statement. Each Trustee is required to file their financial disclosure statement beginning April 1 and you must file by April 30. You will receive an email from Marcia Finn with directions and information on filing. She will be your contact if you have any questions. If you do not file on time you could be fined up to \$500.</p>		
<p><b>Resolution to Hold a Closed Meeting</b></p> <p>Mr. Jacobs read the resolution to hold a closed session (<b><i>Attachment B</i></b>)</p>	<p>A motion to close the meeting to the public was made by Vice-Chair Horl and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>	
<p><b>Motion to Re-Open the Meeting to the Public</b></p>	<p>A motion to reopen the meeting to the public was made by Trustee Crupi and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>	
<p><b>Adjournment</b></p> <p><b>Meeting adjourned at 9:45 PM</b></p>	<p>A motion to adjourn the meeting was made by.</p>	

**RESOLUTION**

**WHEREAS**, the mission of Brookdale Community College includes fostering academic excellence, leadership, and community engagement among its students; and

**WHEREAS**, student Sara Calvo has exemplified these values through her exceptional academic performance as a General Science major, consistently earning Dean’s List honors; and

**WHEREAS**, Ms. Calvo has demonstrated outstanding leadership and service as Vice President of Service for the Phi Theta Kappa Honor Society, President of the Food Science Club, and as a Student Success Mentor; and

**WHEREAS**, she has actively contributed to community initiatives, notably serving as a Beach Sweep Captain for Clean Ocean Action; and

**WHEREAS**, Ms. Calvo's dedication to personal and professional development is further evidenced by her selection as a fellow with America Needs You, a competitive two-year career development program for first-generation college students in New Jersey; and

**WHEREAS**, her exemplary achievements have culminated in her being named to the prestigious 2025 All-USA Academic Team, an honor awarded to only 20 students nationwide from nearly 2,100 nominees, which includes a \$5,000 scholarship; and

**WHEREAS**, Ms. Calvo has also been named a 2025 New Century Transfer Scholar, an honor awarded to only one student per state., This prestigious distinction, selected from nearly 2,100 students across more than 1,300 college campuses nationwide, includes a \$2,500 scholarship sponsored by The Coca-Cola Foundation, the Coca-Cola Scholars Foundation, Phi Theta Kappa, and the American Association of Community Colleges (AACC

**WHEREAS**, Ms. Calvo will be recognized for these well-deserved honors at the Phi Theta Kappa's Presidents Breakfast during the AACC Convention on April 15, 2025, in Nashville, Tennessee; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Brookdale Community College hereby commends and honors Sara Calvo for her outstanding academic achievements, leadership, and dedicated service to the college and the community; and

**BE IT FURTHER RESOLVED**, that this resolution be spread upon the minutes of this meeting and that a copy be presented to Ms. Calvo as a testament to her exemplary contributions and accomplishments as a student at Brookdale Community College.

\_\_\_\_\_  
**Dr. David M. Stout**  
President  
Brookdale Community College

\_\_\_\_\_  
**Ms. Latonya Brennan**  
Chair  
Brookdale Community College

## BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

### RESOLUTION AUTHORIZING EXECUTIVE SESSION

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that 3 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **March 25, 2025 at approximately 8 PM**\_\_\_\_\_ the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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☐ "(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body :

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

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

☒ "(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is: **attorney client privilege: RWJ Barnabas Nursing School at Ft. Monmouth ; contract negotiations: RFP legal services**

☐ "(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting." Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478 (1991), the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality...:

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

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WHEREAS, the length of the Executive Session is estimated to 45 minutes after which the public (select one) ☒ meeting of the Brookdale Community College Board of Trustees shall reconvene and immediately adjourn or ☐ reconvene and proceed with business where formal action will be taken.

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

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

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

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

#### 4.2b *Change Order*

The following Change Order Request Report contains summary information and a resolution for a change to an existing Blanket Purchase Order.

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

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

This item was discussed with the President and the Finance and Facilities Committee of the Board of Trustees at a meeting held April 22, 2025.

## **RESOLUTION**

**WHEREAS**, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$41,600, or purchases with a combined total in excess of \$41,600; and

**WHEREAS**, College policy requires Board approval for a modification in contractual terms to any previously Board approved purchase; and

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

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

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

**Brookdale Community College**  
**Change Order**  
**April 29, 2025**

				Change Orders Approved	Current Contract Value		Proposed C/Os	Contract Total	Proposed % Increase
Vendor Name	Description	Contract Award							
1 Colliers Engineering & Design Inc.	Additional design services due to the increase of square footage in the kitchen for walk-in coolers/freezers, and the dining room for a capacity of 100 people. This contract is funded by the Capital Budget.	\$ 730,000.00	\$ -		\$ 730,000.00	\$ 59,500.00	\$ 789,500.00	8%	
		\$ 730,000.00	\$ -		\$ 730,000.00	\$ 59,500.00	\$ 789,500.00		



**1.51 Acceptance of Gifts  
Background**

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

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

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

DATE	DONOR	ITEM
2/19/25	General Motors Corporation	2024 Corvette Z06 for student training in Automotive Technology
3/13/25	General Motors Corporation	2025 GMC Canyon for student training in Automotive Technology
3/25/25	New Jersey Natural Gas	10 Dell Laptops for Laptop Loaner Program

## 2.2 Acceptance of Grants

### Executive Summary

#### A. **Funding Agency:** NJ Office of the Secretary of Higher Education

**Funding Opportunity:** Educational Opportunity Fund Program

**Program Title:** N/A

**Short Title:** EOF

**Goal/Purpose:** To provide an opportunity for higher education to educationally and economically disadvantaged NJ residents who would not be able to attend college without the financial assistance and special support services that are part of the EOF program. The funding is to implement goals and strategies for capacity building and increasing enrollment, improving student retention, persistence, completion, and reducing financial burdens on students.

**Total \$ Received:** \$833,842

**Institutional Match:** N/A

**Project Timeline:** June 1, 2024 – June 30, 2025

**Program Administrator:** Elizabeth Kruijssen

#### B. **Funding Agency:** NJ Office of the Secretary of Higher Education

**Funding Opportunity:** Community College Opportunity Grant

**Program Title:** N/A

**Short Title:** CCOG

**Goal/Purpose:** The CCOG grant award supports outreach, retention, and student success programs and services. Specific activities include community access and outreach, FAFSA completion assistance, career exploration programming, financial resilience, and interpersonal skills building. Each program component emphasizes communication and community building.

**Total \$ Received:** \$314,819

**Institutional Match:** N/A

**Project Timeline:** July 1, 2024 – June 30, 2025

**Program Administrator:** Ed Johnson

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

**Funding Opportunity:** College Readiness Now XI

April 29, 2025: Director of Grants & Institutional Development, Stacy Leimburg

**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:** \$54,856**Institutional Match:** N/A**Project Timeline:** July 1, 2024 – June 30, 2025**Program Administrator:** Sheri Stanford**D. Funding Agency:** NJ Department of Labor, managed through Equus Workforce Solutions**Funding Opportunity:****Program Title:** N/A**Short Title:** Youth GED

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

**Total \$ Received:** \$160,000**Institutional Match:** N/A**Project Timeline:** July 1, 2024 – June 30, 2025**Program Administrator:** Linda Roma

**Recommendation:**

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

**RESOLUTION**

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

<b><u>Funding Agency</u></b>	<b><u>Name</u></b>	<b><u>Amount</u></b>
NJ Office of the Secretary of Higher Education	Educational Opportunity Fund Program	\$833,842
NJ Office of the Secretary of Higher Education	Community College Opportunity Grant	\$314,819
NJ Office of the Secretary of Higher Education & New Jersey Council of County Colleges	College Readiness Now XI	\$54,856
NJ Department of Labor, Managed through Equus Workforce Solutions	Youth GED	\$160,000

**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:** Sustainable Jersey/NJ Department of Environmental Protection**Funding Opportunity:** Trees for Schools**Program Title:** N/A**Short Title:** N/A

**Goal/Purpose:** The Trees for Schools grant provides funds to plant trees on school grounds and campuses. Grant funds also support caring for the new trees for two years, providing long-lasting benefits locally and across the state.

Brookdale's facilities team has identified areas of campus with aging or diseased trees that need to be replaced. Funding will be used for the removal of trees, site preparation, purchasing and planting of new trees, and ongoing maintenance of newly planted trees.

**Total \$ Requested:** Up to \$250,000**Institutional Match:** N/A**Date to be Submitted:** May 13, 2025**Project Timeline:** July 2025 – September 2028**Program Administrator:** Michael Naparło**Recommendation:**

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

*4.2 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*

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of \$41,600. 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, are under State contract or are legal exceptions to the Public Contracts Law.

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held April 22, 2025.

