



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

2025-05-28 17:30 - 2025-05-28 20:30 EDT

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Approval for the College to Enter Into a Memorandum of Understanding with Monmouth University

Guided by similar missions, visions and values, Brookdale Community College (College) seeks to enter into a Memorandum of Understanding (MOU) with Monmouth University (MU) to reinforce both institutions commitment in providing education services and programs benefiting the residents of Monmouth County. The MOU permits eligible Brookdale transfer students to be awarded academic Monmouth County Commissioners Scholarships (\$5,000.00 per year for each awarded student) based on certain criteria as well as MU designating up to \$500,000.00 per academic year in additional scholarship dollars for Brookdale transfer students. The institutions marketing departments are aligned to cross-promote transfer-friendliness, enhance both webpages to promote this joint endeavor, and launch an advertising campaign to foster community awareness.

The MOU spans a five year period of time and can be renewed for successive two-year terms via a writing signed by both institutions. Mutual, standard indemnification provisions are included in the MOU and either institution has the right to terminate the MOU at any time upon providing forty-five (45) days' written notice to the other institution or on thirty (30) days' written notice for a material breach that is not cured within thirty (30) days of notice.

RESOLUTION

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

WHEREAS, the College and Monmouth University (MU) have enjoyed a long standing relationship and have recently worked together to: achieve the highest possible level of transfer-friendliness via course equivalencies from Brookdale; establish scholarship programs for eligible Brookdale students; and partnered with both institution's marketing departments on an advertising campaign to promote these educational opportunities reinforcing and extending the commitment to serving the citizens of Monmouth County by the two higher education institutions in Monmouth County; and

WHEREAS, as a result of collaborating and incorporating mutually beneficial terms and conditions into a satisfactory agreement, the College and MU would like to formalize this enhanced educational relationship in a Memorandum of Understanding (MOU); and

WHEREAS, the MOU will be in effect as of the date of signing for students entering the program beginning in the Fall 2025 semester; and

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

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

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Special Public Business Meeting Minutes**

April 1, 2025

**Brookdale Community College
SLC, Trustees Conference Room
765 Newman Springs Rd.
Lincroft, NJ 07733**

Chair Brennan called the meeting to order at 2 PM. and roll call was taken.

Present	Trustees	Administration:
	Ms. Tracey Abby-White, Trustee	
	Ms. Latonya Brennan, Chair	
	Mr. Steve Clayton, Trustee	
	Mr. Paul Crupi, Trustee	
	Dr. Stephanie D'Alessio, Trustee	
	Ms. Dyese Davis, Trustee	
	Ms. Barbara Horl, Vice-Chair	
	Mr. Jean Guerdy Paul, Trustee	
	Mr. James McCracken, Trustee	
	Dr. Les Richens, Trustee	
	Dr. David Stout, Secretary	
	Ms. Cyndie Williams, Trustee	Ms. Cynthia Gruskos
Absent	Ms. Mary Pat Angelini, Trustee	
College Counsel	Mr. Mitch Jacobs, Esq., General Counsel	

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

On March 27, 2025 at 10 am advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Chair Brennan led the Pledge of Allegiance.

Ms. Gruskos read the mission statement.

Brookdale Community College empowers a diverse community by providing open access to high quality

and cost-effective educational and lifelong learning options with clear paths to personal, educational, and economic success.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda for Special Meeting	A motion to adopt the meeting agenda was made by Trustee Abby-White and seconded by Vice-Chair Horl. Motion passed.	
Public Comment on Agenda Items There was no public comment made at the meeting.		
MSCHE Self-Study Preparation Visit with Dr. Clifton Dr. Clifton, Director of Membership, MSCHE, provided guidance on the self-study process. She praised the detailed self-study design document and inquired if the Trustees had questions on the process. In response to questions to the Board, the Trustees discussed topics on their process for Board of Trustees self-assessment, onboarding of new trustees and maintaining continuity of leadership. There was further clarification about a recent decision to conduct their self-assessment twice a year, incorporating a mid-year check-in to enable timely follow-up on any governance-related issues. Trustees will continue to support the self-study process and stay informed about its progress. They will attend the upcoming board retreat to further discuss the MSHCE self-study process.		
Public Comment There was no public comment made at the meeting.		
Old/New Business There was no old or new business discussed.		
Adjournment <i>The meeting was adjourned at 3 PM.</i>	A motion to adjourn the meeting was made by Trustee Abby-White and seconded by Trustee Crupi. Motion passed.	

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Board Retreat Meeting Minutes**

April 11, 2025

**Brookdale Community College
Caroline Huber Holistic Wellness Center
765 Newman Springs Rd.
Lincroft, NJ 07733**

Present	Trustees	Administration:
	Ms. Mary Pat Angelini, Trustee	
	Ms. Latonya Brennan, Chair	
	Mr. Steve Clayton, Trustee	
	Mr. Paul Crupi, Trustee	
	Dr. Stephanie D'Alessio, Trustee	
	Ms. Dyese Davis, Trustee	
	Ms. Barbara Horl, Vice-Chair	
	Mr. Jean Guerdy Paul, Trustee	
	Mr. James McCracken, Trustee	
	Dr. Les Richens, Trustee	
	Dr. David Stout, Secretary	
	Ms. Cyndie Williams, Trustee	Ms. Cynthia Gruskos
Absent	Ms. Tracey Abby-White, Trustee	
Facilitator	Mr. Michal Knapp, ACCT Consultant	

Chair Brennan called the meeting to order at 5 PM.

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 January 23, 2025 at 10 am advance written notice of this meeting was posted at Brookdale Community College website; emailed to the Star Ledger and the Asbury Park Press and filed with the Clerk of the County of Monmouth.

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Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda for Public Business Meeting	<p>A motion to adopt the meeting agenda was made by Trustee Abby-White and seconded by Vice-Chair Horl.</p> <p>Motion passed.</p>	
Public Comment on Agenda Items <p>There was no public comment made at the meeting.</p>		
Board Professional Development Session <p>The Board Retreat was facilitated by Michael Knapp. The evening session opened with a team-building activity in which Trustees were grouped together to share their personal goals and motivations for serving on the Board.</p>		
Accreditation Process <p>The Board reviewed and discussed the specific elements of the Brookdale MSCHE re-accreditation timeline outlined below:</p>		
April 2025	<ul style="list-style-type: none"> Board of Trustees Retreat focuses on preparation for Middle States Self-Study. Stout briefs Trustees at Executive Committee and public Board meeting. Middle States VP Liaison will meet with the College Trustees for the Self Study Preparation Visit. 	
May 2025	<ul style="list-style-type: none"> Stout provides Board of Trustees with revised Self-Study Design reflecting Middle States VP liaison feedback. Stout briefs Trustees at Executive Committee and public Board meeting. 	
August 2025	<ul style="list-style-type: none"> Steering Chairs distribute Annotated Evidence Inventory and Self-Study Narrative outline to college community for feedback on content and accuracy. Trustee liaisons selected to serve as resources to each Working Group. Stout briefs Trustees at Executive Committee and public Board meeting. 	
Fall 2025	<ul style="list-style-type: none"> Stakeholder feedback solicited as described in the Communication Plan. Working Groups update their narratives and evidence in response to new developments and feedback. Working Group Co-Chairs submit revised draft to Steering. Trustees serve as resources to each Working Group. Stout briefs Trustees at Executive Committee and public Board meeting. 	
January 2026	<ul style="list-style-type: none"> Stout briefs Trustees at Executive Committee and public Board meeting. 	
Feb.-Mar. 2026	<ul style="list-style-type: none"> Working Groups update their narratives and evidence in response to Steering feedback. Trustees serve as resources to each Working Group. Stout briefs Trustees at Executive Committee and public Board meeting. 	
April 1, 2026	<ul style="list-style-type: none"> Revised Working Group narrative due to Steering co-chairs. 	

Topic and Discussion		Votes Taken	Action and Follow-up Actions
Apr.-May 2026	<ul style="list-style-type: none"> Chairs distribute revised draft to the College community for feedback. Feedback from the College community integrated into Self-Study draft. Stout briefs Trustees at Executive Committee and public Board meeting. 		
June 2026	<ul style="list-style-type: none"> Stout presents Self-Study draft to Board of Trustees prior to transmitting the Self-Study draft to Visiting Team Chair. Preliminary visit by Team Chair; feedback on Self-Study draft. Visiting Team Chair may request to meet with members of the Board of Trustees. Stout briefs Trustees at Executive Committee and public Board meeting. 		
July 2026	<ul style="list-style-type: none"> Edit/revisions to Self-Study based upon feedback from Visiting Team Chair. Final Board of Trustees endorsement of Self-Study. 		
August 1, 2026	<ul style="list-style-type: none"> The final version of Self-Study is produced and sent to the visiting team. 		
Sept.-Oct.2026	<ul style="list-style-type: none"> College engages in Visiting Team simulations. 		
Oct./Nov. 2026	<ul style="list-style-type: none"> Middle States Visiting Team meets with Board of Trustees. 		
Spring 2027	<ul style="list-style-type: none"> MSCHE meets to determine reaccreditation action. 		

It was noted that in planning for the 2026 Board Calendar, that we may need to hold a public business meeting in July 2026, based on the current timeline.

The board then reviewed and discussed the Standards for Accreditation, the role of BCC's accrediting body, Middle States Commission for Higher Education, the importance of accreditation to the institution and students, and then delved specifically into the board's role in Standards #1 and #7.

The Board participated in a substantive discussion on the role and value of college accreditation, emphasizing its importance not only as a compliance measure but as a strategic tool for continuous improvement and institutional excellence.

Key Takeaways included the following:

- Trustee Engagement is Essential**
 Trustees play a critical role in the accreditation process. Their involvement demonstrates institutional accountability and a shared commitment to meeting high standards of governance, student success, and fiscal responsibility. It was also noted that continuity of our Board members is important in the accreditation process.
- Accreditation as a Governance Tool**
 Accreditation provides an opportunity for Trustees to reflect on and strengthen their governance practices. It encourages self-assessment, fosters informed decision-making, and ensures alignment with the college's mission, vision, and strategic priorities.
- Strategic Planning and Future Building**
 The accreditation process serves as a roadmap for the future, guiding the institution in setting goals, measuring progress, and addressing areas for growth. Trustees recognized the value of using accreditation feedback to inform strategic planning and resource allocation.
- Institutional Integrity and Public Confidence**
 Successful accreditation reaffirms the college's integrity and helps build trust with students, families,

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>funderson, and the broader community. Trustees acknowledged their role in upholding this trust through their oversight and advocacy.</p> <p>5. Opportunities for Continuous Improvement Rather than viewing accreditation as a one-time event, the Board agreed on the importance of adopting a culture of ongoing assessment and improvement, integrating lessons learned into daily operations and long-term visioning.</p> <p>Mission, Vision and Strategic Plan</p> <p>Dr. Stout reviewed that in January 2024, the Board directed him to review and revise the mission, vision and values. He reviewed the steps taken and the town halls conducted in the spring of 2025 to collect collegewide input. He will provide an update on the process at the April Board meeting.</p> <p>Dr. Stout reviewed the process for the development of the next strategic plan, Strategic Plan 2030: The North Star, Illuminating the Path Forward, which will be focused on the North Star Goal of increasing credential completion to 60% by 2030. He reviewed the Board’s role in their review, refinement and approval later in 2025.</p> <p>Board Self-Evaluation/Board Operations</p> <p>The Board reviewed the action items taken from their previous year’s retreat in 2024 . The following action items were completed.</p> <ul style="list-style-type: none"> • Board Leadership Succession – the Board By-laws were revised and approved on November 26, 2024, to designate terms limits for the Board Chair of no more than 2 consecutive years, and a requirement to have 2 academic years of service prior to seeking election as Board Chair. • There was a modification of the composition of items addressed at the Board Committee level to create a balance in the review of materials. • Improved communication in the areas of reporting out on the strategic plan, a simplified organizational chart, and improved definitions of Evergreen Priorities • Improved efficiency of the Public Business meetings was implemented to communicate how to make public comment in a hybrid meeting. <p>The evening concluded with the Trustees reviewing their collective feedback on their most recent self-evaluation conducted in February 2025. An area of focused discussion was Board level succession and the election process. The Board engaged in a thoughtful discussion on board-level succession planning and the election process. Topics included the importance of leadership continuity, the development of a diverse pipeline of future officers, and the need for transparency and fairness in nominating and electing Board leadership. Trustees expressed varying perspectives on the structure and timing of elections, as well as the criteria for leadership readiness and effectiveness. Due to lack of time, they decided to continue the discussion at the morning retreat and come to a consensus on any changes in their processes.</p> <p>Public Comment</p> <p>There was no public comment made at the meeting.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Old/New Business No old or new business was discussed.		
Adjournment at 9 PM	A motion to adjourn the meeting was made by Trustee Davis and seconded by Trustee Abby-White.	

