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
2025-08-26 17:30 - 2025-08-26 20:30 EDT

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Subject: Approval of the Five-Year Renewal of the Memorandum of Understanding with Stockton University

Overview:

Brookdale Community College and Stockton University (Stockton) are considering the renewal of their Memorandum of Understanding (MOU) for a five-year term. Upon approval, the agreement will strengthen the transfer partnership between the two institutions, enhancing educational pathways for students pursuing associate and bachelor's degrees.

Key Provisions of the MOU:

1. **Transfer Pathways & Dual Admission:**
    - Reaffirms commitment to New Jersey's Comprehensive Statewide Transfer Agreement (Lampitt Law).
    - Establishes conditional dual admission for Brookdale students to Stockton.
    - Guarantees junior standing at Stockton for students who complete an AA or AS degree at Brookdale.
2. **Reverse Transfer:**
    - Enables students who transfer before completing their associate degree to earn it retroactively upon meeting credit requirements.
3. **Program-to-Program Articulation:**
    - Commits to developing and maintaining articulation agreements for high-demand majors.
4. **Student Support & Incentives:**
    - Joint academic advising and access to Stockton housing, student services, and campus activities.
    - Stockton will provide five $2,000 scholarships annually to eligible Brookdale graduates.
    - Brookdale students who have completed at least two semesters will be eligible to participate in Stockton's *Live Work Learn* summer experience program, which provides the following opportunities:
        - Free residential housing at Stockton's Atlantic City campus during the summer at no cost.
        - Paid employment opportunities with Atlantic City businesses, offering real-world workforce experience.

- Career preparation through pre-program orientation and online career readiness training.
- This program is available to Brookdale students regardless of whether they intend to transfer to Stockton.

5. **Governance & Compliance:**
    - Each institution retains independent governance and financial responsibility.
    - Complies with FERPA, Title VI, Title IX, Section 504, and MSCHE's Third-Party Providers Policy.
6. **Term & Termination:**
    - Five-year term with renewal option.
    - Termination provisions include material breach, accreditation loss, or reputational harm.

Recommendation:
The administration recommends that the Board of Trustees approve the renewal of the MOU with Stockton University to continue providing Brookdale students with seamless transfer opportunities and enhanced academic support.

RESOLUTION

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

WHEREAS, the proposed Memorandum of Understanding (MOU) outlines a five-year agreement to support conditional dual admission, reverse transfer, program articulation, and coordinated student services; and

WHEREAS, the MOU aligns with the goals of the New Jersey Comprehensive Statewide Transfer Agreement and supports Brookdale's mission to provide high-quality, affordable education and clear pathways to baccalaureate degrees; and

WHEREAS, the MOU will include a new opportunity to expand access to meaningful workforce development for Brookdale students by providing free summer housing, paid employment opportunities and career readiness training through the Stockton University's Summer Live Work Learn Program; and

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

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

August 26, 2025

BROOKDALE COMMUNITY COLLEGE

Board of Trustees
Public Business Meeting Minutes

June 24, 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
	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	Ms. Teresa Manfreda-Foley
	Mr. James McCracken, Trustee	
	Dr. Les Richens,	
	Dr. David Stout, Secretary	
	Ms. Cyndie Williams, Trustee	Ms. Cynthia Gruskos
Absent	**Mr. Paul Crupi, 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 June 18, 2025 at 3 PM advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press and the Star Ledger* and filed with the Clerk of the County of Monmouth.

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

Chair Brennan led the pledge of allegiance 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 in memory of Edward Bechtel, a retired adjunct physics instructor at Brookdale Community College. Dr. Stout shared that Mr. Bechtel passed away on June 16, 2025, and was also a respected physics teacher at Middletown High School North and a researcher at Fort Monmouth. He was remembered for his inspired teaching, deep knowledge, and commitment to student success. Dr. Stout extended condolences to Mr. Bechtel’s family and colleagues, including his supervisor Dr. Nancy Liu and cousin Professor Emerita Barbara Boynton, who expressed her family's deep sorrow at his sudden passing. The Board and attendees joined in a respectful moment of silence to honor his legacy.

<table>
<tr><th>Topic and Discussion</th><th>Votes Taken</th><th>Action and Follow-up Actions</th></tr>
<tr><td>Adoption of Agenda</td><td>A motion to adopt the agenda was made by Vice-Chair Horl and seconded by Trustee Abby-White.</td><td></td></tr>
<tr><td colspan="3">Recognition of National Student Design Competition sponsored by Coalition of Community College Architecture Program

Professor Ed O’Neil introduced the presentation, highlighting the significance of the national competition, which included entries from over 450 students across the country. Brookdale submitted five projects, with Eduardo Coelho and Natalie Torres’s design selected as a top winner.

Eduardo and Natalie presented their concept for a Wellness Center designed for a hypothetical rural town in the Upper Midwest, with a population of approximately 5,000, 40–50% of whom are of Indigenous background. Their design was deeply inspired by Native American philosophies, particularly the idea of “listening to the land.”

Key features of the project included:
Wind-inspired architecture: The building’s form was shaped using digital wind simulations, aligning with the symbolic importance of the southwest wind in Indigenous culture.
Site integration: The structure was angled to engage with the adjacent park and high school, creating a seamless connection between nature and built environment.</td></tr>
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<tr><td colspan="3">

Programmatic layout: Spaces were arranged to reflect community needs, including a demonstration kitchen, childcare facilities, exercise rooms, and a group gathering space.
Sustainable materials: Use of recycled polycarbonate roofing allowed soft, natural lighting; timber post-and-beam construction supported the structure.
Outdoor zones: Included an amphitheater-style social gathering area, an educational garden, and a sunken activity space for privacy and multifunctional use.

The students also shared a QR code linking to a live wind simulation video demonstrating how the building’s form was digitally sculpted.
Board members expressed admiration for the students’ creativity, research, and presentation skills. Several Trustees noted the emotional and inspirational impact of the design, praising its cultural sensitivity and architectural innovation.
Certificates of commendation were presented to Eduardo and Natalie by the Board of Trustees in recognition of their achievement. Professor O’Neil and supporting faculty were also acknowledged, with plans to honor them formally in the fall semester.
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<tr><td>
Approval of Agreement with Monmouth Medical Center
Dr. David Stout presented the agreement as a transformative initiative designed to streamline the nursing education pipeline. The program enables students from Monmouth County Vocational School District to begin nursing prerequisites in high school and transition directly into Brookdale’s nursing program without delay.
Dr. Stout highlighted the following key components of the agreement:

Allocation of 20 clinical placements annually at Monmouth Medical Center for Brookdale nursing students.
Commitment of $120,000 in annual scholarship funding from Monmouth Medical Center Foundation to support tuition and fees.
Extensive collaboration between Brookdale’s academic leadership and Monmouth Medical Center to

</td><td>
A motion to approve the agreement with Monmouth Medical Center was made by Trustee Angelini and seconded by Trustee Davis.
Motion passed.
YES: Trustees Abby-White, Angelini, Clayton, D’Alessio, Davis, Horl, McCracken, Paul, Richens, Williams and chair Brennan.
NO: None
ABSTENTIONS: None
</td><td></td></tr>
</table>

Topic and Discussion	Votes Taken	Action and Follow-up Actions
ensure curriculum alignment and seamless transition. • Strategic support from Monmouth County officials, including Director Arnone and Superintendent Dr. Ford. Board members expressed strong support and appreciation for the initiative, noting its alignment with Brookdale's mission to expand access, reduce student debt, and meet regional workforce needs. Trustees commended the leadership of Dr. Stout and the dedication of faculty and staff involved in the program's development. Mr. Carney, CEO of Monmouth Medical Center and Monmouth Medical Center Southern Campus, expressed deep appreciation for the opportunity to partner with Brookdale and the vocational school district. He reflected on the initial meeting in February 2024, where the concept was first mapped out, and emphasized Monmouth Medical Center's immediate commitment to the initiative. Key points from Mr. Carney's remarks: • The program offers non-traditional students a pathway into healthcare careers, allowing them to learn and work within their own communities. • As a community college graduate himself, Mr. Carney highlighted the importance of such opportunities in shaping lives and communities. • He expressed enthusiasm for welcoming the first cohort of students into the hospital and supporting their journey. • Mr. Carney thanked Dr. Stout for his strong advocacy and leadership,		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
and the Board for approving the agreement.		

Signing of Parker Family Health Lease Agreement

Dr. David Stout, President: Dr. Stout introduced the agreement as a transformative partnership addressing a critical gap in dental healthcare access for underserved populations in Monmouth County. He shared the origin of the initiative, which began over two years ago in a conversation with Executive Director Suzy Dyer, who identified the lack of dental services for individuals below the poverty line.

Key points from Dr. Stout's remarks:

- The clinic will serve as both a learning laboratory for Brookdale's dental assisting and hygiene programs and a community service hub.
- The Wilbur Ray Building will be repurposed to house the clinic, with potential naming opportunities tied to fundraising efforts.
- Acknowledgment of support from Senator Gopal, who helped secure funding, and Brookdale's Continuing Professional Studies team, Dr. Jayne Edman, and Dr. Katie Lynch for academic program development.

Dr. Stout emphasized the alignment of the initiative with Brookdale's mission and praised Parker's commitment to equity in healthcare.

Suzy Dyer, Executive Director, Parker Family Health Center: Ms. Dyer expressed deep gratitude for Brookdale's willingness to think outside the box and partner on this essential initiative. She noted that the clinic will be the first completely free dental clinic in New Jersey, serving individuals without dental insurance, including seniors on Medicare and veterans.

She reflected on the humble beginnings of the idea in her small office and praised the college's responsiveness and collaboration. Ms. Dyer highlighted the urgent community need and the clinic's potential to make a lasting impact.

The ceremonial signing was conducted with representatives from Parker, Brookdale leadership, and Board members. The agreement was celebrated as a historic milestone in expanding healthcare access and educational opportunity.

I. Recognition of Graduate Trustee Paul

Chair Brennan led the Board in presenting a resolution ***(Attachment A***) of appreciation honoring Trustee Paul's contributions during his tenure as Graduate Trustee this past year. The resolution highlighted his leadership, advocacy, and engagement across multiple committees. The Board expressed deep gratitude for his humility, empathy, and civic leadership, noting his inspirational journey from Port-au-Prince to Brookdale.

Topic and Discussion	Votes Taken	Action and Follow-up Actions

President's Report –

Middle States Accreditation Update: President Stout briefly reported that the college's Middle States accreditation activities are progressing well. He noted that the team is working diligently and that everything is moving forward smoothly.

Recognition of Pat Sensi – Retirement Resolution: Dr. Stout dedicated the remainder of his report to honoring Associate Vice President Pat Sensi, who is retiring after more than 25 years of service to Brookdale Community College.
Key highlights from the resolution and remarks:

- Pat Sensi served as Chief Human Resources Officer since 1999 and also managed the Brookdale Police Department from 2015 to 2023, contributing to Brookdale's recognition as the safest college campus in New Jersey.
- She was a strategic leader on the President's Cabinet and Executive Leadership Council, aligning HR strategies with institutional goals.
- Pat was a trusted advisor to multiple college presidents and the Board of Trustees, navigating periods of growth, crisis, and transformation with professionalism and integrity.
- Her leadership in talent acquisition, compliance, and organizational development helped Brookdale maintain its status as the top-ranked community college in New Jersey.
- The resolution emphasized her ethical standards, data-informed decision-making, and her role in fostering a respectful and collaborative workplace culture.