**RESOLUTION**

**WHEREAS**, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$41,600, or purchases with a combined total in excess of \$41,600; 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 \$41,600**

**April 29, 2025**

<b>Board Item No.</b>	<b>Vendor/Contractor</b>	<b>Category / Description</b>	<b>Basis of Award</b>	<b>Amount of Purchase</b>
<b>Chapter 12</b>				
1	BrightView Landscape Services	<b>Landscaping Services, Bid 23-06</b> / This contract is for the supply and installation of River Jack Stone along buildings and walkways for drainage improvement. This contract is funded by Chapter 12.	Bid	\$ 93,688.46
2	Trane U.S. Inc.	<b>Chiller Maintenance Services and Repairs</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the replacement of the mini split system with 2 high wall units at the Student Life Center. This contract is funded by Chapter 12.	Exempt	\$ 56,108.00
3	Trane U.S. Inc.	<b>Chiller Maintenance Services and Repairs</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the upgrade and maintenance of 2 chiller compressors and related equipment at Larrison Hall. This contract includes a 5-year factory warranty on the compressor parts and labor. This contract is funded by Chapter 12.	Exempt	\$ 428,393.00
4	Trane U.S. Inc.	<b>Chiller Maintenance Services and Repairs</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the upgrade and maintenance of the chiller compressor and related equipment at the CVA Building. This contract includes a 5-year factory warranty on the compressor parts and labor. This contract is funded by Chapter 12.	Exempt	\$ 249,844.00
5	Trane U.S. Inc.	<b>Chiller Maintenance Services and Repairs</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the replacement of the glycol feed station and testing of the system at the CVA Building. This contract is funded by Chapter 12.	Exempt	\$ 82,198.00
6	Daktronics, Inc.	<b>Installation of Scoreboards and Game Clock/Shot Timers for Athletics</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply, delivery, and installation of scoreboards and game clocks/shot timers. This contract is funded by Chapter 12.	Exempt	\$ 108,000.00 *

## Operating

7	Mathusek Inc.	<b>Deep Cleaning and Minor Repairs - Collins Arena Flooring</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for deep cleaning of the arena flooring (Mondo) and minor repairs in the hallway. This contract is funded by the Facilities Budget.	Exempt	\$	26,214.00	
8	Electro Maintenance Inc.	<b>On-Call Electrical Services T&amp;M, Bid No. 24-09</b> / This contract is for on-call electrical services for year-end repairs and projects at the Lincroft Campus and Regional Locations. This contract is funded by the Facilities Budget and Chapter 12.	Bid	\$	125,000.00	*
9	Automated Building Controls, Inc.	<b>Building Automation, HVAC Maintenance and Repairs, Bid No. 24-08</b> / This contract is for yearend HVAC maintenance and repairs at the Lincroft Campus and Regional Locations. This contract is funded by the Facilities Budget and Chapter 12.	Bid	\$	100,000.00	*
10	Ferguson Enterprises LLC	<b>Plumbing Supplies (FY26)</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the supply and delivery of plumbing supplies. This contract is funded by the Facilities Budget and Chapter 12. FY25 YTD \$14,795.	Exempt	\$	60,000.00	*
11	Grant Supply Division of F.W. Webb Company	<b>Plumbing Supplies (FY26)</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the supply and delivery of plumbing supplies. This contract is funded by the Facilities Budget and Chapter 12. FY25 YTD \$17,907.	Exempt	\$	40,000.00	*
12	Cooper Friedman Electric Supply	<b>Electrical Supplies (FY26)</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the supply and delivery of electrical supplies. This contract is funded by the Facilities Budget and Chapter 12. FY25 YTD \$25,683.	Exempt	\$	60,000.00	*
13	Graybar Electric, Inc.	<b>Electrical Supplies (FY26)</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority) and Exempt 18A:64A.25.9 (State Contract). This is a one year contract for the supply and delivery of electrical supplies. This contract is funded by the Facilities Budget and Chapter 12. FY25 YTD \$4,930.	Exempt	\$	50,000.00	*
14	Grainger Inc.	<b>Facilities Supplies (FY26)</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the supply and delivery of facilities supplies. This contract is funded by the Facilities Budget and Chapter 12. FY25 YTD \$13,049.	Exempt	\$	50,000.00	*

15	Allstate Office Interiors	<b>Flooring Replacement (FY26)</b> / Exempt 18A:64A-25.9 (State Contract) and Exempt (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for various flooring replacement projects at the Lincroft Campus and Regional Locations. This contract is funded by the Facilities Budget and Chapter 12. FY25 YTD \$64,480.	Exempt	\$	75,000.00	*
16	Monmouth County (Shared Services)	<b>Treated Salt, Vehicle Repairs, Tree Removal, and Road Repair Services (FY26)</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for supplies and services provided by Monmouth County. This contract is funded by the Facilities Budget and various departmental budgets. FY25 YTD \$41,876.	Exempt	\$	75,000.00	*
17	Scientific Water Conditioning Co.	<b>Water Treatment Services for the HVAC Systems (FY26)</b> / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for water treatment services for the HVAC systems and is funded by the Facilities Budget. FY25 YTD \$24,057.	Exempt	\$	35,000.00	*
18	J. Swanton Fuel Oil Co., Inc.	<b>Unleaded and Diesel Fuel (FY26)</b> / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for the supply and delivery of unleaded and diesel fuel. This contract is funded by the Facilities Budget. FY25 YTD \$10,999.	Exempt	\$	35,000.00	*
19	C-3 Technologies LLC	<b>Fuel Tank Compliance Testing and Services (FY26)</b> / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for compliance testing and services for the fuel tanks located at the Lincroft Campus. This contract is funded by the Facilities Budget. FY25 YTD \$1,091.	Exempt	\$	35,000.00	*
20	Crystal Clear Glass, LLC	<b>Glass Repairs (FY26)</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for glass repairs at the Lincroft Campus and Regional Locations. This contract is funded by the Facilities Budget. FY25 YTD \$5,505.	Exempt	\$	65,000.00	*
21	Oak Security Group, LLC	<b>Door Hardware and Locksmith Supplies (FY26)</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the supply and delivery of door hardware and locksmith supplies. This contract is funded by the Facilities Budget. FY25 YTD \$17,806.	Exempt	\$	65,000.00	*
22	Rich Tree Service, Inc.	<b>Tree Removal Services (FY26)</b> / Exempt 18A:64A.25.9 (NJ State Contract). This is a one year State Contract for tree removal and stump grinding services at the Lincroft Campus and Regional Locations. This contract is funded by the Facilities Budget. FY25 YTD \$0.	Exempt	\$	40,000.00	*

23	Insurance Restoration Specialists, Inc., First Onsite Property Restoration	<b>Remediation Services (FY26)</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for various remediation services due to water damage at the Lincroft Campus and Regional Locations. This contract is funded by the Facilities Budget and Risk Management. FY25 YTD \$70,865.	Exempt	\$	125,000.00	*
24	Allied Fire & Safety Equipment Co., Inc.	<b>Fire Extinguisher Services (FY26)</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for fire extinguisher services and is funded by the Facilities Budget. FY25 YTD \$4,274.	Exempt	\$	20,000.00	*
25	Brightly Software, Inc.	<b>Upgraded Facilities Maintenance Software (FY26)</b> / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is the 1st year of a 3 year contract for the Asset Essentials (AE) software platform for Facilities' work orders and equipment inventory. This contract is funded by the Facilities Budget. FY25 \$33,936.82.	Exempt	\$	27,149.46	
26	Warshauer Electric	<b>Generator Maintenance (FY26)</b> / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for the maintenance of generators located at the Lincroft Campus, Wall, and Freehold Regional Locations. This contract is funded by the Facilities Budget. FY25 YTD \$21,500.	Exempt	\$	35,000.00	*
27	Garden State Sealing Inc.	<b>Masonry Services T&amp;M (FY26)</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for masonry services to include general paving and curb replacement. This contract is funded by the Facilities Budget and Chapter 12. FY25 YTD \$209,173.	Exempt	\$	100,000.00	*
28	Magic Touch Construction Co., Inc.	<b>Plumbing Services T&amp;M (FY26)</b> / Exempt (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for plumbing services at the Lincroft Campus and Regional Locations. This contract is funded by the Facilities Budget and Chapter 12. FY25 YTD \$128,640.	Exempt	\$	200,000.00	*
29	GPC, Inc.	<b>Painting Services T&amp;M (FY26)</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for painting services at the Lincroft Campus and Regional Locations. This contract is funded by the Facilities Budget and Chapter 12. FY25 YTD \$20,416.	Exempt	\$	100,000.00	*
30	Automated Building Controls, Inc.	<b>Building Automation, HVAC Maintenance and Repairs, Bid No. 24-08 (FY26)</b> / This is the 2nd year of a 2 year contract for building automation, HVAC maintenance and repairs. This contract also includes quarterly filter changes at the Lincroft Campus and Regional Locations. This contract is funded by the Facilities Budget and Chapter 12. FY25 YTD \$671,384.	Bid	\$	478,000.00	*