Respectfully submitted:

David M. Stout, Ph.D., Secretary

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Board Retreat Meeting Minutes**

April 12, 2025

**Brookdale Community College
Caroline Huber Holistic Wellness Center
765 Newman Springs Rd.
Lincroft, NJ 07733**

Present	Trustees	Administration:
	Ms. Mary Pat Angelini, Trustee	
	Ms. Latonya Brennan, Chair	
	Mr. Steve Clayton, Trustee	
	Mr. Paul Crupi, Trustee	
	Dr. Stephanie D'Alessio, Trustee	
	Ms. Dyese Davis, Trustee	
	Ms. Barbara Horl, Vice-Chair	
	Mr. Jean Guerdy Paul, Trustee	
	Mr. James McCracken, Trustee	
	Dr. Les Richens, Trustee	
	Dr. David Stout, Secretary	
	Ms. Cyndie Williams, Trustee	Ms. Cynthia Gruskos
Absent	Ms. Tracey Abby-White, Trustee	
	Dr. Les Richens, Trustee	
Facilitator	Mr. Michal Knapp, ACCT Consultant	

Chair Brennan called the meeting to order at 9 AM.

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 January 23, 2025 at 10 am advance written notice of this meeting was posted at Brookdale Community College website; emailed to the Star Ledger and the Asbury Park Press and filed with the Clerk of the County of Monmouth.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda for Public Business Meeting	A motion to adopt the meeting agenda was made by Trustee Abby-White and seconded by Vice-Chair Horl. Motion passed.	
Public Comment on Agenda Items There was no public comment made at the meeting.		
Board Succession and Election Process During the morning session of the Board Retreat, Trustees discussed enhancements to the Board's succession and election processes with the goal of creating a process that supports a fair and inclusive election process. The following agreements were reached: <ol style="list-style-type: none"> 1. Trustee bios/resumes will be included in the Board Orientation Handbook. 2. The roles and responsibilities of Chair and Vice-Chair and the nomination election process will be reviewed and communicated prior to the nomination election period. 3. The term limit for the Board Chair will remain one year; however, the Board acknowledged that one year may not allow sufficient time for substantive leadership impact. With Board support and the incumbent's interest, a second consecutive term will be encouraged. 4. A structured nomination process will begin each September for the Board Chair. 5. A similar nomination process for Vice-Chair will be held in October. 6. Elections for Chair and Vice-Chair will occur at the November Public Business Meeting. MSCHE SITVE VISIT PREPARATION - Mr. Knapp reviewed the MSCHE Accreditation Standards, specifically Standards #1 and #7. The Board's role as the institutions governing body was also reviewed followed by a discussion of the Evidence of Compliance associated with Standard 7. The board then spent approximately one hour undertaking a mock site visit by responding to questions for each of the seven standards that were posed by Dr. Stout, Cynthia Gruskos, and Mike Knapp. Their responses were then reviewed and discussed by all as to appropriateness, completeness and thoroughness.		
Public Comment There was no public comment made at the meeting.		
Old/New Business No old or new business was discussed.		
Adjournment at 12 pm.	A motion to adjourn the meeting was made by Trustee Davis and seconded by Trustee Abby-White.	

Respectfully submitted:

David M. Stout, Ph.D., Secretary

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

April 29, 2025

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

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

Present	Trustees	Administration:
	Ms. Tracey Abby-White, Trustee	Dr. Katie Lynch
	Ms. Mary Pat Angelini, Trustee	Ms. Bonnie Passarella, Esq.
	Ms. Latonya Brennan, Chair	Ms. Nancy Kaari
	Mr. Steve Clayton, Trustee	Dr. Yesenia Madas
	Mr. Paul Crupi, Trustee	Ms. Teresa Manfreda-Foley
	Dr. Stephanie D'Alessio, Trustee	Dr. Joan Scocco
	Ms. Dyese Davis, Trustee	Dr. Nancy Kegelman
	Ms. Barbara Horl, Vice-Chair	Ms. Patricia Sensi
	Mr. Jean Guerdy Paul, Trustee	
	Mr. James McCracken, Trustee	
	Dr. Les Richens, Trustee (excused at 8:40 PM)	
	Dr. David Stout, Secretary	
		Ms. Cynthia Gruskos
Absent	Mr. James McCracken, Trustee	
	Ms. Cyndie Williams, Trustee	
College Counsel	Mr. Mitch Jacobs, Esq., General Counsel	

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

On April 24, 2025 at 8:00 AM advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

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

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

Chair Brennan read our mission statement:

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

Dr. Stout led a moment of silence.