Dr. Stout expressed deep gratitude for Ms. Sensi's contributions, noting that her impact on the college, its employees, and students cannot be fully captured in words. He invited Pat to the podium for a photo and presentation of the resolution.

Reports from the Board Committees and Liaisons

A. Finance & Facilities Committee

Trustee Williams delivered the Finance & Facilities Committee report, summarizing the committee's June 17 meeting. Facilities updates included the completion of elevator modernization, pending chiller upgrades, ongoing ADA improvements, and flood remediation at Larrison Hall.

Financial performance showed strong results, with operating revenue at $82.8 million (93.2% of the annual budget) and operating expenses at $69.3 million (81% of the budget), alongside a healthy cash balance of $33.2 million and over $700,000 in interest earnings.

The committee recommended ratification of emergency purchases related to a pipe break and approval of 34 purchases across various budgets, including a $721,000 audiovisual lab for the Film Academy and a vending contract projected to generate $200,000. Insurance renewals reflected cost savings, particularly in workers' compensation.

The Brookdale Foundation reported $1.1 million in revenue, with increased student support initiatives. VP Nancy Kaari provided a grants update, highlighting over $1 million in new funding from five sources and $4.3 million in pending applications.

The committee also discussed the rising cost of the culinary building project, now estimated at $10.3 million,

Topic and Discussion	Votes Taken	Action and Follow-up Actions

and supported renaming the Main Academic North Building to Geraldine L. Thompson Hall, with plans for a commemorative sculpture and ceremony.

B. Audit Committee

Trustee Angelini presented the Audit Committee report, summarizing two key agenda items: the internal audit update and the ethics hotline report. The committee reviewed the results of a recent enterprise risk assessment conducted by CohnReznick, which identified approximately 70 risks categorized by area and ranked by residual risk. These findings will inform the college's internal audit planning and enterprise risk management strategy. Next steps include assigning risk ownership, developing mitigation plans, and conducting audits to evaluate control effectiveness. A flexible three-year internal audit plan was proposed, allocating approximately 1,500 audit hours annually and aligning with Middle States accreditation standards.

Trustee Angelini also reported that no new complaints had been filed through the ethics hotline, and an ongoing investigation managed by external counsel is in progress, with updates to be provided upon its conclusion.

C. Student Success & Educational Excellence Committee

Trustee Abby-White presented the Student Success & Educational Excellence Committee report, highlighting several key initiatives and discussions. The committee expressed strong support for the new partnership with Monmouth Medical Center and the Monmouth County Vocational School District, recognizing its potential to expand access to nursing education and reduce student debt. The committee also reviewed the rising costs of the culinary building project and discussed strategies to address funding challenges. President Stout provided updates on the dental radiology program, which will be further discussed in executive session. A major highlight was the development of a multimedia production option within the humanities program, designed to increase student involvement in the college's radio station. The program has grown from 15 to 23 majors in one year and generated $86,000 in revenue. Students in the capstone course created marketing campaigns and multimedia content for the station, transforming it into a hands-on learning lab.

D. Foundation Update

Trustee Abby-White encouraged participation and support in the upcoming Foundation golf outing at Eagle Oaks on September 18.

E. Graduate Trustee Report

Graduate Trustee Paul delivered a heartfelt final report reflecting on his year of service. He expressed deep gratitude to former Trustee Rebecca Fischoff for mentoring him early in his role and establishing the Graduate Trustee Advisory Council (GTAC). He shared how welcomed and supported he felt by the Board. He thanked President Stout for his inspiring leadership and acknowledged Dr. Yesenia Madas and Dr. Katie Lynch for their consistent support of GTAC. He also recognized Cynthia Gruskos for her invaluable assistance and coordination throughout his term. He concluded by reaffirming his commitment to contributing to the college's success as an alumnus.

F. NJCCC Update

Vice-Chair Horl delivered the New Jersey Council of County Colleges (NJCCC) update. She reported on the June 16 NJCCC quarterly meeting, which she attended alongside President Stout. During the meeting, the Council approved its 2026 budget and accepted the resignation of an Executive Committee member, subsequently appointing Dr. Stout to fill the vacancy. Vice-Chair Horl noted the renaming of the Economic Mobility Committee to the Economic and Community Vibrancy Committee. She highlighted the proposed state budget, which includes $20 million for the community college sector, and shared that Chapter 12 funds had been approved, with Brookdale receiving the largest allocation in the state. She also discussed pending legislation under the NJCCC Opportunity Agenda, which is expected to be addressed during the fall legislative session. Additionally, Vice-Chair Horl

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<tr><td colspan="3">provided an update on federal legislative activity, including the progress of a comprehensive higher education bill in Congress, and emphasized ongoing monitoring efforts through her participation in the ACCT Public Policy and Legislative Committee.</td></tr>
<tr><td colspan="3">Public Comment on Agenda Items – Chair Brennan

Public comment was invited on agenda items only during the meeting, both in person and remotely. However, no one provided public comment—neither in attendance nor via remote participation—and no written comments were submitted prior to the meeting.</td></tr>
<tr><td>Review of Consent Agenda

• Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.

A. Acceptance of Consent Agenda

Chair Brennan announced that the HR recommendations were updated with an addendum since the materials were released. The addendum has been provided to the Board members tonight and to the public.</td><td>A motion to adopt the revised consent agenda was made by Trustee Clayton and seconded by Trustee Davis.

Motion approved.</td><td></td></tr>
<tr><td>Approval of Public Business Meeting Minutes - May 28, 2025</td><td>A motion to approve the minutes from the Public Business Meeting on May 28, 2025, was made by Vice-Chair Horl and seconded by Trustee Abby-White.

Motion approved.</td><td></td></tr>
<tr><td>Approval of Consent Agenda

A. Approval of Human Resources
B. Addendum HR Recommendations
C. Submission of Grants
D. Acceptance of Grants</td><td>A motion to approve the consent agenda was made by Trustee Abby-White and seconded by Trustee Davis.</td><td></td></tr>
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Topic and Discussion	Votes Taken	Action and Follow-up Actions
E. Ratification of Emergency Purchase 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 Purchase(s) **F. 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** **G. Open Invoice Payment Requests for Vendor, Student and Employee Payments** **H. Monthly Financial Reports** **I. Capital Project Update** **J. FY 25 Student Transfer Information on Select Students**	**YES:** Trustees Abby-White, Angelini, Clayton, D’Alessio, Davis, Horl, McCracken, Paul, Richens, Williams and Chair Brennan. **NO:** None **ABSTENTIONS:** None	
Naming of the Main Academic North Building to Geraldine L. Thompson Hall President Stout introduced the resolution by highlighting Geraldine Thompson’s legacy, which aligns closely with the disciplines housed in the building—history, political science, human services, criminal justice, psychology, and social sciences. He noted that Thompson was a pioneering figure in social services and philanthropy in Monmouth County and that her contributions continue to impact the community today. Professor Jane Scimeca, who was granted a sabbatical to write the first biography on Geraldine Thompson, was present and thanked the Board for honoring Thompson. She emphasized that Thompson’s values of service and education made the naming especially meaningful and inspiring for students. The Board expressed strong support for the renaming and plans were announced for a ribbon-cutting	A motion to accept by resolution change the naming of the Main Academic North Building to Geraldine L. Thompson Hall was made by Trustee Clayton and seconded by Trustee Angelini. **YES:** Trustees Abby-White, Angelini, Clayton, D’Alessio, Davis, Horl, McCracken, Paul, Richens, Williams and Chair Brennan. **NO:** None **ABSTENTIONS:** None	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
ceremony and commemorative artwork to celebrate the dedication.		
Public Comment - Public comment was invited during the meeting, both in person and remotely. However, no one provided public comment—either in attendance nor via remote participation—and no written comments were submitted prior to the meeting.		
Old/New Business – There was no old or new business formally discussed.		
Resolution to Hold a Closed Meeting Mr. Jacobs read the resolution to hold a closed session **(*Attachment B*)**	A motion to close the meeting to the public was made by Vice-Chair Horl and seconded by Trustee Abby-White. Motion passed.	
Motion to Re-Open the Meeting to the Public	A motion to reopen the meeting to the public was made by Trustee Paul and seconded by Vice-Chair Horl. Motion passed.	
Adjournment **Meeting adjourned at 9 PM**	A motion to adjourn the meeting was made by Trustee Paul and seconded by Vice-Chair Horl. Motion passed.	

R E S O L U T I O N

WHEREAS, Graduate Trustee Jean Guerdy Paul, affectionately known as "JP", has distinguished himself by leading with humility, empathy and heartfelt care while serving on the Board of Trustees of Brookdale Community College from July 1, 2024 to June 30, 2025; and

WHEREAS, during his tenure, Trustee Paul made substantive contributions through service on the Student Success & Educational Excellence Committee, the Audit Committee, and the Governance Committee, ensuring strong student representation and institutional integrity; and

WHEREAS, he continued the tradition of leading the Graduate Trustee Advisory Council, amplifying the voice of current students and ensuring their perspectives were central to board deliberations; and

WHEREAS, he was a staunch advocate for our students, representing the Board of Trustees in advocacy efforts to our elected officials, highlighting the needs of community college students on the national and state level and ensuring that their interests were prominently addressed; and

WHEREAS, Trustee Paul actively participated in professional development opportunities including the New Jersey Council of County Colleges (NJCCC) Board orientation, the Board Retreat, the Association of Community College Trustees (ACCT) Leadership Congress, and the ACCT Legislative Summit, enhancing his effectiveness as a trustee; and

WHEREAS, he served on the ACCT Student Trustee Advisory Committee, providing valuable insights to the ACCT Board on national public policy issues and trends impacting community college students; and

WHEREAS, Trustee Paul was entrusted to be the keynote speaker at the Brookdale Spring Open House, communicating his journey to Brookdale from the streets of Port-au-Prince to his unique Brookdale success story full of challenges, opportunities and support of the Brookdale community; and

WHEREAS, he was honored with the prestigious Dr. Webster Trammell Community Leadership Award at the 39th Annual Wilbur Ray Student Awards Celebration—recognizing his exceptional civic leadership and service to the Brookdale community; and

WHEREAS, this year Jean Guerdy Paul received the Triangle Award, one of Brookdale's highest honors, at the 2025 commencement ceremony—presented by Board Chair Brennan—to celebrate his outstanding embodiment of leadership, service, and academic perseverance; and

WHEREAS, we look forward to "JP" continuing his dedicated service to Brookdale as an alumnus member of the MSCHE accreditation team under Standard VII: Governance, Leadership, and Administration, contributing his lived experience and insight to support institutional self-study; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Brookdale Community College hereby expresses its profound gratitude and appreciation to Graduate Trustee Jean Guerdy Paul for his outstanding service, leadership, and advocacy on behalf of the students and the college community; and

BE IT FURTHER RESOLVED, the Brookdale Community College family wishes him continued success in his academic and leadership journey, confident he will shine wherever his journey shall take him; and

BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of the Board of Trustees, and a copy be presented to Graduate Trustee Paul so that he has a permanent reminder of the high esteem he has earned among his colleagues.