31	Premier Enterprises, LLC dba Premier Roofing	<b>Roof Repairs and Replacement Services, Bid No. 24-11 (FY26)</b> / This is the 2nd year of a 2 year contract for roof repairs and replacement services. This contract is funded by the Facilities Budget and Chapter 12. FY25 YTD \$23,046.	Bid	\$	150,000.00	*
32	Electro Maintenance Inc.	<b>On-Call Electrical Services T&amp;M, Bid No. 24-09 (FY26)</b> / This is the 2nd year of a 2 year contract for on-call electrical services. This contract is funded by the Facilities Budget and Chapter 12. FY25 YTD \$58,699.	Bid	\$	150,000.00	*
33	GPC Inc.	<b>Carpentry Services, Bid No. 24-10 (FY26)</b> / This is the 2nd year of a 2 year contract for carpentry services. This contract is funded by the Facilities Budget and Chapter 12. FY25 YTD \$172,563.	Bid	\$	150,000.00	*
34	Atlas Elevator Inc.	<b>Elevator Maintenance Services and Repairs, Bid No. 25-05 (FY26)</b> / This is the 2nd year of a 2 year contract for elevator maintenance services and repairs. This contract is funded by the Facilities Budget. FY25 YTD \$8,100.	Bid	\$	65,000.00	*
35	Christi Cleaning Service Corp.	<b>Pressure Washing and Window Cleaning of Campus Buildings, Bid No. 24-16 (FY26)</b> / This is the 2nd year of a 2 year contract for pressure washing and window cleaning services at the Lincroft Campus and Regional Locations. This contract is funded by the Facilities Budget. FY25 YTD \$0.	Bid	\$	67,850.00	*
36	Mazza Recycling Services, Ltd.	<b>Trash Disposal and Recycling Services, Bid No. 23-11 (FY26)</b> / This is the 3rd year of a 3 year contract for trash disposal and recycling services. This contract is funded by the Facilities Budget. FY25 YTD \$52,354.	Bid	\$	150,071.00	*
37	Pritchard Industries LLC	<b>Custodial Services, Bid No. 24-12 (FY26)</b> / This is the 2nd year of a 3 year contract for custodial services. \$250,000* is included in the cost for Special Events and other work. This contract is funded by the Facilities Budget and various departmental budgets. FY25 YTD \$1,179,541.	Bid	\$	2,280,491.03	*
38	J1 Door Company, Inc.	<b>On-Call Locksmith Services, Bid No. 25-16</b> / Notice was sent to 2 vendors, received 1 reply. This is a 14-month contract for on-call locksmith services and is funded by the Facilities Budget.	Bid	\$	50,000.00	*
39	OCLC Online Computer Library Center, Inc.	<b>Annual Worldshare Management Services (WMS) (FY26)</b> / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services) and Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one year contract for the maintenance of the integrated library management software known as OCLC Worldshare Management Services (WMS), which consists of several modules for managing library operations, acquisitions (requisition, receipt and payment), cataloging, interlibrary loans, EZProxy for remote database access, inventory control, and a web interface to the catalog of library holdings. The annual license covers upgrades, fixes, and new releases. This contract is funded by the Library Budget. FY25 \$40,842.08.	Exempt	\$	47,500.00	*

40	Ebsco Industries, Inc.	<b>Subscription Services (FY26)</b> / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This is a one year contract for approximately 400 periodical subscriptions to the library. This also includes subscriptions to scholarly journals, popular magazines, and newspapers. The journals support the research needs of students and the professional development of faculty. This contract is funded by the Library Budget. FY25 YTD \$34,274.	Exempt	\$	38,000.00	*
41	Yankee Book Peddler	<b>Library Books (FY26)</b> / Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This is a one year contract for the purchase of books and e-books and is funded by the Library Budget. FY25 YTD \$26,498.	Exempt	\$	30,000.00	*
42	N.J. Institute of Technology/ NJEDGE.Net	<b>Electronic Library Resource Licenses (FY26)</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority) and Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This is a one year contract for electronic library resources used by our students for their research assignments and is supported by the Virtual Academic Library Environment (VALE) Consortium. The resources are available from any networked BCC computer. Through the OCLC EZProxy library management software, remote, off-campus access is provided to these resources to currently enrolled students, as well as College employees. This contract is funded by the Library Budget. FY25 \$62,422.	Exempt	\$	66,000.00	*
43	West Publishing Corporation /Thomson Reuters	<b>Subscription Services and Books (FY26)</b> / Exempt 18:64A-25.5.a.(6) (Library materials). This is a one year contract for subscription services and purchase of books used by the Paralegal Program and the Library. This service includes printed updates to the NJ Practice Collection as they are released, as well as online access to a large variety of law materials beyond those related to New Jersey. This contract is funded by the Library Budget. FY25 YTD \$10,589.	Exempt	\$	22,000.00	*
44	American Academy Holdings, LLC (AAPC)	<b>Online Certified Professional Coder and Certified Professional Biller Certification Programs (FY26)</b> / Exempt 18A:64A-25.5.a.(3) (Materials or supplies which are not available from more than one potential bidder; included without limitation materials or supplies which are patented or copyrighted). This is a one year contract for online Certified Professional Coder and Certified Professional Biller Certification Programs. This contract is funded by CPS' Revenue Generating Programs. FY25 YTD \$18,481.	Exempt	\$	35,000.00	*

45	National Healthcare Association	<b>Student Study Materials and Exams for Healthcare Programs (FY26)</b> / Exempt 18A:64A-25.5.a.(3) (Materials or supplies which are not available from more than one potential bidder; included without limitation materials or supplies which are patented or copyrighted). This is a one year contract for the supply and delivery of student study materials and exams for various non-credit healthcare programs. This contract is funded by CPS' Revenue Generating Programs. FY25 YTD \$14,346.	Exempt	\$	22,000.00	*
46	Cengage Learning, Inc. (ed2go)	<b>Continuing Education Online Certification Programs, RFP No. 06-25 (FY26)</b> / Notice was sent to 16 vendors, received 2 replies. This is a one year contract with an option for a 2nd year renewal for continuing education online certification programs. This contract is funded by CPS' Revenue Generating Programs. FY25 YTD \$9,341.	RFP	\$	65,000.00	*
47	Quick Start Learning, Inc.	<b>Online Certificate Program for Coding and Data Engineering, RFP No. 07-25 (FY26)</b> / Notice was sent to 11 vendors, received 3 replies. This is a one year contract with an option for a 2nd year contract for an online certificate program for coding and data engineering. This contract is funded by CPS' Revenue Generating Programs. FY25 YTD \$0.	RFP	\$	25,000.00	*
48	Allied Account Services, Inc.; General Revenue Corp.	<b>Student Account Collection Services, RFP No. 09-24 (FY26)</b> / This is the 2nd year of a 2 year contract for student account collection services. This contract is funded by the Operating Budget.	RFP	\$	120,000.00	*
49	Withum Smith+Brown, P.C.	<b>Independent Audit Services, RFP No. 06-24 (FY26)</b> / This is the 2nd year of a 2 year contract for independent audit services. This contract is funded by the Operating Budget. FY25 \$91,400.	RFP	\$	95,970.00	
50	Cohn Reznick LLP	<b>Internal Audit Services, RFP No. 04-25 (FY26)</b> / Notice was sent to 16 vendors, received 6 replies. This is a one year contract with an option for a 2nd year renewal for internal audit services. This contract is funded by the Operating Budget. FY25 YTD \$5,712.	RFP	\$	75,000.00	*
51	Bank of America	<b>Banking Services, RFP No. 05-25 (FY26)</b> / Notice was sent to 4 vendors, received 1 reply. This is a one year contract with an option for a 2nd year renewal for banking services. This contract is funded by the Operating Budget.	RFP			
52	**See List of Vendors for Student Recruitment Advertising Services.	<b>Student Recruitment Advertising (FY26)</b> / Exempt 18:64A-25.5.a.(20) (Student recruitment and advertising). These are one year contracts for print, internet, outdoor, and television recruitment advertising. These contracts are funded by the Institutional Marketing Budget, various grants, and departmental budgets. FY25 YTD \$137,209.	Exempt	\$	500,000.00	*