On April 9, we learned that one of our GEAR UP students, Ah'kim Esdaile, a high school senior, tragically lost his life due to a senseless act of gun violence. Ah'kim was a charismatic and kind young man with a future ahead. His loss is profoundly felt, and our hearts go out to his family, friends, teachers, and everyone who had the privilege of knowing him.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda	A motion to adopt the agenda was made by Vice-Chair Horl and seconded by Trustee Abby-White. Motion Passed.	
Recognitions: A. Faculty Tenure Promotion & Recognition Tenure Recognition Presenter: Dr. Katie Lynch, Provost & VP Academic Affairs acknowledged all those who helped make tonight possible. She introduced the tenure candidates and acknowledged that their achievements represent dedication, service, and deep impact on our students and college. She recognized the following tenure candidates and read a bio of their accomplishments; Georgia Santoro Cassidy, Jessica Domb, Amy Faris, Mary Grilli, and Christine Hogan B. Faculty Promotion Recognition Presenters: Professor Brent Costleigh, Co-Chair, College Wide Promotion Committee, Professor Robert Martens, Co-Chair, College Wide Promotion Committee		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Promotion is a deeply faculty-driven process, guided by a dedicated committee led by exceptional co-chairs. Dr. Lynch thanked Professors Rob Martens (Biology) and Brent Costleigh (Psychology) for their thoughtful, difficult work—acknowledging the limited number of promotion slots and the complexity of the decisions.</p> <p>Professors Martens and Costleigh expressed their honor in serving as co-chairs of the college-wide promotion committee and presented the faculty candidates recommended for promotion to associate and full professor. They emphasized that Brookdale’s promotion criteria are rooted in two key principles: continued teaching excellence and dedicated service. Candidates for associate professors have demonstrated professional growth and service since their last promotion. Those recommended for full professors have not only shown ongoing excellence and growth but have also taken on substantial leadership roles that make a college-wide impact.</p> <p>They recognized the candidates for promotion to rank of Associate Professor were Michael Nolan, Mathematics and Thomas Riley, Chemistry. Their bios were read, highlighting their accomplishments.</p> <p>The Co-Chairs recognized the candidates for promotion to Full Professor and read their bios highlighting their accomplishments:</p> <p>David Bassano, History William Boyke, Chemistry Sara Burrill, Psychology Michael Elms, Mathematics Kelsey Maki, English Diditi Mitra, Sociology Ana Teodorescu, Mathematics</p> <p>Professional Staff Association Performance Recognition Presenter: Pat Sensi, AVP Human Resources - AVP Sensi expressed appreciation to the President and the Board for their continued support of the College’s unique Performance Recognition Program, which is not known to be offered at any other county college in the state. The program, open to all support staff members, acknowledges exemplary employees whose contributions align with the College’s strategic priorities, mission, vision, and values.</p> <p>The process, comparable to faculty promotions, is competitive and peer reviewed. Employees must submit substantial evidence of sustained meritorious performance over five years. AVP Sensi highlighted the impressive quality of the submissions and emphasized the program’s role in affirming professional development and institutional effectiveness.</p> <p>She also recognized the dedicated efforts of the review committee, whose members serve three-year terms and conduct a thorough and respectful evaluation of all applications. This year’s co-chairs were Tim Macaluso and Matthew Ratcliffe , with additional members Megan Mullooly, Dawn Pileggi, May Jampathom, Melissa Doran, Michelle Paci, and Ryan Marlowe. Tim Macaluso presented the three</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>recipients of this year's awards and read their bios:</p> <p>Bridget van Hemert, Julie Murphy and Frank Devita were recognized for Performance Recognition.</p> <p>C. Administrative Promotion within Band</p> <p>AVP Sensi provided an overview of the <i>Promotion Within Band</i> program, which recognizes outstanding administrators who demonstrate sustained excellence, professional development, and significant contributions to the College. The initiative supports leadership aligned with Brookdale's mission, vision, strategic priorities, and key performance indicators. The program's review process was carefully structured to avoid conflicts of interest between supervisors and subordinates. AVP Sensi expressed gratitude to the committee for their thoughtful and pioneering work.</p> <p>This year's committee members included: Laura Oncea, Helen Loori, Molly Dillon, Victoria Massa, AnnMarie Johnson, Noreen Kane, Tom Brennan, Nicole Ross, Susan Scarangella, Bill DeVoe, Karyn Arnold, Lauren Brutsman, Shanna Williams, John Selina, and Alyssa Provine.</p> <p>Presenter: Laura Oncea, Lauren Brutsman, and Karyn Arnold, Committee Members recognized the following for Administrative Promotion within Band by a reading of their bios:</p> <p>Jill Donovan, Jennifer Jordan, Synde Kaufmann, Anne LaPorta, Kelli Sanders and Candice Watts</p>		
Approval of Human Resources	<p>A motion to approve Human Resources was made by Trustee Angelini and seconded by Trustee Abby-White.</p> <p>Motion Passed.</p> <p>YES: Trustees Abby-White, Angelini, Clayton, Crupi, D'Alessio, Davis, Horl, Paul, Richens, and Chair Brennan.</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
Recess for Photos and Celebratory Cake		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>President's Report</p> <p>Dr. Stout began by expressing his deep appreciation to the Board of Trustees for their continued support of employee promotions and recognitions, which contribute significantly to Brookdale being ranked the number one community college in New Jersey. He acknowledged several faculty members recently appointed as Assistant Deans—Christine Greco-Covington; Michele Locandro; Karina Ochs; Claire Smuga; and Michelle Zuppe—and thanked them for stepping into leadership roles. He also recognized the retirement of Professors Pat Dillon and Lisa Haley, as well as staff members Kathy Furlong and Sanna Chin, and expressed gratitude to departing employees Patrick Zavorskas, Lindsay Arnold, and Kamala Das. Additionally, he congratulated Jonathan Shalom on his promotion. Dr. Stout highlighted the visit of Achieving the Dream coaches Kelly Smith and Shawnda Floyd, marking the conclusion of Brookdale's impactful three-year engagement with the initiative, which has advanced the college's equity goals. He thanked the Board for their participation in a successful retreat, which included a Middle States accreditation visit simulation. He commended the Board's performance and shared updates on the ongoing Middle States self-study work. Dr. Stout also discussed the college's review of its mission, vision, and values—last updated in 2011 and 2017—and noted the formation of a Presidential Task Force with broad campus representation, including trustees. The goal is to present proposed updates for approval by September 1.</p> <p>Chair Brennan recognized the Brookdale newsroom articles written about Trustee D'Alessio and Trustee Clayton which highlight their leadership at Brookdale and in the community.</p>		
<p>Reports from the Board Committees and Liaisons</p> <p>Presenter: Chair Brennan</p> <p>D. Finance & Facilities Committee - April 22, 2025 - Presenter: Trustee Crupi</p> <p>Trustee Crupi reported that the Finance & Facilities Committee met on April 22, 2025, with Mr. Naparło reviewing both ongoing and forthcoming facilities projects—most notably the chiller modernizations for Larrison Hall and the CVA buildings (bids in May) and the Culinary School project (bids in June)—alongside several developmental-stage initiatives. Mr. Naparło provided a status update on the Phalanx Road roundabout, now delayed until 2026 due to utility relocations and permit delays.</p> <p>VP Manfreda-Foley then presented the financial overview through February 28, 2025, highlighting \$71.6 million in operating revenue (80.6% of FY 25 budget, up 5% year-over-year), \$53.6 million in expenditures (62.4% of budget, up 5.1%), and a \$31.3 million cash position (down \$7.9 million, largely due to timing and last year's one-time \$5 million sale of Hazlet). The spring financial forecast anticipates reserve reliance shrinking from \$3.1 million to \$2.1 million, driven by higher-than-budgeted tuition revenue and managed expenses. The committee recommended funding 55 purchases—80% FY 26 renewals—including custodial and independent audit services (one-year audit contract to CohnReznick) and reviewed a \$59,500 change order for Collier Engineering's expanded design work.</p> <p>Dr. Stout introduced the proposed Parker Family Health dental clinic partnership (mirroring the</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Achieve Academy model) to offer free dental services to those up to 400% of the federal poverty level, with formal agreement discussion slated for executive session and a ceremonial signing at the May board meeting.</p> <p>He reported that VP Kaari then summarized the Foundation’s performance—just over \$1 million year-to-date (adjusted for a prior \$1.2 million gift), with fundraising ahead of last year—and recommended acceptance of gifts including a 2024 Corvette Z06, a 2025 GMC Canyon, and 10 Dell laptops, as well as a Trees for Schools grant application for up to \$250,000. She also presented recurring grant awards totaling \$536,330 and noted \$6.2 million secured versus \$6.4 million last year (with \$5.2 million pending).</p> <p>Finally, President Stout proposed renaming the MAN Building for Geraldine “Livingston” Thompson—coinciding with her posthumous associate degree and NJ Hall of Fame induction—and installing a donated Brian Hanlon statue, pending formal action..</p> <p>E. Student Success & Educational Excellence Committee - April 23, 2025 Presenter: Trustee Abby-White</p> <p>Trustee Abby-White reported that at the April 23 Student Success & Educational Excellence Committee meeting, faculty shared their enthusiastic takeaways from the recent Achieving the Dream conference, highlighting strategies and initiatives they thought would be worthwhile exploring and implementing here at Brookdale. Provost Katie Lynch reviewed this year’s faculty promotions and tenure awards. Finally, Dr. Stout raised concerns about Brookdale’s recent new Carnegie classification; a formal letter of disagreement has been sent, and the college is collaborating with peer schools and national bodies to advocate for a more accurate representation.</p> <p>F. Foundation Update Presenter: Trustee Abby-White</p> <p>Trustee Abby-White reported that the Scholarship Bash exceeded its \$125,000 goal—netting \$127,000—and outlined lessons for broader outreach next year</p> <p>G. Brookdale President’s Community Advisory Council - April 15, 2025 Presenter: Trustee Clayton</p> <p>Trustee Clayton provided a report on the President’s Community Advisory Council meeting held on April 15. Although he was unable to attend due to a scheduling conflict, he shared highlights based on feedback from attendees.</p> <p>The meeting began with opening remarks by Ed Johnson, followed by President Stout, who welcomed the group and spoke about the College’s ongoing support for the Culinary Institute. Chef Bill Roll provided insight into the diverse backgrounds of students in the Culinary program and the collaborative nature of their education, which includes general education coursework three times per week.</p> <p>The meeting also featured remarks from community leaders, including the Chair of MODC and the</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Mayor of Long Branch, who spoke about the upcoming FIFA World Cup in 2026. They emphasized the critical role hospitality will play during the event, noting the unique opportunity for Brookdale students to contribute and gain valuable experience as the global spotlight turns to the region.</p> <p>Trustee Clayton expressed appreciation for the Council’s work and thanked fellow committee members for their continued engagement.</p> <p>H. Graduate Trustee Report Presenter: Trustee Paul</p> <p>Trustee Paul provided an overview of his recent engagements, beginning with his attendance at <i>The Bash</i> on April 4, where he joined fellow trustees in supporting the Brookdale Foundation. He commended the Foundation team for another successful event and highlighted the strong community spirit of the evening.</p> <p>On April 6, he participated in the College’s Open House, sharing his personal journey with prospective students and families. He emphasized the value of Brookdale’s academic offerings and the college’s impact beyond affordability.</p> <p>At the April 28 Graduate Trustee Advisory Council (GTAC) meeting, Trustee Paul led a discussion on students’ awareness and experiences with the One Stop Center. He noted that students were familiar with its services and appreciated follow-up support from President Stout and Dr. Lynch in addressing their concerns. The Council also discussed enhancing engagement with online students and encouraging alumni to support current and incoming students. Additionally, Trustee Paul raised the importance of promoting the Phi Theta Kappa (PTK) Honor Society as a way to highlight student achievement and attract academically motivated students. He concluded his report by recognizing the GTAC members for their contributions.</p> <p>I. NJCCC Update</p> <p>Trustee Barbara Horl provided an update from the April 22 meeting of the NJCCC Legislative and Policy Committee, which she co-chairs with Hudson County Community College President Chris Reber. The committee discussed ongoing advocacy to restore \$20 million in Operating Aid cut from last year’s state budget. NJCCC staff and college presidents, including Dr. Stout, have engaged key legislative leaders in lobbying efforts. Over 15,000 advocacy letters have been sent by approximately 700 individuals, but more participation is needed. Trustee Horl encouraged all Board members to use the NJCCC website or campus flyer to send their letters.</p> <p>Two upcoming legislative days are scheduled—this Thursday and May 12—when Trustee Horl, Dr. Stout, and students will meet with lawmakers in Trenton. Despite some positive traction on Operating Aid, there has been no movement on restoring CCOG or Summer TAG funding.</p> <p>The committee also expressed frustration with recurring funding cuts and emphasized the need to develop a long-term funding vision (3, 5, and 10 years out), possibly modeled after successful programs in other states.</p> <p>Trustee Horl also shared federal updates from ACCT: President Trump signed executive orders on April 23, including one prohibiting accreditors from requiring DEI standards and another focused on</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
expanding Registered Apprenticeship programs. The latter order calls for a review of major federal workforce programs and aims to create one million new registered apprentices to meet skilled trade workforce demands.		
Review of Consent Agenda <ul style="list-style-type: none"> Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees. A. Acceptance of Consent Agenda	A motion to adopt the consent agenda was made by Vice-Chair Horl and seconded by Trustee Abby-White. Motion Passed	
Public Comment on Agenda Items Only 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. No public comment was made and Ms. Gruskos confirmed that no public comment was submitted.		
Approval of Public Business Meeting Minutes A. Approval of Public Business Meeting Minutes – March 25, 2025	A motion to approve the minutes from the public business meeting held on March 25, 2025 was made by Trustee Clayton and seconded by Trustee Angelini. Motion Passed	
Approval of Executive Session Meeting Minutes - March 25, 2025	A motion to approve the minutes from the executive meeting held on March 25, 2025 was made by Trustee Angelini and seconded by Trustee Abby-White. Motion Passed.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Approval of Change Order Request - Colliers Engineering & Design</p> <p>An explanation of the increased engineering cost was provided.</p>	<p>A motion to approve by resolution the Change Order Request - Colliers Engineering & Design was made by Trustee Angelini and seconded by Trustee Abby-White.</p> <p>Motion Passed. YES: Trustees Abby-White, Angelini, Clayton, Crupi, D'Alessio, Davis, Horl, Paul, and Chair Brennan. NO: Trustee Richens ABSTAIN: None</p>	
<p>Approval of Consent Agenda</p> <p>A. Acceptance of Gifts B. Acceptance of Grants C. Submission of Grants 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 E. Open Invoice Payment Requests for Vendor, Student and Employee Payments F. Monthly Financial Reports G. FY25 Spring Semester Financial Forecast H. Capital Project Update I. Clinical Contracts, MOUs for Credit & Professional Studies, Clinicals & Internships J. Recognition of Student Employees and their Supervisors</p>	<p>A motion to approve the consent agenda was made by Vice-Chair Horl and seconded by Trustee Abby-White.</p> <p>Motion Passed. YES: Trustees Abby-White, Angelini, Clayton, Crupi, D'Alessio, Davis, Horl, Paul, Richens, and Chair Brennan. NO: None ABSTAIN: None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
April 14 - 18, 2025 is National Student Employment Appreciation Week: In honor of all of our Student Employees and their contributions to the College.		
Authorization to present to Geraldine Livingston Thompson a Posthumous Honorary Associate Degree at Commencement 2025	<p>A motion to approve the presentation to Geraldine Livingston Thompson an Honorary Associate Degree at Commencement 2025 was made by</p> <p>Motion passed.</p>	
<p>Approval of Revised Board Policies</p> <p>A. 5.0036 Institutional Review Board B. 3.0004 Background Checks Policy C. 3.0001 Staffing and Hiring</p>	<p>A motion to approve the following policies was made by Trustee Abby-White and seconded by Trustee Angelini.</p> <p>A. 5.0036 Institutional Review Board B. 3.0004 Background Checks Policy C. 3.0001 Staffing and Hiring</p> <p>Motion Passed. YES: Trustees Abby-White, Angelini, Clayton, Crupi, D'Alessio, Davis, Horl, Paul, Richens, and Chair Brennan.</p> <p>NO: None</p> <p>ABSTAIN: None</p>	
<p>Public Comment - 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.</p> <p>No public comment was made and Ms. Gruskos confirmed that no written public comment was submitted.</p>		
Old/New Business –		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
No old or new business was discussed.		
Resolution to Hold a Closed Meeting Mr. Jacobs read the resolution to hold a closed session (Attachment A)	A motion to close the meeting to the public was made by Trustee Abby-White and second by Vice-Chair Horl. Motion passed.	
Motion to Re-Open the Meeting to the Public	A motion to reopen the meeting to the public was made by Trustee Abby-White and seconded by Trustee Davis.	
Approval of the Dental Clinic Agreement with Parker Family Health Center	A motion to authorize the College to negotiate and enter into a lease agreement with Parker Family Health Center and authorize Dr. Stout to sign on behalf of the College was made by Trustee Davis and seconded by Trustee Crupi. Motion passed. YES: Trustees Abby-White, Angelini, Clayton, Crupi, D'Alessio, Davis, Paul and Chair Brennan. ABSTENTIONS: Vice-Chair Horl NO: None	
Adjournment Meeting adjourned at 8:45 pm.	A motion to adjourn the meeting was made by	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Trustee Abby-White and seconded by Vice-Chair Horl. Motion passed.	

BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLUTION AUTHORIZING EXECUTIVE SESSION

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that 2 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 **April 29, 2025 at approximately 7:45 pm** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

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

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

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

☐ "(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:

☒ a) "(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is: **Contract Negotiations: Parker Family Health Center Dental Clinic Agreement; Attorney Client Privilege – ACE New Carnegie Classifications of access and income**

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

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

WHEREAS, the length of the Executive Session is estimated to be 30 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.