Dr. David M. Stout	**Ms. Latonya Brennan**
President	Chair
Brookdale Community College	Brookdale Community College

June 24, 2025

BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLUTION AUTHORIZING EXECUTIVE SESSION

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that 3 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on June 24, 2025 at approximately _7:15 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______________________________

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

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

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

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

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

a) x "(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: WHYY Potential Relationship

x "(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 <u>South Jersey Publishing Co. v. New Jersey Expressway Authority</u>, 124 N.J. 478 (1991), the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality..: Personnel matters related to the Dental Radiology Program and Accreditation

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

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WHEREAS, the length of the Executive Session is estimated to be __45_____ minutes after which the public meeting of the Brookdale Community College Board of Trustees shall (select one) x reconvene and immediately ad[ ]n or r 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.

BOARD OF TRUSTEES
General Functions
Administration
HUMAN RESOURCES
Finance & Operations
Policy & Education

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 60 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires	**Recommendations**
Faculty	4
Supervisor – Administrative Operations	1
Non-Supervisor – Direct Student Contact	1
Support Staff	5
Adjunct Faculty	40

B. Change of Status	**Recommendations**
Faculty	1
Non-Supervisor – Administrative Operations	1

C. Separations	**Recommendations**
Faculty	2
Supervisor – Direct Student Contact	1
Supervisor – Administrative Operations	1
Non-Supervisor – Administrative Operations	1
Support Staff	2

BROOKDALE COMMUNITY COLLEGE

BOARD OF TRUSTEES
General Functions
Administration
HUMAN RESOURCES
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A. HIRES

FACULTY

1. Name: Amy Muirhead
   Department: Nursing
   Position: Instructor
   Salary: $74,701
   Effective: 9/1/25, subject to completion of all final contingencies

2. Name: Sheridan O'Hea
   Department: Fashion Merchandising & Marketing
   Position: Instructor, full-time temporary position
   Salary: $70,606
   Effective: 9/1/25 – 6/30/26

3. Name: Deborah Prodoehl-Caniano
   Department: Nursing
   Position: Assistant Professor
   Salary: $81,492
   Effective: 9/1/25, subject to completion of all final contingencies

4. Name: Laina Tollesfen
   Department: Nursing
   Position: Instructor
   Salary: $70,606
   Effective: 9/1/25, subject to completion of all final contingencies

FACULTY DEGREE SUMMARY

Doctoral	Masters	Bachelors
2	1	1

SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Aldrick Del Rosario
   Department: College Relations
   Position: Director, Digital Strategy & Web Services
   Salary: $90,493, to be prorated accordingly
   Effective: 10/1/25, subject to completion of all final contingencies

NON-SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Patricia Kunzman
   Department: Continuing & Professional Studies
   Position: Administrator, Teacher Apprenticeships, grant-funded position
   Salary: $66,144, to be prorated accordingly
   Effective: 9/2/25, subject to completion of all final contingencies

SUPPORT STAFF

1. Name: Jonathan Bianchino
   Department: Student Accounts
   Position: Specialist, Student Accounts
   Salary: $50,375
   Effective: 9/2/25, subject to completion of all final contingencies

2. Name: Isaiah Brinson
   Department: Architecture
   Position: Laboratory/Studio Assistant, 10-month ongoing position
   Salary: $44,794
   Effective: 9/1/25, subject to completion of all final contingencies

3. Name: Heidi Haupt
   Department: School of STEAM
   Position: Senior Office Assistant, STEAM
   Salary: $46,999
   Effective: 9/16/25, subject to completion of all final contingencies

4. Name: Jennifer Patten
   Department: Accessibility Services
   Position: Associate, Accessibility Services
   Salary: $50,375
   Effective: 9/2/25, subject to completion of all final contingencies

5. Name: Stephanie Radzin
   Department: Graphic Design
   Position: Laboratory/Studio Assistant, Graphic Design, 10-month ongoing position
   Salary: $44,794
   Effective: 9/1/25, subject to completion of all final contingencies

ADJUNCT FACULTY

1. Name: Kimberly Alcott
   Department: Nursing

2. Name: Ana Alvarado
Department: Languages/Spanish

3. Name: Sherri Lynn Baker
Department: Business

4. Name: Andrew Bono
Department: Languages/ESL

5. Name: Maggie Coakley
Department: Biology

6. Name: Michael Doherty
Department: Criminal Justice

7. Name: Ryan Donoghue
Department: Political Science

8. Name: Sharon Dornemann
Department: Chemistry

9. Name: Jailyn Dorsett
Department: Mathematics

10. Name: Emily Ezzo
Department: English

11. Name: Bailey Falco
Department: Psychology

12. Name: Leigh Fitzsimmons
Department: Biology

13. Name: Jessica Gross
Department: Nursing

14. Name: Faten Hafez
Department: English

15. Name: Michael Hughes
Department: Criminal Justice

16.	Name:	Marissa Joseph
	Department:	Mathematics
17.	Name:	Maureen Kenny
	Department:	Respiratory Care
18.	Name:	Enera Kupi
	Department:	Nursing
19.	Name:	Veronique Manfredini
	Department:	English
20.	Name:	Jessica Mangold
	Department:	Psychology
21.	Name:	Debora Mumma
	Department:	Languages/ESL
22.	Name:	Joseph Napoli
	Department:	Nursing
23.	Name:	Laura Paolillo
	Department:	Business
24.	Name:	Emily Peregrim
	Department:	Psychology
25.	Name:	Susan Peters
	Department:	Radiologic Technology
26.	Name:	Stephen Peterson
	Department:	Mathematics
27.	Name:	Michael Petruski
	Department:	Chemistry
28.	Name:	Megan Pfeifer
	Department:	Nursing
29.	Name:	Sabrina Ramirez
	Department:	Nursing

30. Name: Shawn Reilly
Department: Nursing

31. Name: Jonathan Rivera
Department: Radiologic Technology

32. Name: Maria Rocktashel
Department: Nursing

33. Name: Tazio Ruffilo
Department: English

34. Name: Jaishree Sharma
Department: Business

35. Name: Alice Ennis Simonson
Department: Languages/ESL

36. Name: Nora Smith
Department: Psychology

37. Name: Marisa Sparano-Quick
Department: English

38. Name: Kathleen Ushler
Department: Nursing

39. Name: Danielle Volpe
Department: Nursing

40. Name: John Vurro
Department: English

ADJUNCT DEGREE SUMMARY

Doctoral	Masters	Bachelors	Associates
5	32	2	1

B. CHANGE OF STATUS

FACULTY

1. Name: Helen Heinmets
   Department: Nursing
   Position: Assistant Dean, Health Sciences / Professor, Nursing
   Action: Temporary assignment as Assistant Dean with .7 release time from Faculty position
   New Salary: No change
   Effective: 8/1/25

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: AnnMarie Johnson
   Department: Planning & Institutional Effectiveness
   Position: Administrator, Institutional Research
   New Salary: $68,189, to be prorated accordingly
   Action: Reclassification from A2 to A3 position
   Effective: 9/1/25

C. SEPARATIONS

FACULTY

1. Name: Alexis Jankowski
   Department: Fashion Merchandising & Marketing
   Position: Assistant Professor
   Action: Resignation
   Effective: 8/12/25

2. Name: Kathleen Kennedy
   Department: English
   Position: Professor
   Action: Retirement
   Effective: 12/31/25, with retirement on 1/1/26

SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Donna Cuddy
   Department: Educational Partnerships
   Position: Associate Director, Dual Enrollment
   Action: Retirement
   Effective: 11/30/25, with retirement on 12/1/25

SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Alyssa Provine
   Department: Student Affairs
   Position: Administrator, Enrollment & Student Services
   Action: Resignation
   Effective: 8/22/25

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Juleigh Pattee
   Department: ABE/GED
   Position: Program Administrator, Youth GED
   Action: Resignation
   Effective: 8/29/25

SUPPORT STAFF

1. Name: Dennis Brown
   Department: Central Utility Plant
   Position: Operating Engineer, Central Utility Plant
   Action: Retirement
   Effective: 12/31/25, with retirement on 1/1/26

2. Name: Edward Johnson
   Department: Central Utility Plant
   Position: Senior Specialist, HVAC, Central Utility Plant
   Action: Resignation
   Effective: 9/5/25

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3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 24 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires	**Recommendations**
Support Staff	4

B. Change of Status	**Recommendations**
Executive	2
Faculty	2
Supervisor – Direct Student Contact	5
Non-Supervisor – Direct Student Contact	3
Non-Supervisor – Administrative Operations	2
Support Staff	4

C. Separations	**Recommendations**
Non-Supervisor – Direct Student Contact	1
Support Staff	1

BROOKDALE COMMUNITY COLLEGE

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A. HIRES

SUPPORT STAFF

1.	Name:	Sandra Avila Trevino
	Department:	Teaching & Learning Center
	Position:	Specialist, Educational Technology
	Salary:	$50,375
	Effective:	8/1/25, subject to completion of all final contingencies
2.	Name:	Joanna Normandia
	Department:	Mathematics
	Position:	Academic Tutor, Mathematics, 10-month ongoing position
	Salary:	$44,794
	Effective:	9/1/25, subject to completion of all final contingencies
3.	Name:	Jennifer Rodriguez
	Department:	Accounts Payable
	Position:	Specialist, Accounts Payable
	Salary:	$50,375
	Effective:	8/1/25, subject to completion of all final contingencies
4.	Name:	Anabel Rojas De Eusebio
	Department:	Small Business Development Center
	Position:	Associate, Small Business Development Center, temporary one-year position
	Salary:	$50,375
	Effective:	8/1/25, until further notice, but not later than 6/30/26, subject to completion of all final contingencies

B. CHANGE OF STATUS

EXECUTIVE

1.	Name:	James Crowder
	Department:	School of STEAM
	Position:	Dean, STEAM
	Action:	Salary adjustment and change in department through reorganization
	New Salary:	$136,000
	Effective:	7/1/25

2. Name: Jayne Edman
Department: School of Health Sciences
Position: Dean, Health Sciences
Action: Change in title, department & reporting through reorganization
New Salary: $145,907
Effective: 7/1/25

FACULTY

1. Name: Daniel Cooperman
Department: Engineering & Technologies
Position: Instructor
Action: Salary correction for spring 2025 semester
New Salary: $30,742, prorated from an annual base of $76,375
Effective: 2/17/25 - 6/30/25

2. Name: Evelyn Keehn
Department: Respiratory Therapy
Position: Assistant Professor
Action: Change in status from temporary to tenure track position through bona fide search
New Salary: $81,492
Effective: 9/1/25

SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Mary Rose Boutote
Department: School of STEAM
Position: Administrator, STEAM
Action: Change in department name through reorganization
New Salary: No change
Effective: 7/1/25

2. Name: Euniqha Cox
Department: GEAR UP for Success
Position: Director, GEAR UP for Success
Action: Correction in department name
New Salary: $89,103, FY26 salary
Effective: 7/1/25

3. Name: Susan Mannino
   Department: Financial Aid
   Position: Assistant Director, Financial Aid
   Action: Extension of monthly stipend
   Effective: 7/1/25 – Until further notice, but not later than 7/30/25

4. Name: Susan Scarangella
   Department: School of Health Sciences
   Position: Administrator, School of Health Sciences
   Action: Change in department name through reorganization
   New Salary: No change
   Effective: 7/1/25

5. Name: Scott Shanes
   Department: School of Health Sciences
   Position: Manager, Healthcare Training
   Action: Change in department & reporting through reorganization
   New Salary: No change
   Effective: 8/1/25