53	SHI International Corporation	<b>Emergency Alert Services (FY26)</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for emergency alert services and is funded by the Institutional Marketing Budget. FY25 \$18,489.60.	Exempt	\$	19,972.89	
54	Dell Inc.	<b>Software and Maintenance Renewal for KACE Systems Management Appliance (FY26)</b> / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for the software and maintenance renewal of the KACE Systems Management Appliance. KACE SMA provides IT asset and inventory management, software license management, and patch management for all College managed computers. This contract is funded by the IT Budget. FY25 \$19,982.56.	Exempt	\$	20,891.44	
55	Sharda Paper Inc.; W.B. Mason Co., Inc.; Veritiv Operating Co.; Checkomatic Inc.	<b>Copy Paper, Miscellaneous Paper, and Envelopes, Bid No. 25-15 (FY26)</b> / Notice was sent to 10 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. FY25 YTD \$36,353.	Bid	\$	50,000.00	*

\* Estimated expense based on historical data

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



**Item No. 52**

**Student Recruitment Advertising  
EXEMPT**

- Comcast/Spotlight, dba EffectTV, NFL Network
- Meltwater
- Altice Media
- Positive Expectations, Sem Geeks
- Tenet Partners
- iHeart Media, Capstar Radio Operating Company
- Core Studios
- Iris Communications
- Townsquare Media
- Ally Marketing
- M. Studio
- Beasley Media Group
- Industry Magazine
- Press Communications
- Gannett/LocaliQ
- Newport Media Holdings
- Ad Corp Media Group
- NexStar/WPIX
- Newspaper Media
- Niche
- Keystone Academic Solutions
- Tap Into Local
- American Baseball LLC
- Adcorp Media Group
- Concept 3D
- JA Rod Unidos Latinos
- Electric Symphony Media (ESM)
- Sprout Social
- Brandwatch
- Carvertise

#### 4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending February 28, 2025, which totaled \$2,089,154.24. 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 and the Finance & Facilities Committee of the Board of Trustees at a meeting held April 22, 2025.

#### 4.1 *Financial Report*

The following is the unaudited Financial Report for the month ending February 28, 2025.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting April 22, 2025.

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

## Financial Overview

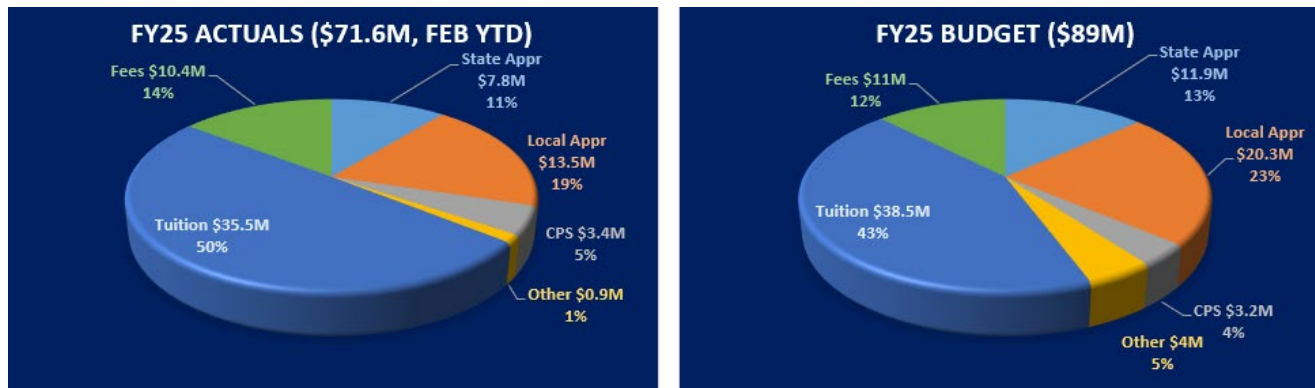
February 28, 2025

The following financial summary provides an overview of year-to-date financial performance at February 2025 compared to the FY25 budget, and to the same period last year.

### REVENUE

#### Budget to Actual

Total operating revenue through February 2025 was \$71.6M and represents 80.6% of the \$89M FY25 budget.

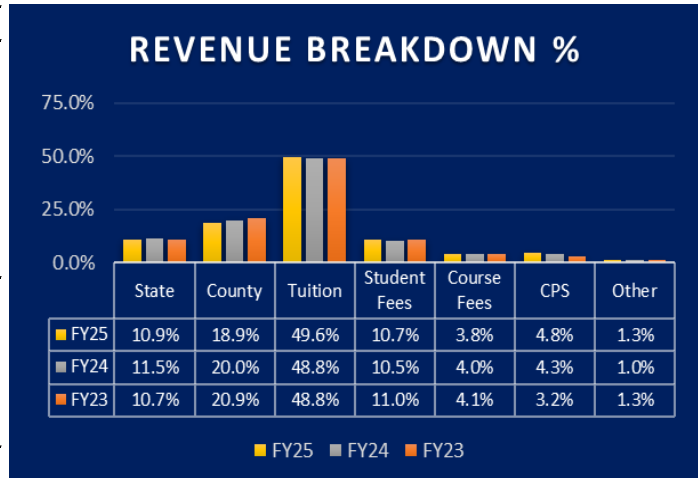


#### Compared to Prior Year

Operating revenue through February 2025 was 5.7% higher than the same time last year. Of the \$3.8M increase, \$3.1M is in tuition & fee revenue and \$0.7M from all other operating revenue sources.

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

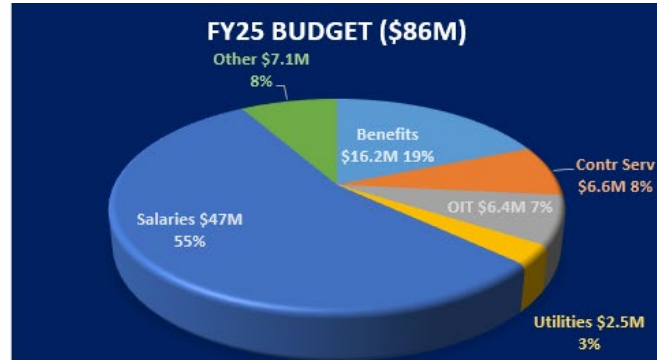
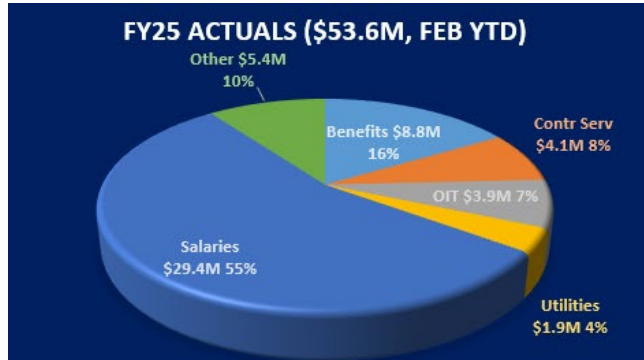
Revenue	FY25	FY24	FY23
State	\$ 7,817	\$ 7,802	\$ 6,837
County	13,518	13,518	13,351
Tuition	35,510	33,027	31,157
Student Fees	7,656	7,094	7,041
Course Fees	2,723	2,693	2,628
CPS	3,421	2,899	2,029
Other	914	678	802
	<b>\$ 71,559</b>	<b>\$ 67,711</b>	<b>\$ 63,845</b>
Tuition	\$ 35,510	\$ 33,027	\$ 31,157
Student Fees	7,656	7,094	7,041
Total	<b>\$ 43,166</b>	<b>\$ 40,121</b>	<b>\$ 38,198</b>



## EXPENDITURES

### Budget to Actual

Total operating expenditures through February 2025 were \$53.6M and represent 62.4% of the \$86M FY25 budget.



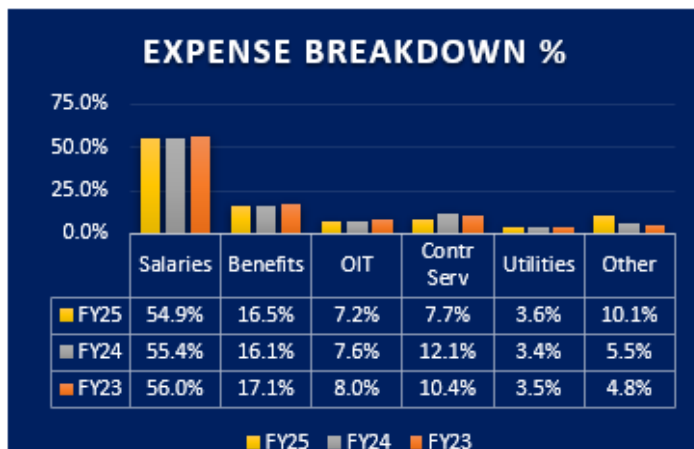
Other Expenses	Actuals	Budget
Insurance (GI)	\$ 1,687,259	\$ 2,067,124
Tuition Waivers	1,319,293	1,293,600
Supplies	398,902	705,782
Program Rental	266,387	328,837
Snow Removal	231,176	402,202
Memberships	196,720	235,124
Postage	121,876	184,900
Lease of Facilities	120,000	180,000
Audit/Legal	113,376	179,400
Advertising	111,124	357,453
Printing/Paper	108,675	196,525
Bank Service Charges	86,121	78,840
Overnight Travel	50,451	123,147
Other	606,833	791,034
	<b>\$ 5,418,194</b>	<b>\$ 7,123,968</b>

Division	Actuals	Budget
President/BOT	\$ 429,064	\$ 680,539
Human Resources	640,121	1,003,047
Planning & Institute Effect	352,022	539,490
Advancement	1,033,446	1,630,328
Finance & Operations	10,043,329	15,948,034
Academic Affairs	20,096,340	33,125,081
Student Affairs	4,249,576	6,770,290
Continuing & Prof Studies	1,930,280	2,701,420
Utilities	1,911,103	2,502,766
Benefits	8,831,902	16,169,350
General Expenses	4,064,930	4,739,837
	<b>\$ 53,582,112</b>	<b>\$ 85,810,182</b>

### Compared to Prior Year

Total operating expenses for the same period last year were \$51.0M compared to \$53.6M this year, indicating an increase in operating costs of 5.1% or \$2.6M.