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 180 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires	Recommendations
Supervisor – Administrative Operations	1
B. Reappointment of Executive Administrators	13
C. Reappointment of Administrators	159
D. Change of Status	Recommendations
Executive	1
Supervisor – Direct Student Contact	1
Non-Supervisor – Direct Student Contact	1
E. Separations	Recommendations
Faculty	2
Support Staff	2

A. HIRES**SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Stephanie Dorman
Department: Grants & Institutional Development
Position: Associate Director, Grants & Institutional Development
Salary: \$73,575, to be prorated accordingly
Effective: 6/2/25, subject to completion of all final contingencies

B. REAPPOINTMENT OF EXECUTIVE ADMINISTRATION - July 1 2025 – June 30, 2026

NAME	TITLE	DEPARTMENT
Burns, William	Associate Vice President, Educational Access & Innovation	Educational Access & Innovation
Crowder, James	Dean, STEAM & Health Sciences	School of STEAM & Health Sciences
Edman, Jayne	Associate Dean, Health Sciences	School of STEAM & Health Sciences
Episcopia, James	Associate Vice President, Operations	Finance & Operations Office
Kaari, Nancy	Vice President, Advancement	Advancement
Kegelman, Nancy	Associate Vice President, Planning & Institutional Effectiveness	Planning & Institutional Effectiveness
Lynch, Katherine	Provost & Vice President, Academic Affairs	Academic Affairs
Madas, Yesenia	Vice President, Student Affairs	Student Affairs
Manfreda-Foley, Teresa	Vice President, Finance & Operations	Finance & Operations Office
McElroy, Sarah	Dean, Academic Pathways	Academic Pathways
Passarella, Bonnie	Legal Affairs Officer	President's Office
Scocco, Joan Ali	Dean, Business, Humanities & Social Sciences	School of Business, Humanities & Social Sciences
Voogt, Anita	Associate Vice President, Strategic Partnerships	Strategic Partnerships

C. REAPPOINTMENT OF ADMINISTRATORS – This year, annual contracts are to be issued to 159 administrators.

Grant-Funded Administrators

Pending grant funding, reappointments through 6/30/2026

Aviles-Barreto, Elimanuel	Program Administrator, JOBS Program	Continuing & Professional Studies
Borre, Melissa	Program Manager, ABE/GED	ABE/GED
Caruso, Joseph	Academic Advisor, Educational Partnerships	Educational Partnerships
Cox, Euniqua	Director, Gear Up for Success	Academic Pathways
Edgar, Gillian	Assistant Director, Small Business Development Center	Small Business Development Center
Mejias-Fuertes, Jackeline	Director, Small Business Development Center	Small Business Development Center
Mendez, Daris	Academic Advisor, GEAR Up for Success	Academic Pathways
Menza, Gregory	Program Administrator, Displaced Homemaker	Displaced Homemaker Program
Murad, Jennifer	Program Administrator, Displaced Homemaker	Displaced Homemaker Program
Nolan, Kevin	Academic Advisor, EOF	EOF Office
Pattee, Juleigh	Program Administrator, Youth GED	ABE/GED
Snell, Maurice	Program Administrator, One Stop Operator	Continuing & Professional Studies
Terreros, Jorge	Director, CCOG Community Engagement	Governmental Affairs & Community Relations

Non-Grant-Funded Administrators

Agha, Margaret	Confidential Assistant to the Vice President	Advancement
Alfieri, Ann Marie	Director, Academic Affairs Operations	Academic Affairs
Almeida, Deborah	Manager, Accounts Payable	Accounts Payable
Amundson, Katelyn	Director, Athletics & Recreation	Athletics & Recreation
Andrade, Leonardo	Coordinator, Esports	Esports
Arduini, Lauren	Academic Advisor	Academic Advising
Arnold, Karyn	Associate Director, Financial Aid	Financial Aid
Arthur, Melissa	Administrator, Purchasing	Purchasing
Ashar, Trupti	Administrator, Business & Social Sciences	School of Business, Humanities & Social Sciences
Austin, Peggy	Administrator, One Stop Services & Regional Locations	Enrollment Services

Barker, Jennifer	Administrator, Accounts Payable	Accounts Payable
Bauer, Christopher	Administrator, Storeroom Operations	Culinary Arts
Begley, Meghan	Confidential Assistant to the Vice President	Student Affairs
Benziger, Katherine	Associate Director, Perkins Grant	Grants & Institutional Development
Boehmer, Christopher	Director, Esports	Esports
Boutote, Mary Rose	Administrator, STEAM	School of STEAM & Health Sciences
Branagan, Michelle	Confidential Admin, Facilities & Capital Projects	Facilities
Brennan, Thomas	Manager, Radio Station	Radio Station
Brown, Richard	Manager, Print Shop	Print Shop
Brutsman, Lauren	Director, Student Life & Activities	Student Life & Activities
Carroll, Christopher	Program Manager, Business, Career & Technical Training	Continuing & Professional Studies
Cattelona, Barbara	Coordinator, Auto Lab	Automotive Technology
Ceglie, Anthony	Director, Security & Public Safety	Security & Public Safety
Chiarella, Edna Mary	Program Administrator, Lifelong Learning Program	Continuing & Professional Studies
Clark, Eunice	Associate Director, Regional Locations	Brookdale at Neptune
Cosentino, Joyce	Program Administrator, Healthcare Training	Continuing & Professional Studies
Cuddy, Donna	Associate Director, Dual Enrollment	Educational Partnerships
Darbinyan, Asya	Director, Chhange	Center for Holocaust, Human Rights & Genocide Education
Deaver, Summer	Director, Caroline Huber Wellness Center	Caroline Huber Wellness Center
DeButts, Linda	Program Manager, Professional Development	Human Resources
Del Priore, Vanessa	Assistant Manager, Student Accounts	Student Accounts
Devine, Barbara	Program Manager, Career & Technical Education	Continuing & Professional Studies
DeVoe, William	Director, Educational Support & Testing Services	Education Support & Testing Services
DiBuccio, Carol	Administrator, Humanities	School of Business, Humanities & Social Sciences
Dillon, Molly	Manager, Employment	Human Resources
Donahue, Andrea	Coordinator, Foundation & Alumni Affairs	Foundation & Alumni Affairs
Donovan, Jill	Director, Career Center	Career Center
Eckert, Paige	Administrative Assistant II	Athletics & Recreation
Edward, Katherine	Director, Educational Services Outcome Assessment	Educational Access & Innovation
Farnkopf, Stephanie	Career Coach, Career Center	Career Center

Finn, Marcia	Confidential Coordinator, Office of the President & Board of Trustees	President's Office
Flood, Anna	Administrative Assistant, International Education Center	International Education Center
Florio, Kristin	Manager, Sales & Development	College Relations
Foglia, John	Manager, Information Commons & Library Systems	Library
Fowler, Stephen	Instructional Designer, Teaching & Learning Center	Teaching & Learning Center
Galante, Edward	Assistant Director, Athletics & Recreation	Athletics & Recreation
Gingold, Amy	Academic Advisor	Academic Advising
Glazewski, Eleanor	Registrar	Registration & Records
Goscinski, Ryan	Manager, TLC Systems	Teaching & Learning Center
Gruskos, Cynthia	Senior Assistant to the President & BOT	President's Office
Hartman, Rebecca	Associate Director, Development	Foundation & Alumni Affairs
Humphrey Byer, Lauren	Academic Advisor	Academic Advising
Jacondin, Jesse	Senior Analyst, Institutional Research	Planning & Institutional Effectiveness
Jeune, Christopher	Executive Director, Student Services	Student Affairs
Jimenez, Annette	Academic Advisor	Academic Advising
Johnson, AnnMarie	Coordinator, Research	Planning & Institutional Effectiveness
Johnson, Edward	Executive Director, Governmental Affairs & Community Relations	Governmental Affairs & Community Relations
Jolley, Karina	Transfer Credit Evaluator	Admissions
Jordan, Jennifer	Associate Director, Financial Aid Technology	Financial Aid
Jordan, Linda	Director, Achieve Academy	Achieve Academy
Kamphuis, Joir	Bilingual Academic Advisor	Academic Advising
Kane, Noreen	Director, Community Outreach & Lifelong Learning	Continuing & Professional Studies
Kanthajan, Kornpipob	Manager, HR Services	Human Resources
Kariotis Kotsonis, Angela	Director, Transformative Learning	Academic Affairs
Kaufman, Synde	ESL Administrator	Languages/ESL
King, Catherine	Coordinator, Financial Aid	Financial Aid
Kirkwood, Laura	Administrator, Academic Access Program	Academic Access Program
Kneute, Michelle	Manager, Benefits	Human Resources
Kosulavage, Betty	Administrator, Scheduling & Operations	Registration & Records
Krampah, Julia	Assistant Director, EOF	EOF Office
Kruijssen, Elizabeth	Director, EOF	EOF Office

Krupa, Yvette	Administrator, Governmental Affairs & Community Relations	Governmental Affairs & Community Relations
LaGaipa, Anthony	Coordinator, Graphic Artist/Design	Marketing & Creative Services
Langford, Lauren	Academic Advisor	Academic Advising
LaPorta, Anne	Assistant Director, Career Center	Career Center
Lee, Tyler	Coordinator, Graphic Artist/Design	College Relations
Leimburg, Stacy	Director, Grants & Institutional Development	Grants & Institutional Development
Longo, Laura	Director, Institutional Research & Evaluation	Planning & Institutional Effectiveness
Loori, Helen	Assistant to the Vice President, Finance & Operations	Finance & Operations Office
Mangold, Jessica	Academic Advisor	Academic Advising
Mannino, Susan	Assistant Director, Financial Aid	Financial Aid
Marius, Louis	Director, Academic Advising	Academic Advising
Massa, Victoria	Manager, Finance & Grants	Finance & Operations Office
Mateo, Shannen	Assistant Director, Admissions	Admissions
Mattsson, Erin	Operations Manager	Continuing & Professional Studies
McCarron, Erin	Director, Student Conduct & Compliance	Student Conduct & Compliance
McNelis, William	Director, Library	Library
McTigue, Shaun	Manager, Central Utility Plant	Central Utility Plant
Messina, Joan	Manager, Payroll	Payroll
Moltisanti, Jenna	Associate Director, Regional Locations	Brookdale At Wall
Murray, Dawn	Supervisor, Common Services	Common Services-Administration
Naparolo, Michael	Director, Facilities & Capital Projects	Facilities
Ng, Jonathan	Director, Financial Aid	Financial Aid
Nolan, Jennifer	Assistant Director, Accessibility Services	Accessibility Services
Novak, Cara	Director, Educational Partnerships	Educational Partnerships
Oncea, Laura	Director, Communications	College Relations
Onder, Nilufer	Supervisor, Event Management	Events Management
Otis, Christopher	Manager, Fire Safety & Environmental Compliance	Security & Public Safety
Oversen, Ernest	Director, Accessibility Services	Accessibility Services
Pagano, Susan	Executive Director, Continuing & Professional Studies	Continuing & Professional Studies
Patel, Prem Prakash	Manager, Student Accounts	Student Accounts
Patterson, Julie	Coordinator, Testing Services	Educational Support & Testing Services
Perez, Christian	Associate Director, Regional Locations	Brookdale at Long Branch