NON-SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Joyce Cosentino
   Department: School of Health Sciences
   Position: Program Administrator, Healthcare Training
   Action: Change in department through reorganization
   New Salary: No change
   Effective: 8/1/25

2. Name: Daris Mendez
   Department: GEAR UP for Success
   Position: Academic Advisor, GEAR UP for Success
   Action: Correction in department name
   New Salary: $66,594, FY26 salary
   Effective: 7/1/25

3. Name: Caela Reilly
   Department: Financial Aid
   Position: Coordinator, Financial Aid
   Action: Change in status from N4 to A2 position through bona fide search
   New Salary: $62,093
   Effective: 8/1/25

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NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1.	Name:	Melissa Borre
	Department:	Academic Pathways
	Position:	Administrator, Academic Pathways, temporary assignment
	Action:	Temporary 6-month assignment due to abrupt suspension of grant funding., status change from A4 to A3
	New Salary:	No change
	Effective:	7/1/25, until further notice, but not later than 12/31/25
2.	Name:	Molly Dillon
	Department:	Human Resources
	Position:	Employment Manager
	Action:	Monthly stipend of $365 for additional A5 responsibilities
	Effective:	7/22/25 – until further notice but not later than 12/31/25

SUPPORT STAFF

1.	Name:	Sherrice Lyles
	Department:	GEAR UP for Success
	Position:	Associate, GEAR UP for S
	Action:	Correction in department name
	New Salary:	No change
	Effective:	7/1/25
2.	Name:	Bryce Postlewait
	Department:	Teaching & Learning Center
	Position:	Specialist, Educational Technology
	Action:	Change in N4 position through bona fide search
	Salary:	No change
	Effective:	8/18/25
3.	Name:	Mildred Rodriguez
	Department:	Academic Pathways
	Position:	Associate, Academic Pathways
	Action:	Change in title & department through reorganization
	New Salary:	No change
	Effective:	7/1/25

4. Name: Danielle Strauch
Department: School of Health Sciences
Position: Associate, Healthcare Training
Action: Change in department through reorganization
New Salary: No change
Effective: 8/1/25

C. SEPARATIONS

NON-SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Megan Begley
Department: Student Affairs
Position: Confidential Assistant to the Vice President
Action: Resignation
Effective: 6/30/25

SUPPORT STAFF

1. Name: Christopher Lowsky
Department: Enrollment Services
Position: Specialist, One Stop
Action: Resignation
Effective: 7/11/25

2.1 Submission of Grants
Executive Summary

A. Funding Agency: U.S. Department of Education
Funding Opportunity: Transition and Postsecondary Programs for Students with Intellectual Disabilities
Program Title: N/A
Short Title: TPSID

Goal/Purpose: BCC is proposing to enhance the existing Center for Adult Transition program, to include opportunities for students with intellectual disabilities to audit credit classes or take CPS classes with non-disabled students. With this funding, students will have opportunities to be more integrated into campus life and activities. Funding will include program expenses and personnel.

Total $ Requested: To be determined. Up to $500,000 annually for 5 years.
Institutional Match: 25% required match
Date to be Submitted: August 13, 2025
Project Timeline: October 1, 2025 – September 30, 2030
Program Administrator: Noreen Kane

B. Funding Agency: U.S. Department of State
Funding Opportunity: Community Colleges Initiatives Grant (subaward)
Lead Agency: Cultural Vistas
Program Title: Community College Initiatives
Short Title: CCI

Goal/Purpose: CCI and US Dept of State would refer up to 16 students, from various international locations, to attend Brookdale. BCC will request reimbursement for tuition & fees for each student, and a full-time advisor. Cultural Vistas will arrange the housing for students.

Total $ Requested: $125,641
Institutional Match: N/A
Date to be Submitted: August 4, 2025
Project Timeline: July 1, 2025 – June 30, 2026, with the possibility of 2 one-year renewals
Program Administrator: Janice Thomas

C. **Funding Agency:** Center for First-Generation Student Success
Funding Opportunity: First-Generation College Celebration
Program Title: N/A
Short Title: N/A

Goal/Purpose: First-Generation College Celebration (FGCC) is an annual opportunity to raise awareness of the first-generation college student identity by advancing an asset-based, national narrative of these students' experiences and outcomes. Brookdale will utilize this grant to purchase graduation stoles for students, faculty, and staff.

Total $ Requested: $5,000
In-Kind Match: N/A
Date to be Submitted: July 16, 2025
Project Timeline: July 1, 2025 – June 30, 2026
Program Administrator: Yesenia Madas

Recommendation:

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

2.1 Submission of Grants
Executive Summary

A. Funding Agency: New Jersey Department of Labor
Funding Opportunity: WIOA Title II Adult Education and Literacy FY 2026
Program Title: Adult Basic Education
Short Title: Title II ABE/GED

Goal/Purpose: Funding for the program will provide continued support for the development, improvement, and delivery of adult education and literacy programs. Brookdale has served as the lead agency for the Monmouth County Adult Basic Skills Consortium for over twenty years.

Total $ Requested: Approved for $935,898*
Institutional Match: 25% required match
Date to be Submitted: TBD
Project Timeline: July 1, 2025 – June 30, 2026
Program Administrator: Melissa Borre

* Title II ABE/GED submission was originally approved in March 2025 with a tentative funding allocation; the amount noted here is the final approved FY26 allocation. However, on June 30, 2025, the State of New Jersey was informed by the U.S. Department of Education that funding for Adult Education Basic Grants to states was under review and therefore effective immediately, all NJ Title II programs must suspend activities until further notice. In the event that the funding freeze is lifted, a board resolution is included with this packet as it is a required part of the Title II ABE/GED application.

B. Funding Agency: State of New Jersey Department of Children and Families
Funding Opportunity: Displaced Homemakers Program
Program Title: N/A
Short Title: DH Services

Goal/Purpose: To support individuals in achieving financial self-sufficiency due to a loss of their primary source of income due to separation, divorce, widowhood, spousal disability, or spousal military deployment.

The program provides employability skills training to 90 displaced homemakers residing in Monmouth County. Program services include intake and assessment, computer training, job readiness, healthy eating, financial literacy workshops and a weekly support group. Services are provided at no cost to the clients.

The Displaced Homemakers Services has been supported by Brookdale Community College for over thirty years.

Total $ Requested: $160,500
In-Kind Match: In-kind match of $29,203 in fringe benefits for two personnel.
Date to be Submitted: July 7, 2025
Project Timeline: July 1, 2025 – June 30, 2026
Program Administrator: Jennifer Murad

Recommendation:

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

BOARD RESOLUTION
CONSOLIDATED ADULT BASIC SKILLS AND INTEGRATED ENGLISH LITERACY AND CIVICS EDUCATION PROGRAM

Agency Name: Brookdale Community College______ Contract Number: ABS-FY-2026_____

The Brookdale Community College___ Board* hereby certifies that permission has been granted to apply for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education discretionary grant program for the purposes described in the application, in the amount of, $935,898_______, starting on July 1, 2025_ and ending on June 30, 2026__.

The filing of this application was authorized at the Board meeting held on, ________________, 20__. I certify that the information presented is correct.

____
Secretary of the Board (Lead Agency) *

____
Date

Please identify partners:

Partner Name		Total Amount	Number of Clients	
			ABE/ESL	IELCE
Lead Agency	Brookdale Community College	$666,000	333	
Partner 1	Community Affairs and Resource Center	$80,000	40	
Partner 2	LADACIN, INC.	$32,000	16	
Partner 3	Literacy NJ	$88,000	44	
Partner 4	Monmouth County Vocational School	$40,000	20	
Partner 5				
Partner 6				
Partner 7				
Partner 8				
Partner 9				
Partner 10				
Partner 11				
Partner 12				
Partner 13				
Totals		$935,898	453	

*For applicants that do not have a Board of Education, Board of Directors, or other similar governing body, the applicant should identify the body or individual who is legally authorized to approve the agency's application for grant funds.

2.2 Acceptance of Grants
Executive Summary

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

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

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

Total $ Received: $243,983
Institutional Match: N/A
Project Timeline: July 2025 – September 2028
Program Administrator: Michael Naparlo

B. Funding Agency: American Mathematical Association of Two-year Colleges (AMATYC)
Funding Opportunity: AMATYC Foundation Grants
Program Title: Inspiring Pathways: A Lecture Series to Empower Students Through Math
Short Title: N/A

Goal/Purpose: The American Mathematical Association of Two-year Colleges (AMATYC) mission is to provide high quality professional development, to advocate and collaborate at all levels, and to build communities of learners for all involved in mathematics education in the first two years of college. Many students perceive mathematics as abstract and irrelevant to their careers, leading to low engagement, math anxiety, and reduced motivation. This project aims to change that perception by demonstrating how math is a valuable tool for success in various fields. This mini-grant will allow the Math Department to develop a lecture series for students across the College to showcase real-world applications of math across professions, helping students recognize its importance. Through interactions with speakers, students can ask questions, build confidence, and gain a deeper understanding of math's role in their future careers.

Total $ Received: $2,500
Institutional Match: N/A
Project Timeline: AY 2025-2026
Program Administrator: Samantha Doluweera

Recommendation:

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

R E S O L U T I O N

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

Funding Agency	**Name**	**Amount**
Sustainable Jersey/NJ Department of Environmental Protection	Trees for Schools	$243,983
American Mathematical Association of Two-year Colleges (AMATYC)	AMATYC Foundation Grants	$2,500

WHEREAS, the College has been notified that the funds have been approved; and

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

WHEREAS, the President recommends acceptance of said grant funds;

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

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

DEPARTMENT POLICY: DCF.P1.06-2007

EFFECTIVE DATE: August 31, 2007

SUBJECT: **Standardized Board Resolution Form**

I. PURPOSE

The purpose of this policy circular is to standardize the content of the Provider Agency Board Resolutions across all Department of Children and Families (DCF) Departmental Components to assure that all of the required obligations are identified and committed to by the Provider Agency Board.

II. SCOPE

This policy applies to all DCF Third Party incorporated contracted Provider Agencies.

III. POLICY

Periodically, Boards of Directors, in conducting the business of their organizations, attest to their actions or decisions by way of written resolutions. The DCF requires incorporated Contract Providers to file the attached standard board resolution when executing a DCF Third Party Social Service Contract.

Requirements for completion, updating and submission

The Attachment 1, Pages 1 and 2 are to be completed by the Agency.

When any changes occur that would affect the contents of the form, the Board is to convene and complete a new Board Resolution and submit it to the Departmental Component within 10 business days of the change unless otherwise specified in the DCF policy.

The completed form is to be returned to the Departmental Component with all other required contract documents as part of the contract package. (See policy DCF.P1.01, Documents and Conditions Required for Processing, Executing and Documenting a DCF Third Party Contract.)

____
Commissioner

DEPARTMENT OF CHILDREN AND FAMILIES (DCF)

Standardized Board Resolution Form

Supporting Information for Contract # _CW0016______________ for Contract

Period _7/1/2025_________________________ to ___6/30/2026__________________________.

Agency: __Brookdale Community College____

Certification:

We certify that the information contained in, or included with, this contract document is accurate and complete.