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



Expenses	FY25	FY24	FY23
Salaries	\$ 29,404	\$ 28,220	\$ 23,392
Benefits	8,832	8,181	7,143
OIT	3,864	3,870	3,359
Contr Serv	4,142	6,165	4,363
Utilities	1,911	1,743	1,480
Other	5,429	2,784	2,013
	<b>\$ 53,582</b>	<b>\$ 50,963</b>	<b>\$ 41,750</b>

**Increase \$ 2,619**

## **FY25 Spring Semester Financial Forecast**

### **General Overview:**

The FY25 Spring Semester Financial Forecast for Brookdale Community College has been completed, incorporating actual data through March 31, 2025, and projected data through June 30, 2025. 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 positive variance in credit FTEs. The College is projecting an enrollment of 7,109 credit FTEs versus the budget of 6,905 credit FTEs. This projection represents a 3 percent increase over the FY24 enrollment of 6,877 FTEs.

When developing the FY25 budget, the College initially planned to rely on a total of \$3,306,494 from reserves, including \$3.1 million from the Operating fund and debt service and \$206,494 from the Auxiliary fund. Current forecasts, however, indicate a need to draw a total of \$2,132,516 from reserves, which breaks down as follows: \$1,662,942 from the Operating fund and debt service, \$33,548 from the Auxiliary fund, \$54,682 from the ASBCC fund, and \$381,344 from the Capital fund. While revenues and expenditures remain generally aligned with budget expectations, the continued reliance on reserves emphasizes the need for sustained financial oversight and prudent fiscal management.

### **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 concludes. The Spring Semester Forecast projects a total reserve draw of \$2,132,516 across all funds, which is significantly lower than the amount originally budgeted. This improved outlook reflects favorable enrollment trends and cost containment efforts and supports the College's ongoing commitment to financial sustainability.

April 22, 2025: Vice President Finance & Operations, Teresa Manfreda-Foley

**Brookdale Community College  
FTE Enrollment Projection**

	<b>FY22 Actuals</b>	<b>FY23 Actuals</b>	<b>FY24 Actuals</b>	<b>FY25 Budget</b>	<b>FY25 Projected</b>
<b><u>Summer III Term:</u></b>					
Summer III	173	174	189	192	208
<b><u>Fall Terms:</u></b>					
Fall 15	2,867	2,883	2,881	2,927	3,054
Fall 7A	6	12	15	15	15
Fall 11	195	195	244	248	243
Fall 7B	11	17	20	18	18
Total	3,077	3,107	3,160	3,208	3,330
<b><u>Winterim Terms:</u></b>					
Winterim	52	55	62	59	65
<b><u>Spring Terms:</u></b>					
Spring 15	2,493	2,532	2,529	2,595	2,581
Spring 7A	7	12	13	14	12
Spring 11	140	215	231	162	228
Spring 7B	6	20	25	30	30
Total	2,646	2,779	2,798	2,801	2,851
<b><u>Summer I &amp; II Terms:</u></b>					
Summer I	274	304	319	317	320
Summer II	277	320	350	328	335
Total	551	624	669	645	655
<b>Total Credit FTE</b>	6,500	6,739	6,877	6,905	7,109
<b>% Change</b>	-8.77%	3.68%	2.06%	0.40%	2.95%
<b>Non-Fundable FTE</b>	349	401	325	452	460
<b>% Change</b>	30.22%	14.90%	-18.95%	39.08%	1.77%
<b>TOTAL FTE</b>	6,849	7,140	7,202	7,356	7,569

**Brookdale Community College**  
**Preliminary Analysis and Forecast of the Operating, Auxiliary, & Capital Funds**  
**Positions at March 31, 2025**

	<b>FY25 Budget</b>	<b>3/31/25</b>	<b>Favorable/ (Unfavorable)</b>	<b>FY25 Projected</b>
<b>Operating</b>				
<b>Revenues:</b>				
Tuition	\$ 38,491,882	37,740,110	763,228	\$ 39,255,110
State	11,891,023	8,794,493	-	11,891,023
County	20,277,019	16,897,516	-	20,277,019
Fees	10,968,697	11,030,154	281,892	11,250,589
Continuing & Professional Studies	3,160,000	3,861,545	890,000	4,050,000
Reserves	3,100,000	-	(3,100,000)	-
Other Income	940,000	1,037,086	98,000	1,038,000
<b>Total Revenue</b>	<b>\$ 88,828,621</b>	<b>79,360,904</b>	<b>(1,066,880)</b>	<b>\$ 87,761,741</b>
<b>Expenditures:</b>				
Academic Affairs	33,125,081	23,431,533	(264,354)	33,389,435
Benefits	16,169,350	9,990,982	352,411	15,816,939
Finance & Operations	15,948,034	11,438,566	106,000	15,842,034
Student Affairs	6,770,290	4,821,255	5,032	6,765,258
General Expenses	4,739,837	4,162,200	(236,603)	4,976,440
Continuing & Professional Studies	2,701,420	2,204,961	(348,580)	3,050,000
Utilities	2,502,766	2,121,169	(230,000)	2,732,766
Human Resources	1,003,047	712,356	1,500	1,001,547
Advancement	1,630,328	1,170,246	-	1,630,328
Planning & Institutional Effectiveness	539,490	391,699	8,000	531,490
President & Board of Trustees	680,539	484,808	10,532	670,007
<b>Total Expenditures</b>	<b>\$ 85,810,182</b>	<b>60,929,775</b>	<b>(596,062)</b>	<b>\$ 86,406,244</b>
<b>Other Cash Requirements</b>				
Debt Principal	1,980,493	1,980,493	-	1,980,493
Interest Expense	1,037,946	608,374	-	1,037,946
	<b>\$ 3,018,439</b>	<b>2,588,867</b>	<b>-</b>	<b>\$ 3,018,439</b>
<b>Surplus/(deficit) projected - Operating fund</b>				<b>\$ (1,662,942)</b>
<b>Auxiliary</b>				
Receipts	1,903,084	1,426,846	(15,527)	1,887,557
Disbursements	2,109,578	1,356,542	188,473	1,921,105
<b>Profit/(loss) Auxiliary</b>	<b>\$ (206,494)</b>	<b>70,304</b>	<b>(204,000)</b>	<b>\$ (33,548)</b>
<b>Surplus/(deficit) projected - Auxiliary fund</b>				<b>\$ (33,548)</b>
<b>ASBCC</b>				
Receipts	386,211	421,321	69,107	455,318
Disbursements	386,211	485,124	123,789	510,000
	<b>\$ -</b>	<b>(63,803)</b>	<b>(54,682)</b>	<b>\$ (54,682)</b>
<b>Excess Revenue/(Expenditures) - ASBCC fund</b>				<b>\$ (54,682)</b>
<b>Capital</b>				
<b>Revenues:</b>				
State Chapter 12	2,343,311	2,202,228	-	2,343,311
County Chapter 12	2,343,311	2,202,228	-	2,343,311
Risk Management	-	-	-	-
Culinary Project	-	-	-	-
<b>Total Revenue</b>	<b>\$ 4,686,622</b>	<b>4,404,456</b>	<b>-</b>	<b>\$ 4,686,622</b>
<b>Expenditures:</b>				
State Chapter 12	2,343,311	2,202,228	-	2,343,311
County Chapter 12	2,343,311	2,202,228	-	2,343,311
Risk Management	-	1,344	(1,344)	1,344
Culinary Project	-	215,783	(380,000)	380,000
<b>Total Expenditures</b>	<b>\$ 4,686,622</b>	<b>4,621,583</b>	<b>(381,344)</b>	<b>\$ 5,067,966</b>
<b>Surplus/(deficit) projected - Capital fund</b>				<b>\$ (381,344)</b>
<b>Total Surplus/(deficit) projected - all funds</b>				<b>\$ (2,132,516)</b>