Petak, Victor	Multimedia Developer	Teaching & Learning Center
Ponce Napolitano, Arielle	Coordinator, Graphic Artist/Design	College Relations
Provine, Alyssa	Administrator, Enrollment & Student Services	Student Affairs
Pyciak, Tara	Bilingual Assistant Director, Admissions	Admissions
Quezada, Joselyn	Executive Director, College Relations	College Relations
Quint, Lauren	Coordinator, Student Life & Activities	Student Life & Activities
Raver, Diane	Director, New Jersey Film Academy	New Jersey Film Academy
Reilly, Mary Beth	Executive Director, Enrollment Services	Student Affairs
Robinson, Richard	Programming Coordinator	Radio Station
Rodriguez, Michael	Coordinator, EOF	EOF Office
Ross, Nicole	Associate Director, Transfer Pathways	Transfer Pathways
Rudinski, Joan	Associate Registrar	Registration & Records
Rudinski, Nicholas	Coordinator, Workforce Development	Continuing & Professional Studies
Sanders, Kelli	Supervisor, Conference Services	Conference Services
Scarangella, Susan	Administrator, Health Sciences	School of STEAM & Health Sciences
Schork, Bryan	Manager, Buildings & Grounds	Facilities
Sellino, John	Associate Director, Admissions	Admissions
Shaloum, Jonathan	Director, Teaching & Learning Center	Teaching & Learning Center
Shanes, Scott	Manager, Healthcare Training	Continuing & Professional Studies
Shea, Kathleen	Assistant Director, Admissions	Admissions
Silletti, Teresa	Confidential Administrator, CPS	Continuing & Professional Studies
Siuzdak, Matthew	Executive Director, Finance	Finance & Operations Office
Smith, Tyrone	Academic Advisor	Academic Advising
Snow, Jessica	Assistant Director, Admissions	Admissions
Stamboni, Kathleen	Confidential Administrator, Human Resources	Human Resources
Stanford, Sheri	Assistant Director, College Readiness	Educational Partnerships
Stengel, Maryann	Confidential Administrative Assistant II	Planning & Institutional Effectiveness
Sullivan, Emily	Administrator, Payroll	Payroll
Swan, Karin	Director, Teacher Education	Continuing & Professional Studies
Taylor, Ashley	Associate Director, Academic Advising	Academic Advising
Taylor, Tricia	Assistant Director, Athletics & Recreation	Athletics & Recreation
Thomas, Janice	Director, International Education Center	International Education Center
Thulen, Kelly	Supervisor, Library	Library
Tierney, ErinMarie	Associate Director, Student Involvement	Student Life & Activities
Van Lew, Kim	Manager, Purchasing	Purchasing

Vanderspiegel, Sherri	Supervisor, Performing Arts Center	Performing Arts Center
Wadych-Ketley, Lucyna	Assistant Director, International Education Center	International Education Center
Watts, Candice	Associate Director, Regional Locations	Brookdale at Freehold
Williams, Shanna	Administrator, Enrollment Communications	Enrollment Services
Wilson, Fidel	Director, One Stop Services & Regional Locations	Enrollment Services
Worthley, Kristin	Director, Admissions	Admissions
Zerbe, Nathan	Supervisor, BCCTV & Event Production Services	Event Production Services
Ziegler, Gina	Administrator, Social Media	College Relations

D. CHANGE OF STATUS

EXECUTIVE

- Name: Joan Scocco

Department: School of Business, Humanities & Social Sciences

Position: Dean, Business, Humanities & Social Sciences

Action: Grant-funded annual stipend of \$20,000 to continue start-up leadership for the Film Academy

Effective: 7/1/25 until further notice, but not later than 6/30/26

SUPERVISOR – DIRECT STUDENT CONTACT

- Name: Karin Swan

Department: Continuing & Professional Studies

Position: Director, Teacher Education

Action: Reclassification/Reorganization from A3 to A5 position

New Salary: \$87,943

Effective: 7/1/25

NON-SUPERVISOR – DIRECT STUDENT CONTACT

- Name: Tiffany Carey

Department: Teaching & Learning Center

Position: Administrator, TLC, Curriculum Management,

Action: Change in status from N4 to A3 through bona fide search

Salary: \$64,342, to be prorated accordingly

Effective: 6/2/25, subject to completion of all final contingencies

E. SEPARATIONS**FACULTY**

1. Name: Alex Idavoy
Department: Languages/ESL
Position: Professor
Action: 6/30/25 retirement followed by Faculty Transition to Retirement Program
Effective: 9/1/25 – 6/30/26
2. Name: Marie Maber
Department: Fine Art
Position: Professor
Action: Retirement
Effective: 6/30/25, with retirement on 7/1/25

SUPPORT STAFF

1. Name: Barbara Cattelona
Department: Accounts Payable
Position: Specialist, Accounts Payable
Action: Resignation
Effective: 7/3/25
2. Name: Carly Hulse
Department: Event Production Services
Position: Specialist, Event Production
Action: Resignation
Effective: 5/31/25

*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 May 18, 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

May 28, 2025

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Auxiliary				
1	Culinart LLC Compass Group USA	Management and Operation of Dining and Catering Services (FY26) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is the 3rd year of a 5 year contract for the management and operation of dining and catering services. This contract is funded by the Dining Services Budget and various departmental budgets. FY25 YTD \$276,863.	Exempt	\$ 420,000.00 *
2	Colts Neck, Holmdel, Red Bank, and Englishtown Police Departments	Security Services for Events (FY26) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). These contracts are for security services for events sponsored by external vendors at the Collins Arena and Warner Student Life Center. These contracts are funded by Events Management's Revenue Generating Programs. FY25 YTD \$0.	Exempt	\$ 25,000.00 *
3	Hart Halsey LLC dba Extra Duty Solution (Sheriff's Department and Middletown Township Police Department)	Security Services System for Events (FY26) / Exempt 18A:64A-25.5.a.(19) (Software peripherals). These contracts are for the scheduling and payment system of security services for events sponsored by external vendors at the Collins Arena and Warner Student Life Center. These contracts are funded by Events Management's Revenue Generating Programs. FY25 YTD \$43,802.	Exempt	\$ 130,000.00 *
Chapter 12				
4	Cooper Friedman Electric Supply	Lighting Fixtures / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of lighting fixtures for the Lincroft Campus. This contract is funded by Chapter 12.	Exempt	\$ 20,827.32
5	Allstate Office Interiors	Flooring Replacement / Exempt 18A:64A-25.9 (State Contract). This State Contract is for flooring replacement in the Student Life Center (Room 110). This contract is funded by Chapter 12.	Exempt	\$ 18,271.28
6	GPC, Inc.	ATeC Bridge Repair / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the repair of the ATeC Bridge and is funded by Chapter 12.	Exempt	\$ 20,658.75

7	**See List of Engineers, Architects and Other Professionals	Architectural, Engineering and Other Professional Services, RFQ No. 02-2024 (FY26) / This is the 2nd year of a 2 year contract for pre-qualified firms to provide architectural, engineering, and other professional services. These contracts will be funded by Chapter 12 and various capital budgets.	RFQ			
Operating						
8	D. Lobi Enterprises, Inc.	Gold Stars Student Awards Reception / Exempt 18:64A-25.5.a.(7) (Food supplies and services). This contract is for the payment of the Gold Stars Student Awards Reception. This contract is funded by the Student Life and Activities Budget.	Exempt	\$	17,716.00	
9	Natural Languages LLC; Christine Martin; Cheryl Lepple-Huber; Nicole Safford; Sign 4U Interpreting Service LLC; Sign Glasses, LLC; Karasch & Associates	Sign Language Interpreters, RFQ No. 01-2026 (FY26) / Notice was sent to 19 vendors, received 7 replies. These are one year contracts with an option for a 2nd year renewal for pre-qualified vendors to provide sign language interpretation services for students who have requested this service through the Office of Accessibility Services. Provision of services is in compliance with Subpart E of Section 504 of the Rehabilitation Act of 1973, which states it is the institution's responsibility to provide auxiliary aids and services in a timely manner to ensure effective participation by students with disabilities. These contracts are funded by the Accessibility Services Budget. FY25 YTD \$21,618.	RFQ	\$	125,000.00	*
10	Access Resource LLC; Archive Captioning & Interpreting; Karasch & Associates; Natural Languages LLC; The Viscardi Center; Classroom Captioning; SignGlasses, LLC; Aberdeen Broadcast Services; MAIG Solutions	Communication Access Realtime Translation (CART) Services, RFQ No. 02-2026 (FY26) / Notice was sent to 17 vendors, received 9 replies. These are one year contracts with an option for a 2nd year renewal for pre-qualified vendors to provide translation services for students who have requested this service through the Office of Accessibility Services. Provision of services is in compliance with Subpart E of Section 504 of the Rehabilitation Act of 1973, which states it is the institution's responsibility to provide auxiliary aids and services in a timely manner to ensure effective participation by students with disabilities. These contracts are funded by the Accessibility Services Budget. FY25 YTD \$120,187.	RFQ	\$	140,000.00	*
11	GPC, Inc.	Painting Services T&M / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for yearend painting services at the Lincroft Campus and Regional Locations. This contract is funded by the Facilities Budget and Chapter 12.	Exempt	\$	50,000.00	*

12	GPC, Inc.	Construction Services / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for yearend minor construction projects at the Lincroft Campus and Regional Locations. This contract is funded by the Facilities Budget and Chapter 12.	Exempt	\$	75,000.00	*
13	Montrose Environmental Solutions, Inc.	Health, Safety, and Environmental Regulatory Compliance Services, RFP 12-23 / This contract is for year-end health, safety, and environmental regulatory compliance services. This contract is funded by the Facilities Budget.	RFP	\$	18,000.00	*
14	Alliance Commercial Pest Control, Inc.	Pest Control Services (FY26) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for pest control services and is funded by the Facilities Budget. FY25 YTD \$19,875.	Exempt	\$	45,000.00	*
15	Winning Strategies Washington, LLC	Professional Representation with Federal Departments/Agencies and Congress to Secure Federal Grant Funding, RFP No. 10-24 (FY26) / This is the 2nd year of a 2 year contract for professional representation with federal departments/agencies and congress to secure federal grant funding. This contract is funded by the Operating Budget. FY25 \$36,000.	RFP	\$	36,000.00	
16	N.J. Institute of Technology	N.J. Transfer Assessment Fee (FY26) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for the payment of the N.J. Transfer Assessment Fee and is funded by the Operating Budget. FY25 \$15,686.	Exempt	\$	22,000.00	*
17	N.J. Council of County Colleges (NJCCC)	Council and JPC Assessment Fee (FY26) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for the payment of the Council and JPC Assessment Fee and is funded by the Operating Budget. FY25 \$92,200.	Exempt	\$	96,000.00	*
18	American Association of Community Colleges (AACC)	Institutional Membership Dues (FY26) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for the payment of Institutional Membership Dues and is funded by the Operating Budget. FY25 \$17,849.	Exempt	\$	22,000.00	*

19	Middle States Commission on Higher Education	Institutional Membership Dues (FY26) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for the payment of Institutional Membership Dues and is funded by the Operating Budget. FY25 \$21,614.	Exempt	\$	24,000.00	*
20	Luminace Aggregator LLC	Solar Generator Utility (FY26) / Exempt 18A:64A-25.5.a.(8) (Utility). This contract is for the payment of the solar generator utility and is funded by the Operating Budget. FY25 YTD \$266,890.	Exempt	\$	375,000.00	*
21	Neptune Township School District	Lease and Utilities for Neptune Regional Location (FY26) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This is the 3rd year of a 3 year contract for the lease and utility payment of the Neptune Regional Location and is funded by the Operating Budget (\$150,745 for the lease and \$30,000 estimate for utilities). FY25 \$180,745.	Exempt	\$	180,745.00	*
22	Monmouth County Vocational School District	Lease Agreement for Culinary Education Center (FY26) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This is a one year contract for the lease payment of the Culinary Education Center located in Asbury Park. This contract is funded by the Operating Budget. FY25 \$180,000.	Exempt	\$	180,000.00	
23	**See List of Vendors	Food Supplies for Culinary Program (FY26) / Exempt 18:64A-25.5.a.(7) (Food supplies). These are one year contracts for the supply and delivery of food supplies for the Culinary Program and are funded by the Culinary and Hospitality Budget. FY25 YTD \$161,290.	Exempt	\$	185,000.00	*
24	Asbury Park Police Department	Security Services (FY26) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This is a one year contract for security services at the Culinary Education Center in Asbury Park and is funded by the Culinary Arts Budget. FY25 YTD \$5,363.	Exempt	\$	20,000.00	*