____________________________________ ____________________________

Chairperson, Board of Directors **Date**

____________________________________ ____________________________

Executive Director **Date**

Authorized Signatories for Contract documents, checks and invoices are: (List full name and title)

Name	Title
David M. Stout, Ph.D.	President
Teresa Manfreda	Vice President Finance & Operations
Matthew Siuzdak	Executive Director, Finance

STANDARDIZED BOARD RESOLUTION

The Board endorses the following commitments as defined in this document:

1. Health Insurance Portability and Accountability Act (HIPAA)*

   Specific to HIPAA (Health Insurance Portability and Accountability Act), the above noted Provider Agency is either (check A or B):

   ___ A) A covered entity (as defined in 45 CFR 160.103)

   ___ B) A non-covered entity and has executed a DCF Business Associate Agreement (BAA) last dated ________.

   ___ C) A non-covered entity that will not be receiving or sharing personal health information.

   Once executed, the BAA will be included in the Departmental Component's official contract file. The BAA *will be considered applicable indefinitely* unless there is a change in the Provider Agency's status, information or the content of the BAA, in which case it is the responsibility of the contracted Provider Agency to revise the BAA.

   The Board agrees that if there is *any change* in their BAA Status, the Departmental Component will be immediately notified and the appropriate information provided within 10 business days.

   *** This section is not applicable for DCF Office of Education Contracts.**

2. Legal Advice

   The Board acknowledges that the Department of Children and Families does not and will not provide legal advice regarding the contract or about any facet of the relationship between the Department of Children and Families and the Provider Agency. The Board further acknowledges that any and all legal advice must be sought from the Provider Agency's own attorneys and not from the Department of Children and Families.

3. Public Law 2005, Chapter 51 (N.J.S.A. 19:44A-20.13-20.25, superseding Executive Order 134 (2004))

   The Board agrees that the Public Law.2005, Chapter 51 compliance forms submitted with the contract are accurate.

4. Public Law 2005, Chapter 92 (N.J.S.A. 52:34-13.2, formerly Executive Order 129)

   The Board agrees that the Public Law 2005, Chapter 92 compliance forms submitted with the contract are accurate.

4.2a *Acceptance of the increase in the County College Contracts Law bid threshold from $41,600 to $44,900 with no change to the New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process equal to or exceeding $17,500, effective July 1, 2025.*

Enclosed is a resolution for acceptance for the increase in the Public Contracts bid threshold, in accordance with the "County College Contracts Law," N.J.S. Chapter 64A-Title 18A, the College's Purchasing Policy Number 4.8000, and the Public Contracts Law.

Related Bid Thresholds		
Statutory Reference	**Description**	**Current Threshold***
18A:39-3	School Districts, Boards of Education for Transporting Pupils	$24,200
27:2-1	State, County, Municipal Contracts for Work on Public Thoroughfares (paving)	$24,200
27:16-16	County Road Improvements	$24,200
40:68-48	Local Government – Beach Erosion Control Districts Waterfront Improvements	$24,200
18A:64A-25.3	County Colleges	$44,900
18A:64-54	State College Contracts Law (Public Works)	$42,600
18A:64-54	State College Contracts Law (Non-Public Works)	$119,800

This report was reviewed by the President and the Finance & Facilities Committee and Executive Committee of the Board of Trustees at a meeting held July 15, 2025.

July 15, 2025: Vice President Finance & Operations, Teresa Manfreda-Foley

R E S O L U T I O N

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, has increased the purchasing threshold from $41,600 to $44,900; and

WHEREAS, the College requires Board approval for any purchase equal to or exceeding the threshold of $44,900, or purchases with a combined total equal to or exceeding $44,900; and

WHEREAS, the New Jersey State “Pay-to-Play” Law, N.J.S.A. 19.44a-20.1 et seq, Chapters 51 and 271, remains the same and 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 Board of Trustees has reviewed the increase on the schedule included hereto and made a part hereof; and

WHEREAS, the Board of Trustees authorizes modifications to the Collage’s Purchasing Policy, 4.8000 to reflect this increase.

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

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

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College equal to or exceeding $44,900. These proposed contracts have been bid on in accordance with "County College Contracts Law," N.J.S. Chapter 64A-Title 18A, and Board of Trustees' Policy No. 4.2000, are under State contract or are legal exceptions to the Public Contracts Law.

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

This report was reviewed by the President and the Finance & Facilities Committee and Executive Committee of the Board of Trustees at a meeting held August 19, 2025.

August 26, 2025: Vice President Finance & Operations, Teresa Manfreda-Foley

R E S O L U T I O N

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of $44,900, or purchases with a combined total equal to or exceeding $44,900; and

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

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

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

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

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

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

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

Agenda for Purchases in Excess of $44,900
August 26, 2025

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase	
Auxiliary					
1	MityLite Inc.	**Tables and Storage Carts** / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities, or countries; authority). This contract is for the supply and delivery of conference tables and storage carts. This contract is funded by the Events Management Budget.	Exempt	$ 26,400.00	
Chapter 12					
2	GPC, Inc.	**Carpentry Services T&M, Bid No. 24-10** / This contract is for the installation of wire railing at the Collins Arena and is funded by Chapter 12.	Bid	$ 20,727.80	
3	GPC, Inc.	**ATeC Bridge** / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the installation of new concrete and repairs to the ATeC bridge. This contract is funded by Chapter 12.	Exempt	$ 72,412.61	
4	Garden State Paving Solutions	**Replacement of Sidewalks and Curbs** / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities, or countries; authority). This contract is for the replacement of sidewalks and curbs at various locations on the Lincroft Campus. This contract is funded by Chapter 12.	Exempt	$ 136,186.00	
5	Sal Electric Co., Inc.	**Performing Arts Center Theater Lighting Upgrades, Bid No. 25-17** / Notice was sent to 19 vendors, received 2 replies. This contract is for the supply and installation of theater lighting upgrades in the Performing Arts Center. This contract is funded by Chapter 12.	Bid	$ 2,247,300.00	*
6	Paulus, Sokolowski and Sartor Architecture and Engineering, PC (PS&S)	**Architectural, Engineering and Other Professional Services, RFQ No. 02-2024** / This contract is for professional engineering/design services and bid construction documents for the automated building controls upgrade project. This contract is funded by Chapter 12.	RFQ	$ 91,220.00	
7	Automated Building Controls, Inc.	**Building Automation, HVAC Maintenance and Repairs, Bid No. 24-08** / This contract is for the installation of a Variable Air Volume (VAV) system on the 2nd floor of the Freehold Regional Location. This contract is funded by Chapter 12.	Bid	$ 45,111.60	

8	Automated Building Controls, Inc.	**Building Automation, HVAC Maintenance and Repairs, Bid No. 24-08** / This contract is for the installation of a new rooftop unit to replace the condenser at the former Wall Regional Location. This contract is funded by Chapter 12.	Bid	$	255,000.00	
9	Magic Touch Construction Co., Inc.	**Replacement of Sump Pump** / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the replacement of the sump pump located at the MAN Building. This contract is funded by Chapter 12.	Exempt	$	84,679.76	
10	Electro Maintenance Inc.	**On-Call Electrical Services T&M, Bid No. 24-09** / This contract is for the supply of material and installation of overhead electrical circuits and lighting upgrades for the N.J. Film Academy's editing lab in CVA 118. This contract is funded by Chapter 12.	Bid	$	45,485.00	
Operating						
11	Arthur J. Gallagher & Co.	**Insurance** / Exempt 18A:64A-25.5.a.(11) (Insurance). This is a one-year contract for Intercollegiate Athletic Accident and Catastrophic insurance policies. This contract is funded by the Operating Budget. FY25 $48,770.	Exempt	$	46,342.00	
12	JCP&L; Constellation/New Energy;	**Electric Service** / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a 2-year New Jersey County Colleges Joint Purchasing Consortium (NJCCJPC) contract for the supply and delivery of electricity. This contract is funded by the Operating Budget. FY26 rates are $0.1082 (Primary) and $0.11150 (Secondary). This reflects a 15.5% and 19.5% increase from FY25, respectively.	Exempt	$	3,300,000.00	*
13	Turnitin, LLC	**Software Service Renewal** / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is a one-year New Jersey County College Joint Purchasing Consortium (NJCCJPC) contract for the renewal of Turnitin which is a web-based plagiarism detection software and AI Detection tool. This contract is funded by the Library Budget. FY25 $38,706.29.	Exempt	$	40,641.61	
14	Wertz Motor Coaches Inc.; American Dream Coaches Inc.	**Charter Bus Services for Athletics, Bid No. 26-01** / Notice was sent to 8 vendors, received 4 replies. These contracts are for charter bus services for 19 intercollegiate athletic events during the Fall and are funded by the Athletics Budget.	Bid	$	21,825.00	
15	Scenario Learning, LLC dba Vector Solutions	**Interactive Online Student Compliance Training Solution, RFP No. 01-26** / Notice was sent to 9 vendors, received 2 replies. This is a 33-month contract with an option for a 4th and 5th year renewal for an interactive online student compliance training solution. This contract is funded by the Student Affairs Budget.	RFP	$	26,396.00	

16	Maxient LLC	**Student Behavior, Conduct and Records Management Software, RFP No. 02-26** / Notice was sent to 9 vendors, received 3 replies. This is a 33-month contract with an option for a 4th and 5th year renewal for student behavior, conduct and records management software. This contract is funded by the Student Affairs Budget.	RFP	$	22,000.00
17	Bontevi, Inc.	**Travel Services for Faculty-Led Short Term Program** / Exempt 18A:64A-25.5.a.(23) (Expenses for travel or conferences). This contract is for the payment of travel expenses for a faculty-led short term program to Milan and Florence with a focus on Fashion. The cost includes tour services, airfare, hotel accommodations, airport transportation, meals, and insurance. This contract is funded by Student Program Fees.	Exempt	$	68,712.00 *
18	Study Abroad Association LLC	**Travel Services for Faculty-Led Short Term Program** / Exempt 18A:64A-25.5.a.(23) (Expenses for travel or conferences). This contract is for the payment of travel expenses for a faculty-led short term program to Athens and Venice with a focus on Interior Design and Architecture. The cost includes tour services, airfare, hotel accommodations, airport transportation, meals, and insurance. This contract is funded by Student Program Fees.	Exempt	$	46,860.00 *
19	Study Abroad Association LLC	**Travel Services for Faculty-Led Short Term Program** / Exempt 18A:64A-25.5.a.(23) (Expenses for travel or conferences). This contract is for the payment of travel expenses for a faculty-led short term program to London with a focus on Criminal Justice. The cost includes tour services, airfare, hotel accommodations, airport transportation, meals, and insurance. This contract is funded by Student Program Fees.	Exempt	$	66,824.00 *
20	Study Abroad Association LLC	**Travel Services for Faculty-Led Short Term Program** / Exempt 18A:64A-25.5.a.(23) (Expenses for travel or conferences). This contract is for the payment of travel expenses for a faculty-led short term program to Italy with a focus on Culinary. The cost includes tour services, airfare, hotel accommodations, airport transportation, meals, and insurance. This contract is funded by Student Program Fees.	Exempt	$	97,902.00 *
21	Violante Consultation (Dr. Staci Violante, DHSc, RDH)	**Professional Consulting Services** / Exempt 18A:64A-25.5.a.(1) (Professional Services). This contract provides professional consulting services for the curriculum development and design of a dental hygiene program governed by the Commission on Dental Accreditation (CODA) standards. This contract is funded by CPS' Revenue Generating Programs.	Exempt		NTE $32,000.00

*** Estimated expense based on historical data**

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

4.2 *Purchases in Excess of $44,900 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process in Excess of $17,500*

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of $44,900. These proposed contracts have been bid on in accordance with "County College Contracts Law," N.J.S. Chapter 64A-Title 18A, and Board of Trustees' Policy No. 4.2000, are under State contract or are legal exceptions to the Public Contracts Law.