**Project Summary: Facilities Overview as of April 22, 2025**

*Updates are reported in red text*

**1. Elevator Modernization**

**Cost:** \$2,686,417

**Architect/Engineer:** *USA Architects*

**PO Date:** 2/23/2022

**Contractor:** *West End-KB, LLC*

---

**MAS elevator completed January 9.**

**Freehold elevator work is ongoing, work started on MAC and MAN elevators.**

**Construction ongoing for Freehold, MAC, MAN and ATeC elevators.**

**ATeC and MAN elevators are operational. SLC scheduled inspection Jan 26.**

**SLC elevator completed and operational. Freehold passenger elevator under construction. All elevators have been completed and are operational. We are working on the punch-list items and documentation.**

**2. 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.**

**3. Culinary School at Lincroft**

**Cost:** \$749,700

**Architect/Engineer:** *Colliers Engineering*

**PO Date:** 11/3/23

**Contractor:** *TBD*

---

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

**The project kickoff meeting was held Tuesday, July 2. The sub-committee met on September 6 to discuss building layout. A meeting was held on October 1 in Asbury to review kitchen equipment**

and dining space. A kitchen design review meeting was held on Nov 7. A kitchen layout meeting was held on December 3.

Kitchen drawings were received on December 5.

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

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

**4. Theatre Lighting at the Performing Arts Center, Lincroft**

**Cost:** \$59,600

**Architect/Engineer:** *H2M Associates, Inc.*

**PO Date:** 8/13/24

**Contractor:** *TBD*

---

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.**

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

**Cost:** \$678,237

**PO Date:** TBD

**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 on all three units, which will extend the life expectancy on the units by a minimum of ten years.**

**6. HVAC Upgrades at various buildings**

**Cost:** *TBD*

**PO Date:** TBD

**Architect/Engineer:** *TBD*

**Contractor:** *TBD*

---

**This project is in the developmental stages. We are finishing the RFP for construction documents that will be sent out to several mechanical engineers. A site walk-through will be scheduled to view the equipment that will be upgraded.**

**7. Building Automation Control upgrade**

**Cost:** *TBD*

**PO Date:** TBD

**Architect/Engineer:** *TBD*

**Contractor:** *TBD*

---

**This project is in the developmental stages. We are finishing the RFP for construction documents that will be sent out to several mechanical engineers. A site walk-through will be scheduled to view the equipment that will be upgraded.**

**8. Installation of Carbon Monoxide Detectors**

**Cost:** *TBD*

**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 our T&M vendor as they are a licensed Edwards dealer.**

**9. ADA Upgrades**

**Cost:** *TBD*

**PO Date:** TBD

**Architect/Engineer:** *TBD*

**Contractor:** *TBD*

---

**This project is in the developmental stages. We are finishing the RFP for construction documents that will be sent out to several mechanical engineers. A site walk through will be scheduled to view the equipment that will be upgraded.**

**10. Freehold Basement Water Remediation Project**

**Cost:** *TBD*

**PO Date:** TBD

**Architect/Engineer:** *Colliers Engineering*

**Contractor:** *TBD*

---

**Colliers Engineering to continue the investigative work and then determine a solution to remediate the water intrusion in the basement. Once this is completed, construction documents will be developed for bid.**

**BACKGROUND**

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

**AGENCIES WHERE THE COLLEGE HAS CONTRACTS AND MOU'S  
FOR CREDIT AND PROFESSIONAL STUDIES, CLINICALS AND  
INTERNSHIPS-2022**

Adler's Pharmacy

Advocare, LLC\*

Associated Humane Societies

AtlantiCare Regional Medical Center

Arthritis and Osteoporosis Associates, P.A.

Atlantic Medical Imaging

A Women's Place

Bayshore Pharmacy

Bear Foot and Ankle

Capital Health-Hopewell\*

Care One at Holmdel, Care One at King James, Care One at St. Peter's University Hospital, Care One at Wall

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

Colts Neck Pharmacy

Deborah Heart and Lung Center (*Respiratory Care Only*)

Hackensack Meridian Health:

- Bayshore Community Hospital
- Bayshore Health Care Center
- Jersey Shore University Medical Center
- JFK Medical Center
- Johnson Rehabilitation Center at Ocean University Medical Center
- Meridian Home Care Services, Inc.
- Ocean University Medical Center
- Raritan Bay Medical Center
- Riverview Medical Center
- Southern Ocean Medical Center Stafford Township

Hawkswood School

Hazlet Pharmacy

Immediate Care Walk-In Management, LLC

IPPC Pharmacy

Marlboro Podiatry Center

Massage Envy

Middletown Family Pharmacy

**MMC Encompass Health Rehabilitation Hospital\***

Monmouth County Board of Health

Monmouth Ocean Pulmonary Medicine

MultiCare Therapy Center

MVP Medical Associates, PA (Family First Urgent Care)

Penn Medicine Princeton Medical Center

Pharmacy Emporium

Prime Endocrinology

ReUnion Rx

RWJ Barnabas Health:

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

Rebalance Massage Clinic

Red Bank Veterinary Hospital

**Seaview Orthopaedic and Medical Assocs\***

Shore Renal Care

Shrewsbury Pediatric Dentistry

Spavia Day Spa

**Spring Lake Heights School District\***

Sunrise Senior Living - Lincroft & Marlboro

Texas Road Pharmacy

Urology Associates

Visiting Nurses and Health Services

VNA Health Group

Walgreens Co.

Whiting Pharmacy

***\*New Clinical Contract for FY25***

## **April 14 – April 18, 2025 is National Student Employment Appreciation Week!**

We thank our Student Employees for all of their hard work and their contributions to the College. We also want to acknowledge their Supervisors, whose training and mentorship are invaluable to the student experience. We appreciate you all!

### **Student Employees**

❖ Abdelrahman Elbanna	❖ Jasmine Green
❖ Alek Monahan	❖ Jay Palmer
❖ Alexey Kakotkin	❖ John Roy
❖ Alonza Cox	❖ Joseph Goldman
❖ Amanda Barrientos	❖ Kaysie Arcas
❖ Amber Everette	❖ Kayla Elias
❖ Andre Quispe Pacheco	❖ Kevin Kurczeski
❖ AngelLina Koenig	❖ Kylie Hernandez
❖ Anna Boiarchuk	❖ Kyriaki Kostidakis
❖ Anna Kapanadze	❖ Landon Olanubi
❖ Anna Vazquez	❖ Landon Wood
❖ Antonio Montepeque	❖ Madison Haycock
❖ Arthur Fumarola	❖ Madison Shevlin
❖ Ava Boschulte	❖ Magdalia Nascimento Da Silva
❖ Ava Marszalek	❖ Manila De Simone
❖ Bernard McKnight	❖ Marielle Rasko-Ives
❖ Bishes Mukherjee	❖ Mateo Gonzalez
❖ Casey Brown	❖ Maurice Parks
❖ Chali Matipa	❖ Naomi McGarry
❖ Chloe Carbone	❖ Nisha Narang
❖ Christopher Acevedo	❖ Olga Abramova
❖ Cole Thompson	❖ Samiyah Long
❖ Damion Stathum	❖ Sandly Lavarin
❖ Daniel Teman	❖ Sara Calvo
❖ Dasaan Lane	❖ Sarah Thompson
❖ David Merino	❖ Scott Pendell
❖ David Virag	❖ Sergio Isidro
❖ Denise Rojas Ruiz	❖ Sophia Rose Sabbio
❖ Dhanjuan Campbell	❖ Stephen DeFelice
❖ Emma Weatherspool	❖ Talia Cohen
❖ Esmeralda Perez Vasquez	❖ Trinitee Smith
❖ Ezinne Nweke	❖ Uchechukwu Ugah
❖ Fardin Nazari	❖ Vanessa Callo
❖ Gabriella Camargo	❖ Vivinia Nieves
❖ Hashim Awan	❖ Yordeli Cabreja
❖ Hunter Madden	❖ Xavier Reid
❖ Jefferson Romero	❖ Zoey Ness
❖ Jaanvi Ghai	❖ Zoya Kohli

## Supervisors

- ❖ Nancy Cizin
- ❖ Elisa Elorza
- ❖ Kevin Holl
- ❖ Kelly Thulen
- ❖ Justin Guerrieri
- ❖ John Sellino
- ❖ Erin Tierney
- ❖ May Jampathon
- ❖ Jonathan Ng
- ❖ Tom Brennan
- ❖ Euniqha Cox
- ❖ Peggy Austin
- ❖ Julia Krampah
- ❖ Summer Deaver
- ❖ Chris Boehmer
- ❖ Michele Locandro
- ❖ Nil Onder
- ❖ Celeste Chirichello
- ❖ Steven Fenster
- ❖ Sherri Vanderspiegel
- ❖ John Venta
- ❖ Edward O'Neill
- ❖ Jennifer Eckhoff
- ❖ Kelli Sanders
- ❖ Jenna Moltisanti
- ❖ Bill DeVoe
- ❖ Ana Teodorescu
- ❖ Barbara Cattelona
- ❖ Janice Thomas
- ❖ Trent Welcome
- ❖ Joanne Romanik

**Board Brief: Honorary Degree 2025**

In accordance with college regulation 2.0012R, Official Recognition of Members of Community and Guests of the College, nominations for honorary degree recipients were solicited and evaluated, after which the President's Cabinet voted on proposed candidates.