25	Monmouth County Vocational School District	Custodial Services (FY26) / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This is a one year contract for custodial services at the Culinary Education Center in Asbury Park and is funded by the Culinary and Hospitality Budget. FY25 YTD \$1,400.	Exempt	\$	17,500.00	*
26	Universal Protection Service LLC dba Allied Universal Security Services	Armed Security Guard Services (FY26) / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for armed security guard services for the Regional Locations. This contract is funded by the Public Safety & Security Budget. FY25 YTD \$278,004.	Exempt	\$	370,000.00	*
27	Apple Inc.	Computers (FY26) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the purchase of Apple computers and products. This contract is funded by the IT Budget, grants, and various departmental budgets. FY25 YTD \$1,708.	Exempt	\$	175,000.00	*
28	CDW Government LLC	Computers (FY26) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the purchase of Lenovo computers and products. This contract is funded by the IT Budget, grants, and various departmental budgets. FY25 YTD \$386,815.	Exempt	\$	675,000.00	*
29	International Business Machines Corporation	Software License Subscription (FY26) / Exempt 18A:64A-25.5.a.(3) (Sole Source) and Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one year contract for the IBM SPSS Statistics Campus Edition license subscription and support. This contract is funded by the IT and Academic Affairs Budgets. FY25 \$46,494.	Exempt	\$	47,888.40	
30	Ellucian Inc.	IT Managed Services, RFP No. 11-21 (FY26) / This is the 5th year of a 5 year contract for IT Managed Services and is funded by the IT Budget. FY25 \$2,922,348.96.	RFP	\$	2,980,831.00	
31	CDW Government LLC	VMWare License Renewal (FY26) / Exempt 18A:64A.25.9 (State Contract). This is a one year State Contract for the renewal of VMWare vSphere license subscription and support. VMWare vSphere provides a hypervisor platform for deploying and serving virtual servers. Virtualization creates efficiencies by enabling automatic reallocation of resources to adapt to dynamic workloads when compared to traditional models. This contract is funded by the IT Budget. FY25 \$61,473.60.	Exempt	\$	56,784.00	*

32	VirtuIT Systems	Dell VxRail and VMWare License and Maintenance Renewal (FY26) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities, or countries; authority). This is a one year contract for the renewal of Dell VxRail hardware maintenance and support and accompanying VMWare vSphere license subscription. This solution enables the Horizon Virtual Desktop environment that provides faculty and students access to applications in a common platform both on and off campus. This contract is funded by the IT Budget. FY25 \$84,448.72.	Exempt	\$	75,666.98
33	Aspire Technology Partners, LLC	Cisco Smartnet Maintenance Renewal (FY26) / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities, or countries; authority). This is a 3 year State Contract for Cisco equipment maintenance. This includes the maintenance of core network switches and network infrastructure. This contract is funded by the IT Budget. FY23 – FY25 \$354,217.80.	Exempt	\$	126,848.68
34	Hyland LLC	Perceptive Content Image Now Software, Services and Maintenance (FY26) / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one year contract for software and technical services for Perceptive Content ImageNow, CaptureNow and Adrenaline users in Admissions & Records, Recruitment, Advising, Counseling, Human Resources and Finance & Operations. This contract is funded by the IT Budget. FY25 \$26,361.88.	Exempt	\$	28,339.03
35	Aspire Technology Partners, LLC	Firewall Replacement / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities, or countries; authority). This contract is for the replacement of the Palo Alto Firewall hardware and three years of licensing and support. This hardware allows the secure transfer of data between the Lincroft Data Center and the Disaster Recovery infrastructure in place in the Monmouth County Data Center. This contract is funded by the IT Budget.	Exempt	\$	26,478.55
36	Instructure, Inc.	Learning Management System, RFP No. 02-24 (FY26) / Notice was sent to 31 vendors, received 5 replies. This is a 3 year contract with an option for a 4th and 5th year renewal for a hosted Learning Management System (LMS). The LMS supports a range of applications that supplement traditional classroom instruction, integrate into the College's online and face-to-face instruction, and deliver online courses and programs. This contract is funded by the IT Budget. FY25 \$152,207.33.	RFP	\$	518,283.65
37	Georgetown Learning Centers, Inc. dba, Thinkingstorm Online Tutoring	Online Tutoring Services Renewal (FY26) / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one year contract for online tutoring services and is funded by the Teaching and Learning Center Budget. FY25 YTD \$16,346.	Exempt	\$	35,000.00 *

38	Respondus Inc.	Respondus LockDown Browser and Monitor Renewal (FY26) / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one year contract for site licensing of Respondus LockDown Browser and unlimited use of Respondus Monitor. LockDown Browser is a custom browser that locks down the testing environment to secure online exams in classrooms or proctored environments. Respondus Monitor allows students to take online assessments from a remote location while ensuring the integrity of the exam process. The site license cost is based on Student FTE and is funded by the Teaching and Learning Center Budget. FY25 \$28,865.	Exempt	\$	29,955.00
39	McGraw Hill LLC	ALEKS Placement Assessment for Students (FY26) / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one year contract for on-line placement assessments and access to the Prep and Learning Module for students. This contract is funded by the Testing Center Budget. FY25 YTD \$47,950.	Exempt	\$	80,000.00 *
40	Cleary Giacobbe Alfieri Jacobs LLC	Legal Services, RFP No. 10-25 (FY26) / Notice was sent to 15 firms, received 6 replies. This is a one year contract with an option for a 2nd year renewal for legal services. This contract is funded by the Operating Budget. FY25 YTD \$54,944.	RFP		\$185/Hour
41	**See List of Firms	Special and Conflict Legal Counsel, RFQ 01-2024 (FY26) / This is the 2nd year of a 2 year contract for pre-qualified firms to provide special and conflict legal counsel services. These contracts will be funded by the Operating Budget. FY25 YTD \$11,670.	RFQ		

* Estimated expense based on historical data

**Listed at the end of the report.

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

**** List of Vendors**

Item No. 7

RFQ 02-2024, Architectural, Engineering and Other Professional Services

- Co Here Campus & Work Place
- Answer Advisory Management LLC
- Chapman Environmental Services
- USA Architects
- PS&S
- Suburban Consulting Engineers
- LAN Associates
- Colliers Engineering & Design
- Remington & Vernick Engineers
- Harbor Consultants
- Concord Engineering
- WJH Engineering
- CME Associates
- Massa Multi-Media Architecture
- diDomenico & Partners
- Netta Architects
- H2M Architects & Engineers
- SSP Architects
- DRG Architects
- Kimmel Bogrette Architecture
- On-Board Engineering
- Joshua Zinder Architecture
- PZS Architects
- Spiegle Architectural Group Inc.
- Mancini Duffy
- MPdL Studio
- Clarke Canton Hintz
- Becht Engineering
- MFS Engineers
- Neglia
- R2 Architects
- Charles Matsinger Associates
- DMR Architects
- Diaz Architect & Associates

Item No. 23

Food Supply Vendors for Culinary Program

- A&J Produce
- Seashore Produce
- US Foods (Trinity-Seafood)
- Sysco-NY Metro
- Dairy Land-Chef's Warehouse
- Dawn Foods / NE Distribution
- Wegmans
- Carl Streit and Son
- J. VROLA Meat (Tidal Seafood)
- Lusty Lobster Seafood
- Local 130 Seafood
- Corim Coffee
- Saker Shoprite

Item No. 41

RFQ No. 01-2024, Special and Conflict Legal Counsel

- DiFrancesco, Bateman, Kunzman, Davis, Lehrer, & Flaum P.C.
- King, Moench, & Collins LLP
- Marmero Law, LLC
- Murphy Orlando LLC
- Florio Perrucci Steinhardt Cappelli & Tipton, LLC
- Rainone Coughlin Minchello
- Adams Lattiboudere Croot Herman
- Florio Kenny Raval, LLP
- Weiner Law Group LLP

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending March 31, 2025, which totaled \$2,319,399.36. 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 May 13, 2025.

4.1 *Financial Report*

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting May 13, 2025.

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

Financial Overview

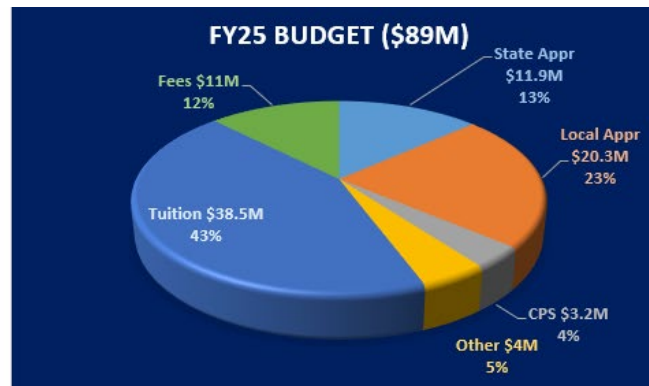
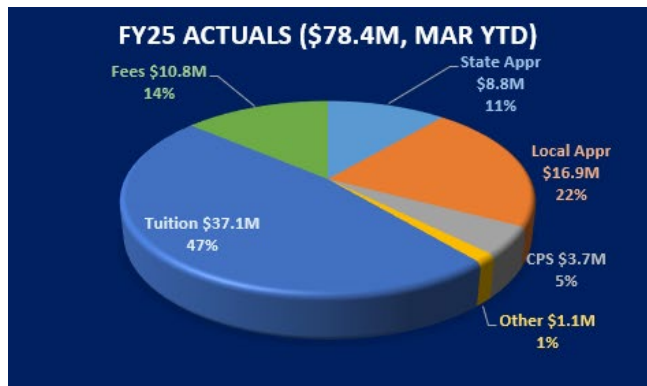
March 31, 2025

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

REVENUE

Budget to Actual

Total operating revenue through March 2025 was \$78.4M and represents 88.3% of the \$89M FY25 budget.

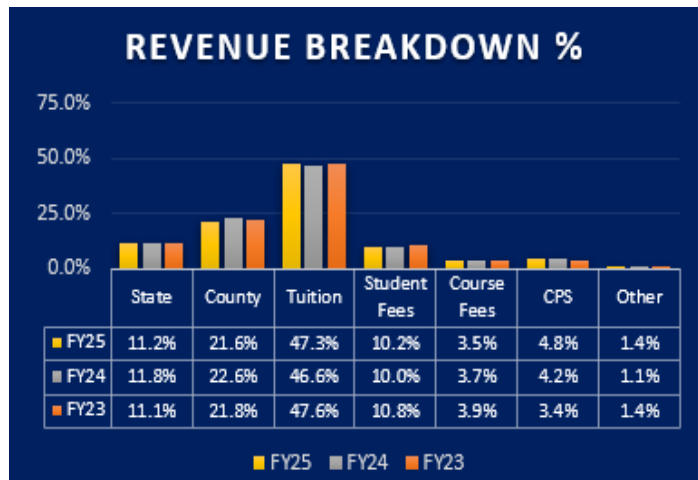


Compared to Prior Year

Operating revenue through March 2025 was 4.9% higher than the same time last year. Of the \$3.7M increase, \$2.8M is in tuition & fee revenue and \$0.9M from all other operating revenue sources.

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

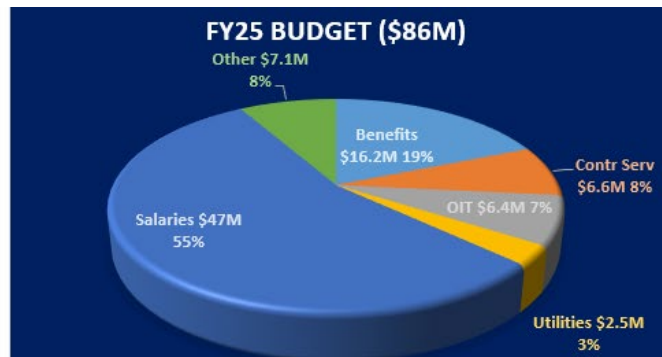
Revenue	FY25	FY24	FY23
State	\$ 8,794	\$ 8,795	\$ 7,690
County	16,898	16,898	15,020
Tuition	37,121	34,842	32,876
Student Fees	8,022	7,502	7,439
Course Fees	2,781	2,756	2,680
CPS	3,729	3,117	2,313
Other	1,064	804	996
	<u>\$ 78,409</u>	<u>\$ 74,714</u>	<u>\$ 69,014</u>
Tuition	\$ 37,121	\$ 34,842	\$ 32,876
Student Fees	8,022	7,502	7,439
Total	<u>\$ 45,143</u>	<u>\$ 42,344</u>	<u>\$ 40,315</u>



EXPENDITURES

Budget to Actual

Total operating expenditures through March 2025 were \$60.9M and represent 70.9% of the \$86M FY25 budget.