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

This report was reviewed by the President and the Finance & Facilities Committee and Executive Committee of the Board of Trustees at a meeting held July 15, 2025.

July 15, 2025: Vice President Finance & Operations, Teresa Manfreda-Foley

R E S O L U T I O N

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of $44,900, or purchases with a combined total in excess of $44,900; and

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

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

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

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

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

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

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

Agenda for Purchases in Excess of $44,900
Executive Board
July 15, 2025

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase	
Grants					
1	Rock Gate Capital, LLC, dba 160 Driving Academy	**Professional Consulting Services** / Exempt 18A:64A-25.5.a.(15) (Professional Consulting Services). This contract will provide job training consulting services for JOBS program participants. This contract is funded by the NJ DOL JOBS Grant.	Exempt	$ 80,000.00	*
2	Follett	**Educational Supplies, Books, and Miscellaneous Articles** / Exempt 18:64A-25.5.a.(21) (Educational supplies, books, and miscellaneous articles for re-sale to students and employees). This contract is for the supply and delivery of educational supplies, books, and miscellaneous articles for JOBS program participants. This contract is funded by the NJ DOL JOBS Grant.	Exempt	$ 20,000.00	*
3	Quick Start Learning, Inc.	**Online Certificate Programs for Coding and Data Engineering, RFP No. 07-25** / This contract is for online certificate programs for coding and data engineering for JOBS program participants. This contract is funded by the NJ DOL JOBS Grant.	RFP	$ 25,000.00	*
4	Cengage Learning, Inc. (ed2go)	**Continuing Education Online Certification Programs, RFP No. 06-25** / This contract is for continuing education online certification programs for JOBS program participants. This contract is funded by the NJ DOL JOBS Grant.	RFP	$ 30,000.00	*
Operating					
5	Cision One; PR Newswire	**Student Recruitment Advertising** / Exempt 18:64A-25.5.a.(20) (Student recruitment and advertising). This is a 2-year contract for student recruitment advertising across various mediums and platforms to increase student enrollment. This contract is funded by the Institutional Marketing Budget.	Exempt	$ 39,778.00	
6	SHI International Corporation; Adobe Inc.	**Adobe License Agreement** / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities, or countries; authority). This is a 3-year contract for the Adobe License Agreement. This contract is funded by the IT and Academic Affairs Budgets. FY25 $56,146.70.	Exempt	$ 185,622.09	
7	IOTA Solutions LLC	**Electronic Course Evaluation Services** / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one-year contract for a hosted web-based solution for administering electronic Student Opinion Reports (SORs) in more than 1,600 course sections a year. IOTA Solutions collects the survey data and presents the results in a variety of standard and customized graphical reports. This contract is funded by the Planning & Institutional Effectiveness Budget. FY25 $13,900.	Exempt	NTE $17,500.00	

*** Estimated expense based on historical data**

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

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending June 30, 2025, which totaled $2,419,640.10. This summarizes all payment transactions of the College and includes payments made on previously approved purchase orders as well as travel expenses and varied monthly expenses in accordance with collective bargaining contracts.

This report was reviewed by the President, the Finance & Facilities Committee and the Executive Committee of the Board of Trustees at a meeting held August 19, 2025.

August 26, 2025: Vice President Finance & Operations, Teresa Manfreda-Foley

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending May 31, 2025, which totaled $2,662,724.94. This summarizes all payment transactions of the College and includes payments made on previously approved purchase orders as well as travel expenses and varied monthly expenses in accordance with collective bargaining contracts.

This report was reviewed by the President, the Finance & Facilities Committee and the Executive Committee of the Board of Trustees at a meeting held July 15, 2025.

4.1 *Financial Report*

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

This report was reviewed by the President, the Finance & Facilities Committee, and the Executive Committee of the Board of Trustees at a meeting July 15, 2025.

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

Financial Overview

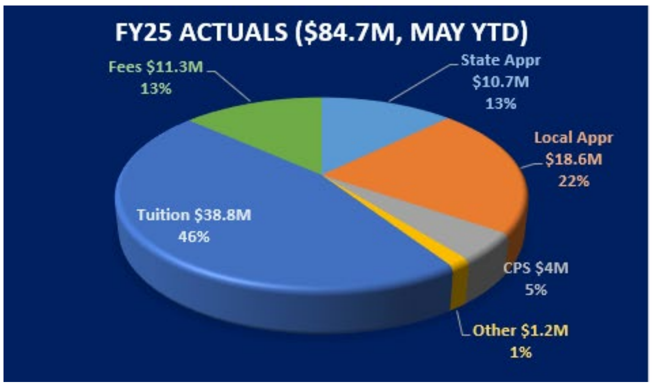
May 31, 2025

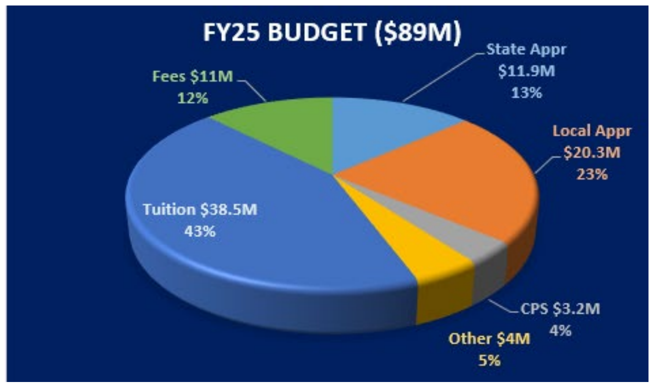
The following financial summary provides an overview of year-to-date financial performance at May 2025 compared to the FY25 budget, and to the same period last year.

REVENUE

Budget to Actual

Total operating revenue through May 2025 was $84.7M and represents 95.3% of the $89M FY25 budget.



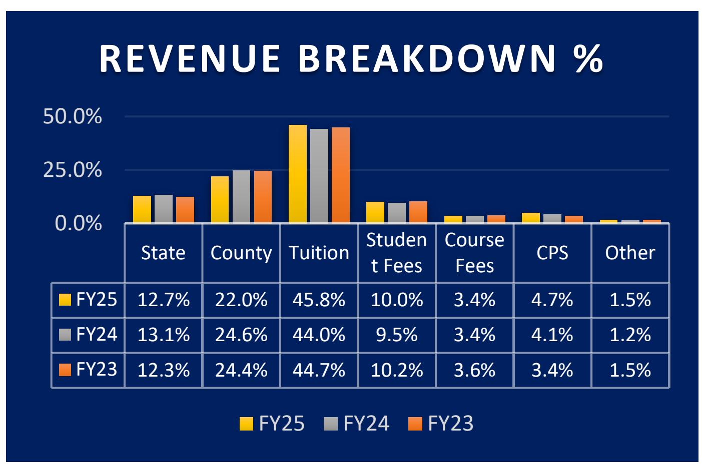


Compared to Prior Year

Operating revenue through May 2025 was 5.1% higher than the same time last year. Of the $4.1M increase, $3.3M is in tuition & fee revenue and $0.8M from all other operating revenue sources.

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

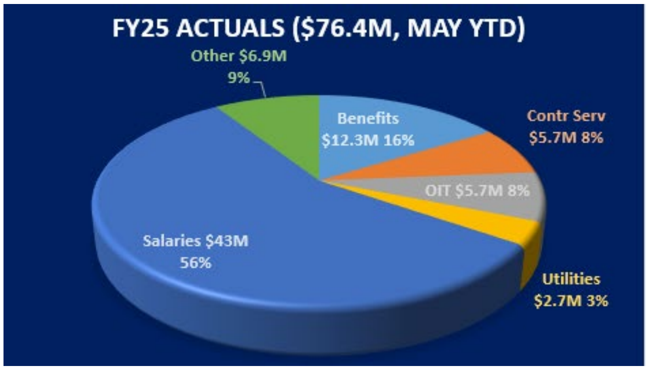
Revenue	FY25	FY24	FY23
State	$ 10,749	$ 10,780	$ 9,395
County	18,587	20,277	18,608
Tuition	38,821	36,217	34,137
Student Fees	8,430	7,825	7,752
Course Fees	2,878	2,822	2,720
CPS	3,971	3,375	2,605
Other	1,243	977	1,147
	$ 84,679	$ 82,273	$ 76,364
Tuition	$ 38,821	$ 36,217	$ 34,137
Student Fees	8,430	7,825	7,752
Total	$ 47,251	$ 44,042	$ 41,889

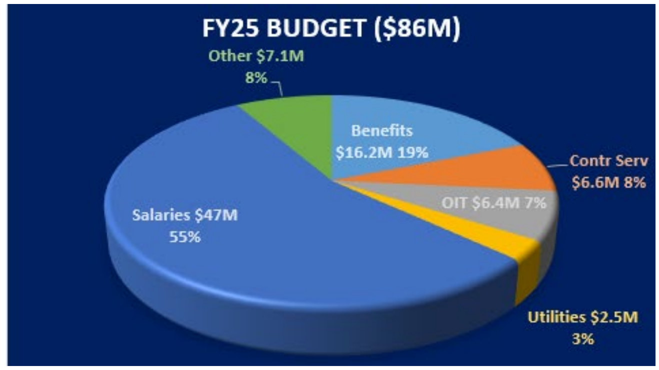


EXPENDITURES

Budget to Actual

Total operating expenditures through May 2025 were $76.4M and represent 80.8% of the $86M FY25 budget.





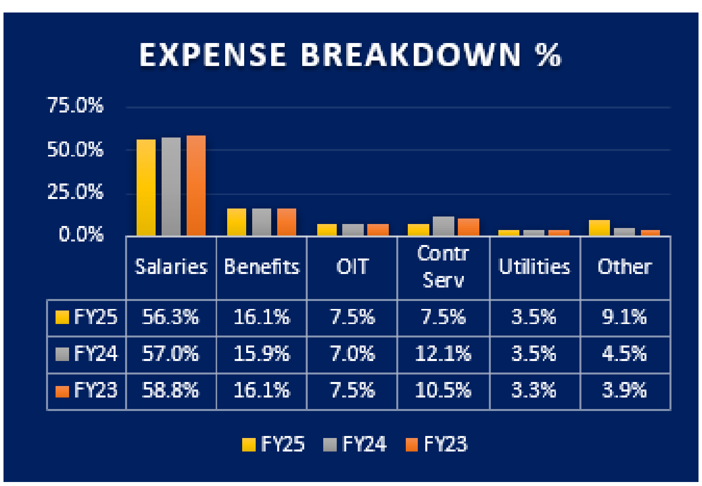
Other Expenses	Actuals	Budget
Insurance (GI)	$ 2,069,904	$ 2,067,124
Tuition Waivers	1,365,863	1,293,600
Supplies	569,200	721,289
Snow Removal	500,553	402,202
Program Rental	278,337	327,837
Memberships	199,613	235,200
Lease of Facilities	165,000	180,000
Postage	162,938	184,900
Advertising	162,083	351,733
Printing/Paper	159,708	203,222
Audit/Legal	140,858	179,400
Bank Service Charges	117,688	78,840
Overnight Travel	97,727	123,147
Other	941,170	782,857
	$ 6,930,642	$ 7,131,351

Division	Actuals	Budget
President/BOT	$ 584,825	$ 680,539
Human Resources	867,987	1,003,047
Planning & Institute Effect	470,947	539,490
Advancement	1,402,960	1,630,328
Finance & Operations	14,528,760	15,948,034
Academic Affairs	29,916,521	33,125,081
Student Affairs	6,010,529	6,770,516
Continuing & Prof Studies	2,771,407	2,701,420
Utilities	2,655,735	2,502,766
Benefits	12,316,367	16,169,350
General Expenses	4,828,509	4,739,611
	$ 76,354,546	$ 85,810,182

Compared to Prior Year

Total operating expenses for the same period last year were $72.2M compared to $76.4M this year, indicating an increase in operating costs of 5.8% or $4.2M.