The public and the college community (Employees, Students, Trustees, and Alumni) were notified and encouraged to nominate a candidate worthy of this honor. The deadline for nominations was January 31, 2025.

To be eligible for consideration, a nominee needs to have achieved excellence in one or more of the following:

- ✓ Professional Accomplishments
- ✓ Community/Public Service
- ✓ Personal Accomplishments
- ✓ Inspirational Life Achievements: whereby the candidate would serve to inspire Brookdale students.

**Recommendation:**

In recognition of her profound impact on our community, the President recommends to the Board of Trustees to approve the conferral of an honorary posthumous associate degree upon Geraldine Livingston Thompson at the 2025 commencement ceremony.





**Geraldine Livingston Thompson**

Geraldine Livingston Thompson (1872-1967), often referred as the “First Lady of New Jersey,” was a pioneering social reformer, philanthropist and civic leader. She was the former owner of the Brookdale Farm and the “Triangle of Land” upon which Brookdale Community College’s main campus was established in 1969.

She survived tuberculosis and later moved to Brookdale Farm with her husband, Lewis S. Thompson, also a survivor of tuberculosis. She became a force in public health, child welfare, prison reform, and politics, earning a national reputation for her relentless advocacy.

In 1910, Geraldine Livingston Thompson funded a comprehensive study revealing dire public health conditions in Monmouth County, particularly affecting vulnerable populations such as children and the elderly. The findings highlighted a significant lack of coordinated health and welfare services. In response, Thompson established the Monmouth County Branch of the State Charities Aid and Prison Reform Association in 1912, hosting its inaugural meeting at her Brookdale Farm estate. This organization, later known as the Monmouth County Organization for Social Service (MCOSS), laid the groundwork for what is now the Visiting Nurse Association (VNA) Health Group, New Jersey’s largest nonprofit provider of home health and community-based services. Under Thompson’s leadership, the agency became a national model for public health care delivery, addressing issues such as tuberculosis, child welfare, and mental health, and significantly improving health outcomes across the region.

She was instrumental in creating New Jersey’s public institutions, convincing Governor Walter Edge to form the State Board of Control of Institutions and Agencies in 1918, where she served until 1957. Mrs. Thompson also championed environmental conservation, donating land to establish Thompson Park and helping to preserve Island Beach as a state park.

Her visionary leadership transformed institutions, ensuring better services for NJ citizens. She remained a dedicated public servant for nearly half a century, leaving a lasting legacy in social reform and conservation.

In 2024, Mrs. Thompson was posthumously inducted into the New Jersey Hall of Fame, acknowledging her significant contributions to the state's social and political fabric.

Mrs. Thompson's enduring legacy aligns seamlessly with Brookdale Community College's mission to empower a diverse community through open access to high-quality and cost-effective education. Her life's work in public health, education, and civic engagement embodies the values the college strives to instill in its students. Her visionary leadership continues to inspire the college community to serve and uplift society.

# BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

## 5.0036 Institutional Review Board

### I. Title of Policy

Institutional Review Board

### II. Objective of Policy

~~To establish an administrative body to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the College.~~ To protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the College.

### III. Authority

N.J.S.A. 18A: 64A-12; Board Bylaw 1.2050; and Board Bylaw 1.3054 (f).  
45 CFR 46.101–505, Protection of Human Subjects

Board of Trustee Bylaws

### IV. Policy Statement

In order to ensure that ~~Brookdale Community College is in compliance with federal guidelines and standards for research by assuring that~~ human beings exposed to or participating in any research procedures at Brookdale Community College are adequately protected, the Board of Trustees delegates to the President the authority to establish an Institutional Review Board ~~for Human Subjects Research.~~

### V. Responsibility for Implementation

President

Lodged: 5/14/2009

Approved: 6/11/2009

Approved: Board of Trustees, 10/27/2020

Reviewed: X/X/2024 2025

**BROOKDALE COMMUNITY COLLEGE  
COLLEGE POLICY**

**5.0036 Institutional Review Board**

**I. Title of Policy**

Institutional Review Board

**II. Objective of Policy**

To establish an administrative body to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the College.

**III. Authority**

N.J.S.A. 18A: 64A-12; Board Bylaw 1.2050; and Board Bylaw 1.3054 (f).

**IV. Policy Statement**

In order to ensure that human beings exposed to or participating in any research procedures at Brookdale Community College are adequately protected, the Board of Trustees delegates to the President the authority to establish an Institutional Review Board.

**V. Responsibility for Implementation**

President

Lodged: 5/14/2009

Approved: 6/11/2009

Approved: Board of Trustees, 10/27/2020

Reviewed: XX/XX/2025

## **BROOKDALE COMMUNITY COLLEGE** **COLLEGE POLICY**

### 3.0004 Conducting Background Checks

#### **I. Title of Policy**

Conducting Background Checks Policy

#### **II. Objective**

All **successful** candidates for employment who are 18 years of age and older, including faculty, administrators, and support staff in regular, temporary, adjunct, hourly and volunteer positions **shall** have certain credentials, criminal and other background information verified as a condition of employment.

#### **III. Authority**

The Bylaws of the Board of Trustees; New Jersey Opportunity to Compete Act, N.J.S.A. 34:6B-11 et seq.; Fair Credit in Reporting Act (FCRA), 15 U.S.C. 1681 et seq.; and New Jersey Clean Slate Law, N.J.S.A. 2C:52-1 et seq.

#### **IV. Policy Statement**

The College is committed to providing a safe and secure environment for its students and employees and protecting its financial and material assets. To achieve this objective, the College performs background checks on successful candidates and volunteer positions. This policy is intended to assist the College in meeting its commitment of providing a safe and secure learning and working environment while ensuring that its mission and academic and community commitments are supported by qualified candidates.

All **successful** candidates for employment positions at the College in the categories noted above must undergo a background check and have certain credentials verified as a condition of employment.

The President is charged with establishing a regulation and processes for background checking to ensure a safe and secure environment and that the background checks are conducted in a fair, non-discriminatory, and legally compliant manner.

#### **V. Responsibility**

President

Approved: Board of Trustees, 10/27/2020

Revised: xxxx

# **BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY**

## **3.0004 Conducting Background Checks**

### **I. Title of Policy**

3.0004 Conducting Background Checks Policy

### **II. Objective**

All successful candidates for employment who are 18 years of age and older, including faculty, administrators, and support staff in regular, temporary, adjunct, hourly and volunteer positions shall have certain credentials, criminal and other background information verified as a condition of employment.

### **III. Authority**

The Bylaws of the Board of Trustees; New Jersey Opportunity to Compete Act, N.J.S.A. 34:6B-11 et seq.; Fair Credit in Reporting Act (FCRA), 15 U.S.C. 1681 et seq.; and New Jersey Clean Slate Law, N.J.S.A. 2C:52-1 et seq.

### **IV. Policy Statement**

The College is committed to providing a safe and secure environment for its students and employees and protecting its financial and material assets. To achieve this objective, the College performs background checks on successful candidates and volunteer positions. This policy is intended to assist the College in meeting its commitment of providing a safe and secure learning and working environment while ensuring that its mission and academic and community commitments are supported by qualified candidates.

All successful candidates for employment positions at the College in the categories noted above must undergo a background check and have certain credentials verified as a condition of employment.

The President is charged with establishing a regulation and processes for background checking to ensure a safe and secure environment and that the background checks are conducted in a fair, non-discriminatory, and legally compliant manner.

### **V. Responsibility**

President

Approved: Board of Trustees, 10/27/2020

Revised: XX/XX/XXXX

## I. Title of Policy

Staffing and Hiring 3.0001

## II. Objective of Policy

To establish a fair and equitable staffing/hiring process to achieve a highly qualified and competent faculty and staff.

## III. Authority

New Jersey Statutes: County Colleges, 18A-64A-12(f) and (g), General Powers of Boards.