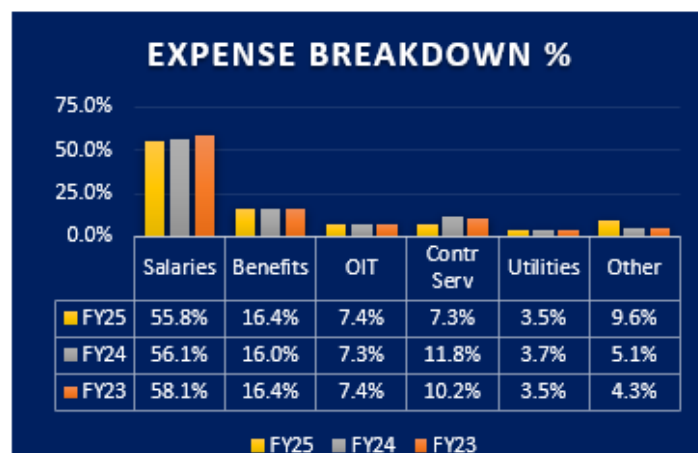
Other Expenses	Actuals	Budget
Insurance (GI)	\$ 1,687,259	\$ 2,067,124
Tuition Waivers	1,341,637	1,293,600
Supplies	445,376	731,025
Snow Removal	443,189	402,202
Program Rental	271,678	327,837
Memberships	197,657	236,200
Postage	140,738	184,900
Lease of Facilities	135,000	180,000
Printing/Paper	122,846	194,127
Advertising	119,404	351,733
Audit/Legal	118,630	179,400
Bank Service Charges	94,863	78,840
Overnight Travel	72,959	123,147
Other	665,727	793,088
	\$ 5,856,963	\$ 7,143,223

Division	Actuals	Budget
President/BOT	\$ 484,808	\$ 680,539
Human Resources	712,356	1,003,047
Planning & Institute Effect	391,699	539,490
Advancement	1,115,491	1,630,328
Finance & Operations	11,438,566	15,948,034
Academic Affairs	23,434,365	33,125,081
Student Affairs	4,823,580	6,770,516
Continuing & Prof Studies	2,199,194	2,701,420
Utilities	2,120,391	2,502,766
Benefits	9,990,982	16,169,350
General Expenses	4,162,424	4,739,611
	\$ 60,873,856	\$ 85,810,182

Compared to Prior Year

Total operating expenses for the same period last year were \$58.2M compared to \$60.9M this year, indicating an increase in operating costs of 4.6% or \$2.7M.

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



Expenses	FY25	FY24	FY23
Salaries	\$ 33,980	\$ 32,615	\$ 31,718
Benefits	9,991	9,323	8,956
OIT	4,484	4,252	4,052
Contr Serv	4,431	6,863	5,546
Utilities	2,120	2,131	1,920
Other	5,868	2,989	2,360
	\$ 60,874	\$ 58,173	\$ 54,552

Increase \$ 2,701

Project Summary: Facilities Overview as of May 13, 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.

May 28, 2025: Director Facilities and Capital Projects, Mike Naparło

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

Kitchen drawings were received on December 5.

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

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

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

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.

The bid and construction documents were received on Wednesday May 7 and will be reviewed by the College.

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. **Purchase orders will be issued for work to begin.**

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

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

Cost: *TBD*

PO Date: TBD

Architect/Engineer:

Contractor: *TBD*

The facilities team collaborated with an interior integration firm to design a modern auditorium that meets the evolving needs of students and faculty. The project includes comprehensive upgrades to all essential components – seating arrangements, acoustics, lighting, and multimedia capabilities. The renovation aims to create a functional and aesthetically appealing space that enhances educational presentations, performances, and large gatherings while maintaining high standards of accessibility and efficiency.

WBJB-FM RADIO
(a Public Radio Station Operated by
Brookdale Community College)

FINANCIAL STATEMENTS AND
MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2024

WBJB-FM RADIO
(a Public Radio Station Operated by Brookdale Community College)

**Financial Statements and Management's
Discussion and Analysis**

June 30, 2024 and 2023

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of
WBJB-FM Radio:

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of WBJB-FM Radio (a public radio station operated by Brookdale Community College) (the "Station"), which comprise the statements of net position as of June 30, 2024 and 2023, the related statements of revenues, expenses, and changes in net position, and cash flows for the years then ended, and the related notes to the financial statements, which collectively comprise the Station's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Station as of June 30, 2024 and 2023, and respective change in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis of Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America ("GAAS") and the standards applicable to financial audit contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Station, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Other Matters

As more fully discussed in Note 1, the financial statements of the Station are intended to present the net position, revenues, expenses and changes in net position and cash flows that are attributable to the transactions of one department of Brookdale Community College. They do not purport to, and do not, present fairly the financial position of Brookdale Community College as of June 30, 2024 and 2023, and the changes in its financial position and its cash flows for each of the years then ended in conformity with accounting principles generally accepted in the United States of America.

Responsibilities of Management for the Financial Statements

The Station's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Station's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Station's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Station's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated DATE on our consideration of the Station's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Station's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Station's internal control over financial reporting and compliance.

DATE

DRAFT

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE

Management's Discussion and Analysis
For the Years ended June 30, 2024, 2023, and 2022

Introduction and Reporting Entity

The following Management's Discussion and Analysis is an overview of the financial condition and operations of WBJB-FM Radio (the "Station") for fiscal years ended June 30, 2024, 2023, and 2022. This discussion is supplemental to, and should be read with, the financial statements and related footnotes that follow this section.

WBJB-FM Radio is a public radio station operated by Brookdale Community College ("College"). The Station first broadcasted on January 13, 1975. The radio station currently reaches approximately 20,000 listeners on a weekly basis, featuring informational top of the hour National Public Radio ("NPR") newscasts and local features which include traffic, news, weather, community bulletin boards, public service announcements, and pertinent College information – all of which is integrated into the Adult, Album Alternative musical format, publicly providing informative, educational and artistic programming. As of March 2010, the Station broadcasts three multicast HD channels: 90.5 The NIGHT, FM Flashback, and student-run Brookdale Student Radio, along with an online only stream, Altrok Radio.

General Financial Information

The Station's basic financial statements include a statement of net assets, a statement of revenues, expenses and changes in net assets, and a statement of cash flows. The financial statements are prepared in accordance with the accounting principles established by the Governmental Accounting Standards Board ("GASB").

Summary of Assets and Liabilities

Assets and liabilities for the fiscal years ended June 30 were as follows:

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>Change 2024-2023</u>
Assets				
Current assets	\$ 3,942	\$ 5,686	\$ 2,720	\$ (1,744)
Net capital assets	82,826	22,938	29,491	59,888
Total assets	<u>86,768</u>	<u>28,624</u>	<u>32,211</u>	<u>58,144</u>
Current liabilities	<u>\$ 795,014</u>	<u>\$ 539,626</u>	<u>\$ 408,323</u>	<u>\$ 255,388</u>

The increase in current liabilities of \$255,388 was due to the following:

- A decrease in unearned revenue of \$5,772.
- An increase of \$261,160 in due to Brookdale Community College due to additional cost to operate the Station.

The increase in current assets of \$58,144 was due to the following:

- A decrease of \$845 in the due from customers' account.
- A decrease of \$899 in various prepaid expenses.
- An increase of \$59,888 in net capital assets due to the purchase of a new antenna.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Management's Discussion and Analysis
For the Years ended June 30, 2024, 2023, and 2022

Capital Asset Activity

The Station's investment in capital assets of as June 30, 2024, 2023, and 2022 was \$82,826, \$22,938, and \$29,491 net of accumulated depreciation, respectively. The Station's capital assets include equipment for the Radio Station.

Summary of Revenues, Expenses, and Changes in Net Assets

The Station receives its revenue from three major sources: College Support and Appropriation, Service Revenue (membership and underwriting), and Corporation for Public Broadcasting Grants.

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>Change</u> <u>2024-2023</u>
Operating revenues:				
CPB grant	\$ 99,490	80,587	82,274	18,903
ARPA grant	8,786	45,918	71,046	(37,132)
Songwriters on the Beach	17,040	15,000	7,500	2,040
Underwriting revenue	64,082	64,446	51,118	(364)
Contributions	121,610	115,768	118,315	5,842
Contribution in-kind	75,250	75,250	75,250	-
Institutional & administrative college support	17,381	18,959	17,072	(1,578)
Total operating revenues	<u>403,639</u>	<u>415,928</u>	<u>422,575</u>	<u>(12,289)</u>
Operating expenses:				
Programming and production	614,039	549,672	420,984	64,367
Broadcasting	170,206	188,064	264,307	(17,858)
Program information	19,091	10,379	4,444	8,712
Management and general	33,723	43,950	80,531	(10,227)
Fundraising & membership development	-	2,200	11,054	(2,200)
Depreciation	13,824	6,553	3,277	7,271
Total operating expenses	<u>850,883</u>	<u>800,818</u>	<u>784,597</u>	<u>50,065</u>
Operating loss	(447,244)	(384,890)	(362,022)	(62,354)
Nonoperating revenues:				
General college appropriation	250,000	250,000	177,627	-
Net non-operating revenues	<u>250,000</u>	<u>250,000</u>	<u>177,627</u>	<u>-</u>
Change in net position	(197,244)	(134,890)	(184,395)	(62,354)
Net assets:				
Net position as of beginning of year	(511,002)	(376,112)	(191,717)	(134,890)
Net position as of end of year	<u>\$ (708,246)</u>	<u>(511,002)</u>	<u>(376,112)</u>	<u>(197,244)</u>

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE

Management's Discussion and Analysis
For the Years ended June 30, 2024, 2023, and 2022

Results of Operations

In year 2024, total operating revenues decreased by \$12,289 or 3% over year 2023 total operating revenues. CPB grant revenue increased by \$18,903. American Rescue Plan Act Stabilization decreased by \$37,132. Songwriters on the Beach increased by \$2,040. Other service revenue increased by \$3,900.

Operating expenses increased by \$50,065 or 6%. The operating loss increased by \$62,354 or 16%.

As a public radio station and National Public Radio (NPR) member station, 90.5 the Night's mission is to broadcast local news, music and information in the interest of its community of local listeners. Similar to many public radio stations around the country, 90.5 the Night holds two on-air membership campaigns per year for the purpose of generating member donations to help support programming and operations.

90.5 the Night's member dollars and a community service grant, awarded by CPB, affords the station the opportunity to continue to bring a unique mix of music and local news to the Jersey Shore area.