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



Expenses	FY25	FY24	FY23
Salaries	$ 42,983	$ 41,173	$ 39,775
Benefits	12,316	11,455	10,872
OIT	5,721	5,048	5,045
Contr Serv	5,747	8,728	7,077
Utilities	2,656	2,520	2,230
Other	6,931	3,255	2,631
	$ 76,354	$ 72,179	$ 67,630

Increase	$ 4,175

Project Summary: Facilities Overview as of August 19, 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. Final payment and closeout documents received.

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

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

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

Met with Colliers December 1 in Asbury to review requirements of Culinary School. A conceptual layout was provided to the College for review and comment. The proposal for the design services and bid construction documents was approved by the Board on May 28. A purchase order will be issued to Colliers to begin services.
The project kickoff meeting was held Tuesday, July 2. The sub-committee met on September 6 to discuss building layout.
A meeting was held on October 1 in Asbury to review kitchen equipment and dining space.

A kitchen design review meeting was held on Nov 7, and a kitchen layout meeting was held on December 3.
Kitchen drawings were received on December 5.
Onsite utility inspections are scheduled and in progress. Soil borings were completed February 7.
A meeting was held on March 10 to review the design plan and address outstanding questions.
Bid documents were received on April 25 and are under reviewed by Facilities. We are waiting for the cost estimate from the engineer.
Cost estimate received on June 4.

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 are under review by the College. Once reviewed, the documents will be advertised for public bidding. Bid documents were prepared, advertised, and released. Responses are due July 22.
Contract to be awarded to Sal Electric, pending Board approval.

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 in all three units, which will extend the life expectancy on the units by a minimum of ten years. Purchase orders issued, waiting on parts and scheduling.
Modernization is anticipated to begin late October 2025.

6. **HVAC Upgrades at various buildings**
Cost: TBD
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. Waiting for quotes from Engineers for review.
Contract to be awarded to PS&S for engineering services, pending Board approval.

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. Going to the June board for approval for the Old Police building, Mail Center, and Print Shop. Purchase order sent to vendor, waiting for the installation schedule. Installation is in progress.

9. **ADA Upgrades**
Cost: TBD
PO Date: TBD
Architect/Engineer: TBD
Contractor: Garden State Sealing

This project is a targeted infrastructure improvement initiative aimed at enhancing pedestrian accessibility and safety throughout the College. Contract for replacing areas of sidewalk and curbs to be awarded to Garden State Sealing, pending Board approval. This is part of a larger scope of work that will be performed in sections.

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. Waiting for a quote from Architect to develop construction documents. Meeting with two additional architects to get quotes to develop construction documents.

12. Central Utility Plant Energy Efficiency Project Statement
Cost: TBD
PO Date: TBD
Architect/Engineer:
Contractor: TBD

This project aims to enhance efficiency of the campus boilers by optimizing their use of water, electricity, and natural gas. These improvements will reduce resource consumption, improve system performance, and support the College's sustainability and cost-savings goals. Contractor is finalizing scope and providing a detailed cost proposal.

13. Lighting Upgrade Project – Interior and Exterior
Cost: TBD
PO Date: TBD
Architect/Engineer:
Contractor: TBD

This project involves upgrading existing light fixtures to energy efficient LED technology across all locations, including both interior and exterior areas. The transition to LED lighting will significantly reduce energy consumption, lower maintenance costs, and improve overall lighting quality and reliability. This initiative supports our sustainability goals while enhancing safety and visibility throughout the facilities.

14. **Freehold Building Communication Upgrade – 2nd floor**
Cost: 45,112
PO Date: TBD
Architect/Engineer:
Contractor: Automated Building Controls

This project involves upgrading the Building Management System (BMS) on the second floor of the Freehold Building. This updated system will enhance visibility and control over key infrastructure components, including HVAC performance, temperature monitoring, submetering, energy management and lighting controls. The upgrade will improve operational efficiency, enable proactive maintenance, and support sustainability initiatives by providing real-time data and centralized control.

15. **Old Wall Building – HVAC Unit Equipment**
Cost: 255,000
PO Date: TBD
Architect/Engineer:
Contractor: Automated Building Controls

As part of ongoing facility improvements, the HVAC unit at the Old Wall Building is scheduled for replacement. The new unit will be significantly more energy efficient contributing to reduced utility costs and improved environmental performance. The new unit will be installed at the rear of the building to improve aesthetics and accessibility, rather than at the main entrance where the previous unit was located.

BROOKDALE COMMUNITY COLLEGE

COLLEGE POLICY

3.0003 Employees with Disabilities

I. Title of Policy

~~3.0003~~ Employees with Disabilities

II. Objective of Policy

To state and confirm the College's strong~~est~~ commitment to providing equal employment opportunities and reasonable accommodations to qualified individuals with disabilities.

III. Authority

Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, ADA Amendment of 2008 (P.L. 110-325), New Jersey Law Against Discrimination (NJLAD), and N.J.S.A. 10:5-4 and 10:5-12(a).

IV. Policy Statement

Brookdale Community College will ~~employ, and advance in employment,~~consider qualified individuals with disabilities for employment and advancement in accordance with our commitment to equal employment opportunity. The College will provide reasonable accommodations (as defined in Section 12111 of the Americans with Disabilities Act of 1990, as amended) to individuals with disabilities who are qualified for the positions for which they are applying or in which they are employed so long as the individuals can perform the essential elements of the position, with or without reasonable accommodations.

V. Responsibility for Implementation

President and Board of Trustees

Approved: 6/27/1996
Revision Lodged: Board of Trustees, 11/14/2017
Revised: Board of Trustees, 12/19/2017
Approved: Board of Trustees, 2/28/2023

Revision Recommended 3/23/25

Updated: X/X/2025

BROOKDALE COMMUNITY COLLEGE
COLLEGE POLICY

3.0003 Employees with Disabilities

I. Title of Policy

Employees with Disabilities

II. Objective of Policy

To state and confirm the College’s strong commitment to providing equal employment opportunities and reasonable accommodations to qualified individuals with disabilities.

III. Authority

Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, ADA Amendment of 2008 (P.L. 110-325), New Jersey Law Against Discrimination (NJLAD), and N.J.S.A. 10:5-4 and 10:5-12(a).

IV. Policy Statement

Brookdale Community College will consider qualified individuals with disabilities for employment and advancement in accordance with our commitment to equal employment opportunity. The College will provide reasonable accommodations (as defined in Section 12111 of the Americans with Disabilities Act of 1990, as amended) to individuals with disabilities who are qualified for the positions for which they are applying or in which they are employed so long as the individuals can perform the essential elements of the position, with or without reasonable accommodations.

V. Responsibility for Implementation

President and Board of Trustees

Approved: 6/27/1996
Revision Lodged: Board of Trustees, 11/14/2017
Revised: Board of Trustees, 12/19/2017
Approved: Board of Trustees, 2/28/2023

Brookdale Community College
College Policy

3.9002 Equal Opportunity and Non-Discrimination

I. Title of Policy

3.9002 Equal Opportunity and Non-Discrimination

II. Objective of Policy

To provide equal opportunity in all areas of the College's employment and educational practices, to foster a safe and non-discriminatory workplace and educational environment in all areas of College operations and programs and to provide a discrimination free workplace and educational environment.

III. Authority

All applicable Executive orders, all applicable Federal and State Anti-Discrimination laws~~legislation including but not necessarily limited to Executive Order 11246 as amended by Executive Order 11375; the Civil Rights Acts of 1964 and 1991; the Age Discrimination in Employment Act of 1967 as amended by the Older Workers Benefit Protection Act of 1990; the Equal Pay Act of 1963; Genetic Information Nondiscrimination Act of 2008; the Rehabilitation Act of 1973; Vietnam-Era Veterans Readjustment Assistance Act of 1974; Uniformed Services Employment and Reemployment Rights Act; Section 504 of the Rehabilitation Act of 1973 as amended; Americans with Disabilities Act of 1991 and the ADAA of 2008; N.J.S.A. 10:5-1, et seq.- the New Jersey Law Against Discrimination and N.J.S.A. 10:6-1, et seq.- the New Jersey Civil Rights Act~~, Title 18A of the New Jersey Statutes~~;~~, ~~other applicable State and Federal law,~~ and the Bylaws of the Board of Trustees.

IV. Policy Statement

This Policy extends to recruitment and hiring, working conditions, pay and benefits, professional development opportunities, performance review, promotion, and all other terms and conditions of employment. ~~Furthermore, t~~The College shall not discriminate or permit harassment or a hostile environment ~~on the basis of any protected class~~ in employment or the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other College-administered programs.

The College is an equal opportunity education institution and does not discriminate on the basis ~~of~~ of any protected characteristic protected under applicable Federal and State Law. All forms of unlawful discrimination or harassment ~~including sexual harassment, which is a form of unlawful gender discrimination,~~ are prohibited.

For the accompanying Regulation and for the Internal Procedures for Complaints Alleging Discrimination, Harassment or Hostile Work Environment in the Workplace or Education Programs, see 3.9002R.

This Policy does not control~~apply~~ claims of ~~to~~ sexual harassment ~~that is~~ prohibited by Title IX of the Education Amendments Act of 1972, as amended, 34 C.F.R. 106, including sexual assault, dating violence, domestic violence, and stalking. Such conduct is covered by Policy 2.1001 Title IX Policy Against Sexual Harassment and the accompanying Regulation, 2.1001R Title IX Regulation Against Sexual Harassment.

Allegations of sexual harassment that fall within the scope of Policy 2.1001 Title IX Policy Against Sexual Harassment (hereinafter "Title IX Policy") must be ~~handled~~ addressed in accordance with the Title IX Policy and are excluded from the scope of this Policy and accompanying regulation. ~~However, this policy utilizes a broader definition of sexual harassment than the Title IX Policy, consistent with other State and Federal laws that also prohibit sexual harassment. Therefore, c~~Complaints of sexual harassment alleged to have been committed by employees or third parties that do not fall within the scope of the Title IX Policy may still be investigated under this Policy.

V. Responsibility for Implementation

President

Approved: 11/16/1989 Revised: 6/27/1996
Revised: 9/25/2018, replaces Affirmative Action Policy Lodged: 9/25/2018
Approved: Board of Trustees, 10/23/2018
Approved: Board of Trustees, 10/27/2020, previously named 3.9002 Non-Discrimination and Policy 3.9007 Equal Opportunity and Anti-Discrimination retired on 10/27/2020
Updated: X/X/2025

Counsel guidance sought on this policy. Cabinet review was 1.15.25; emailed MG, copied MJ, on 2.26 and 2.28.25 w concerns in Academic Catalog that references the 2nd paragraph under Policy Statement, above. MG responded that MJ will address concerns. Seeking MJ's counsel on this policy with comments 3.24.25.