## IV. Policy Statement

Brookdale Community College is an Equal Employment Opportunity educational institution dedicated to achieving and maintaining a professional and, highly-~~trained-qualified and~~ diverse faculty, administration, and staff.

~~This policy shall be pursued through an unwavering commitment to~~ diversity, ~~as an active, conscious effort to build and to develop diversity within the faculty and staff.~~

The Board of Trustees has the authority to appoint all personnel employed by Brookdale Community College upon recommendation of the President. When an external search is conducted, t~~The Board requires that no recommendation be set forth from any external search until a comprehensive and impartial recruitment effort has been made to secure fully qualified individuals from a~~ diverse-broad pool of applicants. The Board will be assured by the President that such efforts have been completely carried out, providing opportunity for reasonable choice among qualified candidates.

Exceptions, although rare, may be made upon recommendation of the President when the unique and/or urgent needs of the College require the immediate appointment of a qualified candidate.

Full-time hiring for administrative and staff positions will occur at the entry level and at the minimum salary established for the position. Some flexibility in establishing the starting salary for full-time administrative and support staff positions may be allowed by the President in consideration of market factors and in accordance with provisions identified in the collectively bargained agreements. Any request to hire above the minimum salary for the band must be justified to and approved by the President prior to any effort to recruit for a position.

The starting salary for faculty hires will be within the entry level range (~~typically up to 5 units of credit~~) for the "Instructor" level rank or at the minimum salary for Assistant Professor. (See 3.9007R Staffing of Faculty Positions)

It is the obligation of every employee of the College to support this policy by adhering to its tenets, ~~and by making conscious and active efforts to understand and to embrace~~embracing our ~~diversity~~ efforts to hire and retain ~~a workforce that is reflective of the diversity of our student body is competent, qualified.....?~~  
a professional and highly qualified faculty, administration, and staff.

## V. Responsibility for Implementation

President

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Approved: 1/96

Revised: 6/27/96 and 11/15/12\_

Revised: 10/2024

Approved:

## **BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY**

### **3.0001 Staffing and Hiring**

#### **I. Title of Policy**

3.0001 Staffing and Hiring

#### **II. Objective of Policy**

To establish a fair and equitable staffing/hiring process to achieve a highly qualified and competent faculty and staff.

#### **III. Authority**

New Jersey Statutes: County Colleges, 18A-64A-12(f) and (g), General Powers of Boards.

#### **IV. Policy Statement**

Brookdale Community College is an Equal Employment Opportunity educational institution dedicated to achieving and maintaining a professional and highly qualified faculty, administration, and staff.

The Board of Trustees has the authority to appoint all personnel employed by Brookdale Community College upon recommendation of the President. When an external search is conducted, the Board requires that no recommendation be set forth until a comprehensive and impartial recruitment effort has been made to secure fully qualified individuals from a broad pool of applicants. The Board will be assured by the President that such efforts have been completely carried out, providing opportunity for reasonable choice among qualified candidates.

Exceptions, although rare, may be made upon recommendation of the President when the unique and/or urgent needs of the College require the immediate appointment of a qualified candidate.

Full-time hiring for administrative and staff positions will occur at the entry level and at the minimum salary established for the position. Some flexibility in establishing the starting salary for full-time administrative and support staff positions may be allowed by the President in consideration of market factors and in accordance with provisions identified in the collectively bargained agreements. Any request to hire above the minimum salary for the band must be justified to and approved by the President prior to any effort to recruit for a position.



The starting salary for faculty hires will be within the entry level range for the “Instructor” level rank or at the minimum salary for Assistant Professor. (See 3.9007R Staffing of Faculty Positions)

It is the obligation of every employee of the College to support this policy by adhering to its tenets, embracing our efforts to hire and retain a professional and highly qualified faculty, administration, and staff.

## **V. Responsibility for Implementation**

President

Approved: 1/96

Revised: 6/27/96 and 11/15/12\_

Revised: XX/XX/XXXX

Approved: X/XX/XXXX

#### 4.4 *Approval of the Parker Family Health Lease Agreement*

Parker Family Health Center (Parker) approached the College with a proposal to build a free dental clinic on Brookdale's Lincroft campus that could serve the missions of Parker and Brookdale. This lease agreement will enable qualified community members to access free dental care through Parker, which will operate the clinic, while also providing clinical learning opportunities for students pursuing dental studies.

Representatives from Parker and the College negotiated a mutually beneficial five-year lease agreement, with five additional one-year renewal options.

Parker Family Health Center will fund the construction costs to renovate and modify the Wilber Ray building to accommodate the dental services.

Detailed procedures and protocols will be established in a Memorandum of Agreement (MOA) to be developed and signed within six months of this Lease Agreement's execution.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held April 22, 2025.

## **RESOLUTION**

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

**WHEREAS**, the College is desirous to enter into a lease agreement with the Parker Family Health Center, a 501 (c) (3) non-profit entity ("Parker" or "Lessee"), for the construction and operation of a dental clinic on the Lincroft Campus in the Wilbur Ray Building, and;

**WHEREAS**, this location has proven satisfactory in terms of access and general accommodations for providing the community with a dental clinic and the Brookdale Community College students with clinical opportunities; and

**WHEREAS**, since this transaction involves a lease to a non-profit entity for a public purpose, the proposed lease agreement to Parker outlines the consideration for the lease, the public purpose served by the Lessee, the persons benefitting from the public purpose which will be the residents of Lincroft, Monmouth County and the College community, where the services will be performed at the College's main campus located at 765 Newman Springs Road, Lincroft, NJ with the President of the College responsible for enforcement of the conditions of the Lease; and

**WHEREAS**, Parker, as Lessee under the lease agreement, agrees to annually submit a report to the President of the College setting out: (a) the use to which the leasehold was put during each year during the first five year initial term; (b) the activities Lessee has undertaken in furtherance of the public purpose for which the leasehold is granted; (c) the approximate cost or

April 29, 2025

value of such activities in furtherance of such purpose; and (d) an affirmation of the continued tax-exempt status of the non-profit entity pursuant to both State and federal law; and

**WHEREAS**, the general conditions for entering into a lease agreement with Parker have been reviewed by the Board of Trustees; and

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that the President is hereby authorized to negotiate and execute a lease agreement, and any related written instruments, with the Parker Family Health Center for a dental clinic in the Wilbur Ray building, 765 Newman Springs Road, Lincroft, NJ.

April 29, 2025

**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.

<b>Committees meeting monthly</b>	<b><u>Executive Committee (5)</u></b> Ms. Latonya Brennan, Chair Ms. Barbara Horl, Vice-Chair Mr. James McCracken Ms. Dyese Davis Dr. Les Richens		<b><u>Finance and Facilities (5)</u></b> Mr. James McCracken, Chair Ms. Cyndie Williams, Alt Chair Mr. Paul Crupi Ms. Tracey Abby-White Mr. Steve Clayton
<b>Committees meeting 4 to 6 times per year</b>	<b><u>Student Success &amp; Educational Excellence (5)</u></b> Ms. Tracey Abby-White, Chair Dr. Stephanie D'Alessio , Alt Chair Dr. Les Richens Mr. Steve Clayton Mr. Paul Guerdy Paul	<b><u>Governance (5)</u></b> Ms. Dyese Davis, Chair Ms. Mary Pat Angelini, Alt Chair Mr. Paul Crupi Ms. Cyndie Williams Mr. Jean Guerdy Paul	<b><u>Audit Committee (4)</u></b> Ms. Mary Pat Angelini, Chair Dr. Stephanie D'Alessio, Alt. Chair Ms. Dyese Davis Mr. Jean Guerdy, Paul Ms. Barbara Horl, Trustee
<b>Liaisons</b>	<b><u>Liaison to New Jersey Council of County Colleges (NJCCC) (Board Alternate)</u></b>  Ms. Barbara Horl	<b><u>Liaison to Brookdale President's Community Advisory Council</u></b>  Mr. Steve Clayton	<b><u>Liaison to Brookdale Community College Foundation</u></b>  Ms. Tracey Abby-White
<b>National &amp; State Committees</b>	<b><u>ACCT Finance &amp; Audit Committee</u></b>  Ms. Barbara Horl	<b><u>NJCCC State and Federal Policy Committee</u></b>  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 – 03-20-25**

<b>2025 Public Business Meetings (PBM)</b>	<b>Executive</b>	<b>Finance &amp; Facilities</b>	<b>Governance</b>	<b>Student Success &amp; Educational Excellence</b>	<b>Audit</b>	<b>NJCCC Council</b>	<b>Foundation</b>
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	<del>February 13 5:30 PM</del>		
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 5:30 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 5:30 PM		Sept. 15	
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 5:30 PM		Nov. 17	
Tuesday, December 16, 2025	December 9 4:30 PM	December 9 5:30 PM	December 8 5:30 PM		December 15 5:30 PM		