Request for Information

This financial report is designed to provide a general overview of the Station's finances for all those with an interest in the Station's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Office of Vice President Finance & Operations/CFO, 765 Newman Springs Road, Lincroft, New Jersey, 07738.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
 Statements of Net Position
 As of June 30,

	<u>2024</u>	<u>2023</u>
ASSETS		
Current assets:		
Accounts receivable	\$ 3,942	\$ 4,787
Prepaid expenses	<u>-</u>	<u>899</u>
Total current assets	3,942	5,686
Noncurrent assets:		
Capital assets, net	<u>82,826</u>	<u>22,938</u>
Total assets	<u><u>86,768</u></u>	<u><u>28,624</u></u>
LIABILITIES		
Current liabilities:		
Due to Brookdale Community College	761,162	500,002
Unearned revenue	<u>33,852</u>	<u>39,624</u>
Total current liabilities	<u>795,014</u>	<u>539,626</u>
NET POSITION		
Net investment in capital assets (note 2)	82,826	22,938
Unrestricted	<u>(791,072)</u>	<u>(533,940)</u>
Total net assets	<u>(708,246)</u>	<u>(511,002)</u>
Total Liabilities and Net Position	<u><u>\$ 86,768</u></u>	<u><u>\$ 28,624</u></u>

See accompanying notes to the financial statements.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Statements of Revenues, Expenses, and Changes in Net Position
For the years ended June 30,

	<u>2024</u>	<u>2023</u>
Operating revenues:		
CPB grant	\$ 99,490	\$ 80,587
ARPA grant	8,786	45,918
Songwriters on the Beach	17,040	15,000
Underwriting	64,082	64,446
Contributions	121,610	115,768
Contribution in-kind	75,250	75,250
Institutional and administrative college support	17,381	18,959
	<hr/>	<hr/>
Total operating revenues	403,639	415,928
	<hr/>	<hr/>
Operating expenses:		
Programming and production	614,039	549,672
Broadcasting	170,206	188,064
Program information	19,091	10,379
Management and general	33,723	43,950
Membership development	-	2,200
Depreciation	13,824	6,553
	<hr/>	<hr/>
Total operating expenses	850,883	800,818
	<hr/>	<hr/>
Operating loss	(447,244)	(384,890)
	<hr/>	<hr/>
Nonoperating revenues:		
General college appropriation	250,000	250,000
Net nonoperating revenues	250,000	250,000
	<hr/>	<hr/>
Change in net position	(197,244)	(134,890)
	<hr/>	<hr/>
Net assets:		
Net position as of beginning of year	(511,002)	(376,112)
	<hr/>	<hr/>
Net position as of end of year	\$ (708,246)	\$ (511,002)
	<hr/>	<hr/>

See accompanying notes to the financial statements.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE

Statements of Cash Flows
For the years ended June 30,

	<u>2024</u>	<u>2023</u>
Cash flows from operating activities:		
Payments to suppliers	\$ (152,811)	(230,674)
Payments for employee salaries and benefits	(624,360)	(570,144)
Underwriting	64,082	64,446
Contributions	394,104	325,908
Institutional and administrative college support	17,381	18,959
CPB grant	99,490	80,587
ARPA grant	8,786	45,918
Songwriters on the Beach	17,040	15,000
	<u>(176,288)</u>	<u>(250,000)</u>
Net cash used in operating activities		
Cash flows from noncapital financing activities:		
General college appropriation	250,000	250,000
Cash flows from capital financing activities:		
Purchases of equipment	(73,712)	-
	<u>176,288</u>	<u>250,000</u>
Net cash provided by noncapital & capital financing activities		
Cash as of beginning of year	-	-
Cash as of end of year	\$ -	-
Reconciliation of operating loss to net cash used in operating activities:		
Operating loss	\$ (447,244)	(384,890)
Adjustment to Reconcile Operating Loss to Net Cash		
Used in operating activities:		
Depreciation	13,824	6,553
Change in assets and liabilities:		
Prepaid expenses	899	1,821
Accounts receivable	845	(4,787)
Unearned revenue	(5,772)	(47,763)
Due to Brookdale Community College	261,160	179,066
	<u>(176,288)</u>	<u>(250,000)</u>
Net cash used in operating activities		
Supplemental information:		
Contributions in-kind	\$ 75,250	75,250

See accompanying notes to the financial statements.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE

Notes to Financial Statements
For the Years ended June 30, 2024 and 2023

(1) Organization and Summary of Significant Accounting Policies

Organization

WBJB-FM Radio (the “Station”) is a department of Brookdale Community College (the “College”). The College does not routinely produce separate financial statements for its departments; however, for purposes of complying with the Corporation for Public Broadcasting’s financial reporting guidelines, the accompanying financial information is presented as if the Station is a separate entity. In order to obtain the accounting information necessary to produce the accompanying financial statements, common expense items of the College were allocated to the Station.

Summary of Significant Accounting Policies

Basis of Presentation

The accounting policies of the Station conform to accounting principles generally accepted in the United States of America as applicable to colleges and universities, along with all applicable Governmental Accounting Standards Board (“GASB”) pronouncements.

Net Position

The College classifies its resources into three net position categories:

- ***Net Investment in Capital Assets*** – Capital assets, net of accumulated depreciation.
- ***Restricted***: Restricted net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Assets are reported as restricted when constraints are placed on assets use either by external parties or by law through constitutional provision or enabling legislation.
- ***Unrestricted*** – All other categories of net position. Unrestricted net position may be designated by actions of the Station’s Board of Trustees.

The Station did not have any restricted net position as of June 30, 2024 or 2023.

Equipment

Equipment is recorded at cost or, in the case of donated equipment, at estimated acquisition value plus ancillary charges at date of receipt. Depreciation is recorded on a straight-line basis over the estimated useful lives of the respective assets, which range from 5 to 10 years.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE

Notes to Financial Statements
For the Years ended June 30, 2024 and 2023

(1) Organization and Summary of Significant Accounting Policies (continued)

Summary of Significant Accounting Policies (continued)

Cash and Equivalents

Cash and equivalents include all highly liquid investments with maturities of three months or less.

Accounts Receivable

The adequacy of the allowance for doubtful accounts is reviewed on an ongoing basis by the Station's management and adjusted as required. The policy for determining past due or delinquency status of accounts receivable is based upon how recently payments have been received. Management believes all amounts are collectable and, as a result, has not reflected an allowance for doubtful accounts for the years ended 2024 and 2023.

Use of Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of support and revenue and expenses during the reporting period. Actual results could differ from these activities.

Financial Dependency

The Station receives appropriations and support from the College, and is economically dependent on these amounts to carry on its operations.

Unearned Revenue

Amounts received from grants which have not yet been earned under the terms of the agreements are recorded as unearned grant revenue in the accompanying statements of net position. Unearned revenue will be recorded as revenue as the services are provided.

Cares Assistance

The American Rescue Plan Act of 2021 was signed into law by the President on March 11, 2021. It provided CPB with \$175 million and authorized fiscal stabilization grants (hereinafter "American Rescue Act Stabilization Grants" or "Stabilization Grants") to public telecommunications entities to maintain their programming and services and to prevent, prepare for, and respond to the coronavirus. The Station was awarded \$135,632 stabilization funds which were based on comparisons of current revenues and costs. The funds are considered unrestricted and have no expenditure period.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE

Notes to Financial Statements
For the Years ended June 30, 2024 and 2023

(1) Organization and Summary of Significant Accounting Policies (continued)

Summary of Significant Accounting Policies (continued)

Classification of Revenues

The Station has classified its revenues as either operating or nonoperating revenues in accordance with the guidelines established by GASB Statement No. 34.

Income Taxes

The College is exempt from income taxes under Section 115(1) of the Internal Revenue Code, as amended. As a department of the College, the Station is also exempt from income taxes.

(2) Capital Assets

The following is a summary of capital assets as of June 30,:

	Balance June 30, 2023	Additions	Balance June 30, 2024
Capital asset:			
Equipment	\$ 722,516	\$ 73,712	\$ 796,228
Less accumulated depreciation:			
Equipment	699,578	13,824	713,402
Total	<u>\$ 22,938</u>	<u>\$ 59,888</u>	<u>\$ 82,826</u>
	Balance June 30, 2022	Additions	Balance June 30, 2023
Capital asset:			
Equipment	\$ 722,516	\$ -	\$ 722,516
Less accumulated depreciation:			
Equipment	693,025	6,553	699,578
Total	<u>\$ 29,491</u>	<u>\$ (6,553)</u>	<u>\$ 22,938</u>

Depreciation expense for the years ended June 30, 2024 and 2023 was \$13,824 and \$6,553, respectively.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE

Notes to Financial Statements
For the Years ended June 30, 2024 and 2023

(3) Fringe Benefits

Fringe benefits for the Station employees are included in the College appropriation for the years ended June 30, 2024 and 2023.

(4) Contributions In-Kind

Contributions represent the valuation of the rental costs associated with the commercial FM radio facilities similar to those operated by WBJB-FM and installed on the Crown Castle Transmission Facility located on the College's Lincroft campus. Contributions were \$75,250 for the fiscal years ended June 30, 2024, and 2023.

(5) Operating Expenses

The Station's operating expenses, on a natural classification basis, are composed of the following for the year ended June 30:

	<u>2024</u>	<u>2023</u>
Compensation and benefits	\$ 624,359	\$ 570,144
Supplies and services	212,700	224,121
Depreciation	<u>13,824</u>	<u>6,553</u>
	<u>\$ 850,883</u>	<u>\$ 800,818</u>

(6) Contingencies

All funds expended by the Station in connection with government grants are subject to review or audit by governmental agencies. In the opinion on management, any liability resulting from a review or audit would not have a significant impact on the financial statements of the Station.

(7) Operating Activities and Management Plans

In fiscal years 2024 and 2023, the Station has experienced operating losses and had a net deficiency in assets at June 30, 2024 of \$708,246. As of June 30, 2024, the Station's current liabilities exceeded its current assets by approximately \$791,000. These factors indicate that future cash flows would be not sufficient for the Organization to meet its obligations as they become due in the ordinary course of business for a period of 12 months following the date that the financial statements were available to be issued.

As mentioned in Note 1, the Station is a department of the College. As such, the College allocates certain appropriations each fiscal year. Management has determined that the College would increase appropriations to meet payment on current liabilities. As a result, concerns over the Station's operating activities were alleviated at June 30, 2024.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of
WBJB-FM Radio:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of WBJB-FM Radio (a public radio station operated by Brookdale Community College) (the "Station"), which comprise the statement of net position as of June 30, 2024, and the related statements of revenues, expenses, and changes in net position, and cash flows for the year then ended, and the related notes to the financial statements, which collectively comprise the Station's basic financial statements, and have issued our report thereon dated DATE.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Station's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Station's internal control. Accordingly, we do not express an opinion on the effectiveness of the Station's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Station's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Station's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Station's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Station's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

DATE

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BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2025 Committee Appointments

Board Bylaw 1.4010, appointments to Standing Committee

Membership on standing committees of the Board of Trustees, shall consist of the number of Trustees set forth in the provisions applying to each Committee as hereafter provided and shall include in such number, a Chair of such Committee. For each Committee, the Board Chair shall be an ex officio member and the Vice Chair serve as an alternate to the Board Chair as an ex-officio voting member for purposes of a quorum.

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

* The Human Resources Committee – A committee of the whole

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2025 – 03-20-25

2025 Public Business Meetings (PBM)	Executive	Finance & Facilities	Governance	Student Success & Educational Excellence	Audit	NJCCC Council	Foundation
DATES/LOCATIONS Public Business Meeting 5:30 PM/ All Meetings will be held in SLC/Navesink Rooms and Zoom	Shall meet prior to each regular meeting	Shall meet monthly	Shall meet a minimum of four times per year or as	Shall meet a minimum of four times per year or as needed	Shall meet a minimum of four times per year or as requested.		
Tuesday, January 28, 2025	January 21 4:30 PM	January 21 5:30 PM	January 22 5:30 PM				January 16 4 PM
Tuesday, February 25, 2025	February 18 4:30 PM	Feb. 18 5:30 PM		February 19 5:30 PM	February 13 5:30 PM		
Tuesday, March 25, 2025 <i>Automotive Technology Center</i>	March 18 4:30 PM	March 18 5:30 PM	March 19 5:30 PM	March 17 5:00 PM		March 24	March 20 4 PM
Board Retreat – April 11 (5:30 pm) & 12, (9 am) 2025 – Caroline Huber Holistic Wellness Center							
Tuesday, April 29, 2025	April 22 4:30 PM	April 22 5:30 PM		April 23 5:30 PM	April 24 5:30 PM		
Wednesday, May 28, 2025	May 13 4:30 PM	May 13 5:30 PM					May 8 4 PM
Tuesday, June 24, 2025	June 17 4:30 PM	June 17 5:30 PM		June 16 5 PM	June 18 5:30 PM	June 16	
NO Public Board Meeting	July 15 6:30 PM	July 15 5:30 PM					
Tuesday, August 26, 2025	August 19 4:30 PM	August 19 5:30 PM					
Tuesday, September 30, 2025	September 16 4:30 PM	Sept. 16 5:30 PM		Sept. 17 5 PM		Sept. 15	
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 4 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		