Mitch replied 4.4.25. Follow up sent to MJ 4.4.25 re: Nancy Kaari's proposed solution for gender-based scholarships, and if the yellow highlighted categories in the Policy Statement need to be removed. I removed the sentence in the last paragraph of the Policy Statement.

Follow up sent to Mitch 4.10.25 and he responded with no additional comments/revisions on 6.19.25

Reviewed by Governance Committee on 7.22.2025. Edits made/completed. 8.11.2025

Brookdale Community College
College Policy

3.9002 Equal Opportunity and Non-Discrimination

I. Title of Policy

3.9002 Equal Opportunity and Non-Discrimination

II. Objective of Policy

To provide equal opportunity in all areas of the College's employment and educational practices, to foster a safe and non-discriminatory workplace and educational environment in all areas of College operations and programs and to provide a discrimination free workplace and educational environment.

III. Authority

All applicable Executive orders, all applicable Federal and State Anti-Discrimination laws, Title 18A of the New Jersey Statutes, and the Bylaws of the Board of Trustees.

IV. Policy Statement

This Policy extends to recruitment and hiring, working conditions, pay and benefits, professional development opportunities, performance review, promotion, and all other terms and conditions of employment. The College shall not discriminate or permit harassment or a hostile environment in employment or the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other College-administered programs.

The College is an equal opportunity education institution and does not discriminate on the basis of any protected characteristic protected under applicable Federal and State Law. All forms of unlawful discrimination or harassment are prohibited.

For the accompanying Regulation and for the Internal Procedures for Complaints Alleging Discrimination, Harassment or Hostile Work Environment in the Workplace or Education Programs, see 3.9002R.

This Policy does not control claims of sexual harassment prohibited by Title IX of the Education Amendments Act of 1972, as amended, 34 C.F.R. 106, including sexual assault, dating violence, domestic violence, and stalking. Such conduct is covered by Policy 2.1001 Title IX Policy Against Sexual Harassment and the accompanying Regulation, 2.1001R Title IX Regulation Against Sexual Harassment.

Allegations of sexual harassment that fall within the scope of Policy 2.1001 Title IX Policy Against Sexual Harassment (hereinafter "Title IX Policy") must be addressed in accordance with the Title IX Policy and are excluded from the scope of this Policy and accompanying regulation. Complaints of sexual harassment alleged to have been committed by employees or third parties that do not fall within the scope of the Title IX Policy may still be investigated under this Policy.

V. Responsibility for Implementation

President

Approved: 11/16/1989 Revised: 6/27/1996
Revised: 9/25/2018, replaces Affirmative Action Policy Lodged: 9/25/2018
Approved: Board of Trustees, 10/23/2018
Approved: Board of Trustees, 10/27/2020, previously named 3.9002 Non-Discrimination and Policy 3.9007 Equal Opportunity and Anti-Discrimination retired on 10/27/2020

BROOKDALE COMMUNITY COLLEGE
COLLEGE POLICY

5.0003 Institutional and Specialized Program Accreditation, Approval, or Certification

I. Title of Policy

Institutional and Specialized Program Accreditation, Approval, or Certification

II. Objective of Policy

~~In order to strengthen and sustain quality and integrity in the learning and instruction process, the College shall seek continued accreditation from an accredited agency recognized by the US Department of Education.~~To ensure and uphold the quality and integrity of academic programs and instruction, the College will maintain institutional accreditation from any agency which may be recognized by the federal government. Where appropriate, the College will also pursue specialized program accreditation, approval, or certification to enhance student success and employability.

III. Authority

Title IV of the Higher Education Opportunity Act (2008); 20 U.S.C. Chapter 28, Subchapter IV: Student Assistance; N.J.S.A. 9A; N.J.S.A. 18A, NJ Administrative Code, Title 9A, Chapter 1 (9A:1-1.3, Licensure)

IV. Policy Statement

Institutional accreditation affirms the College's educational quality and commitment to continual improvement. Institutional accreditation is one of the requirements ~~related to~~for participation in Title IV programs ~~participation~~ and licensure in the ~~state~~ State of New Jersey.

Specialized program accreditation, approval, or certification may be pursued when it benefits students, particularly regarding professional success and employment. ~~in their pursuit of employment in specified professions.~~

The NJ Administrative Code refers to "accreditation" and "accredited" as a status attained by an institution through voluntarily meeting standards for academic degree programs and/or college credit-bearing courses set by a nongovernmental entity recognized by the U.S. Secretary of Education. For all College programs requiring accreditation, the College shall take all necessary steps to ensure that the College complies with, and remains in compliance with, all accreditation standards, rules and regulations as may be required from time to time by any accrediting agency.

~~Specialized accreditation of certain programs of the College shall be sought when appropriate if the resources necessary for compliance supports the benefits to students' educational and professional success.~~**Reporting Requirements**

All matters related to institutional or programmatic accreditation must be reported immediately to a direct supervisor and the Chief Academic Officer. This includes, but is not limited to:

- Scheduled accreditation visits or inspections
- Notices of complaints filed with the accrediting body
- Outcomes of accreditation visits
- Notices of compliance or non-compliance
- Program responses to accreditor actions

All correspondence, including preliminary or final reports, between the program and the accrediting body must also be reported to the Office of the President.

The Chief Academic Officer and Accreditation Liaison Officer will report on accreditation activities to the Student Success and Educational Excellence Committee at least twice annually, in both written and oral formats.

Failure to comply with these reporting requirements will result in disciplinary action in accordance with Regulation 3.9009R (Progressive Discipline).

V. Responsibility for Implementation

President

Approved: Sept 1980
Revised: July 2001
Revised: Feb 2016
Lodged: Feb 2016
Approved: March 2016
Approved: 2/22/2022 – previously named Institutional and Specialized Program Accreditation

Updated: X/X/2025

BROOKDALE COMMUNITY COLLEGE
COLLEGE POLICY

5.0003 Institutional and Specialized Program Accreditation, Approval, or Certification

I. Title of Policy

Institutional and Specialized Program Accreditation, Approval, or Certification

II. Objective of Policy

To ensure and uphold the quality and integrity of academic programs and instruction, the College will maintain institutional accreditation from any agency which may be recognized by the federal government. Where appropriate, the College will also pursue specialized program accreditation, approval, or certification to enhance student success and employability.

III. Authority

Title IV of the Higher Education Opportunity Act (2008); 20 U.S.C. Chapter 28, Subchapter IV: Student Assistance; N.J.S.A. 9A; N.J.S.A. 18A, NJ Administrative Code, Title 9A, Chapter 1 (9A:1-1.3, Licensure)

IV. Policy Statement

Institutional accreditation affirms the College's educational quality and commitment to continual improvement. Institutional accreditation is one of the requirements for participation in Title IV programs and licensure in the State of New Jersey.

Specialized program accreditation, approval, or certification may be pursued when it benefits students, particularly regarding professional success and employment.

The NJ Administrative Code refers to "accreditation" and "accredited" as a status attained by an institution through voluntarily meeting standards for academic degree programs and/or college credit-bearing courses set by a nongovernmental entity recognized by the U.S. Secretary of Education. For all College programs requiring accreditation, the College shall take all necessary steps to ensure that the College complies with, and remains in compliance with, all accreditation standards, rules and regulations as may be required from time to time by any accrediting agency.

Reporting Requirements

All matters related to institutional or programmatic accreditation must be reported immediately to a direct supervisor and the Chief Academic Officer. This includes, but is not limited to:

- Scheduled accreditation visits or inspections
- Notices of complaints filed with the accrediting body
- Outcomes of accreditation visits
- Notices of compliance or non-compliance
- Program responses to accreditor actions

All correspondence, including preliminary or final reports, between the program and the accrediting body must also be reported to the Office of the President.

The Chief Academic Officer and Accreditation Liaison Officer will report on accreditation activities to the Student Success and Educational Excellence Committee at least twice annually, in both written and oral formats.

Failure to comply with these reporting requirements will result in disciplinary action in accordance with Regulation 3.9009R (Progressive Discipline).

V. Responsibility for Implementation

President

Approved: Sept 1980
Revised: July 2001
Revised: Feb 2016
Lodged: Feb 2016
Approved: March 2016
Approved: 2/22/2022 – previously named Institutional and Specialized Program Accreditation

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	**Executive Committee (5)** Ms. Latonya Brennan, Chair Ms. Barbara Horl, Vice-Chair Mr. James McCracken Ms. Dyese Davis Dr. Les Richens		**Finance and Facilities (5)** 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	**Student Success & Educational Excellence (5)** Ms. Tracey Abby-White, Chair Dr. Stephanie D'Alessio , Alt Chair Dr. Les Richens Mr. Steve Clayton Mr. Montez Swartz	**Governance (5)** Ms. Dyese Davis, Chair Ms. Mary Pat Angelini, Alt Chair Mr. Paul Crupi Ms. Cyndie Williams Mr. Montez Swartz	**Audit Committee (4)** Ms. Mary Pat Angelini, Chair Dr. Stephanie D'Alessio, Alt. Chair Ms. Dyese Davis Mr. Montez Swartz Ms. Barbara Horl, Trustee
Liaisons	**Liaison to New Jersey Council of County Colleges (NJCCC)** (Board Alternate) Ms. Barbara Horl	**Liaison to Brookdale President's Community Advisory Council** Mr. Steve Clayton	**Liaison to Brookdale Community College Foundation** Ms. Tracey Abby-White
National & State Committees	**ACCT Finance & Audit Committee** Ms. Barbara Horl	**NJCCC State and Federal Policy Committee** 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 Automotive Technology Center	March 18 4:30 PM	March 18 5:30 PM	March 19 5:30 PM	March 17 5:00 PM		March 24	March 20 4 PM
Board Retreat – April 11 (5:30 pm) & 12, (9 am) 2025 – Caroline Huber Holistic Wellness Center							
Tuesday, April 29, 2025	April 22 4:30 PM	April 22 5:30 PM		April 23 5:30 PM	April 24 5:30 PM		
Wednesday, May 28, 2025	May 13 4:30 PM	May 13 5:30 PM					May 8 4 PM
Tuesday, June 24, 2025	June 17 4:30 PM	June 17 5:30 PM		June 16 5 PM	June 18 5:30 PM	June 16	
NO Public Board Meeting	July 15 **6:30 PM**	July 15 5:30 PM					
Tuesday, August 26, 2025	August 19 4:30 PM	August 19 5:30 PM					
Tuesday, September 30, 2025	September 16 4:30 PM	Sept. 16 5:30 PM		Sept. 17 5 PM		Sept. 15 5 PM	
Tuesday, October 28, 2025	October 14 4:30 PM	October 14 5:30 PM	October 15 5:30 PM		October 16 5:30 PM		
Tuesday, November 25, 2025	November 17* Monday 4:30 PM	November 17 Monday 5:30 PM		November 19 4 PM		Nov. 17 5 PM	
Tuesday, December 16, 2025	December 9 4:30 PM	December 9 5:30 PM	December 8 5:30 PM		December 15 5:30 PM		