Board of Trustees Public Business Meeting

Brookdale Community College
Brookdale at Freehold Higher Education Center, 3680 Route 9 South, Freehold, NJ Room 103/104
2025-09-30 17:30 - 2025-09-30 20:30 EDT

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BROOKDALE COMMUNITY COLLEGE

Board of Trustees
Public Business Meeting Minutes

August 26, 2025

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

Vice-Chair Horl 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.
	Mr. Paul Crupi, Trustee	Ms. Nancy Kaari
	Dr. Stephanie D'Alessio, Trustee	Dr. Yesenia Madas
	Ms. Dyese Davis, Trustee	Dr. Nancy Kegelman
	Ms. Barbara Horl, Vice-Chair	Mr. Kornpipob Kanthajan
	Mr. James McCracken, Trustee	Ms. Teresa Manfreda-Foley
	Dr. Les Richens, Trustee	
	Dr. David Stout, Secretary	
	Mr. Montez Swartz, Graduate Trustee	
	Ms. Cyndie Williams, Trustee	Ms. Cynthia Gruskos
Absent	**Ms. Latonya Brennan, Chair**	
	Mr. Steve Clayton, 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 August 20, 2025 at 10 AM advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press and the Star Ledger* and filed with the Clerk of the County of Monmouth.

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

Vice-Chair Horl led the pledge of allegiance followed by a welcome to those in attendance.

Dr. Stout reported with sadness the passing of Lew Wright, Automotive Technologies Lab Assistant and Adjunct Instructor; Barbara Schmidt, Learning Assistant in Chemistry and Adjunct Instructor of Environmental Science; Avry Timol, former student, S-STEM scholar, Math Lab Tutor, and student club leader; and John Blackburn, ESL Instructor. On behalf of the College, condolences were extended to their families, friends, and colleagues. A moment of silence was observed in their memory.

Vice-Chair Horl 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.

<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 Trustee Richens and seconded by Trustee Crupi.

Motion passed.</td><td></td></tr>
<tr><td colspan="3">Swearing in of Graduate Trustee Montez Swartz
Vice-Chair Horl announced a special occasion to welcome the new Graduate Trustee, Mr. Montez Swartz. The Board recognized and warmly welcomed Trustee Swartz’s family—his mother, father, and brother—who were present to share in the event and support him as he begins his service to Brookdale and the community.

Mr. Mitch Jacobs, Esq. administered the oath of office

Upon completion of the oath, Trustee Swartz was congratulated and officially seated as the new Graduate Trustee.</td></tr>
<tr><td colspan="3">Approval of Stockton University MOU

The Board considered a resolution to approve the renewal of the Memorandum of Understanding (MOU) with Stockton University.

Key Highlights of the MOU:

• The MOU continues the long-standing transfer partnership between Brookdale and Stockton University, ensuring seamless credit transfer for Brookdale students.

• Adds the Summer Live, Work, Learn Initiative, providing Brookdale students the opportunity to:

o Live on Stockton’s campus during the summer,

o Participate in paid work experiences and internships, and</td></tr>
</table>

Topic and Discussion	Votes Taken	Action and Follow-up Actions
o Gain professional skills and career readiness training. o Expands access to all Brookdale students who have completed at least two semesters, not only those intending to transfer to Stockton. • Incorporates a reverse transfer provision, allowing students who transfer to Stockton before completing their Brookdale associate degree to be awarded the Brookdale degree retroactively upon earning 60 credits. Remarks: • President David Stout emphasized Stockton's long history as a flexible and supportive transfer partner and highlighted the innovative nature of this agreement. • Dr. Katie Lynch, Provost and Vice President of Academic Affairs, and Nicole Ross, Associate Director of Transfer Pathways, outlined the details of the new initiative and its benefits to students. • Dr. Joseph Bertolino, President of Stockton University, shared his personal and professional commitment to expanding educational access, underscoring the value of this collaboration in supporting both traditional and non-traditional students. He expressed enthusiasm for the five-year extension of the agreement and praised the reverse transfer feature as a "win-win" for both institutions and their students. .		
Approval of Stockton University MOU	A motion to approve by resolution the MOU with Stockton University was made by Trustee Richens and seconded by Trustee Crupi. Motion Passed **YES**: Trustees, Abby-White, Angelini, Crupi, D'Alessio, Davis, McCracken, Richens, Swartz, Williams and Vice-Chair Horl **NO**: None **ABSTENTIONS**: None	

Topic and Discussion	Votes Taken	Action and Follow-up Actions

President's Report –

Review of Revised Mission, Vision and Values

Dr. Stout provided context on the college-wide review of Brookdale's mission, vision, and values, a process initiated by the Board of Trustees in January 2024. He noted that such a review is important to undertake on a regular basis, particularly in preparation for a new strategic plan or during the cycle of a Middle States Commission on Higher Education (MSCHE) self-study review, which occurs every eight years.

Dr. Stout reminded the Board that Brookdale's vision statement was last revised in 2011 and has since become "virtually indistinguishable" from the mission, which he interpreted as evidence that the college successfully accomplished the vision established at that time. He added that the mission statement was last updated in 2018, just prior to the last MSCHE self-study review. With the next review approximately one year away, the MSCHE self-study team will expect evidence of a comprehensive college-wide review of the mission, vision, values, and the institution's strategic priorities, which are set by the Board.

Over the past year, the College engaged in a series of town hall meetings to gather community input on the mission, vision, and values. Despite extensive dialogue, Dr. Stout reported that the process did not yield a college-wide consensus. To move the work forward, he issued a call for volunteers to serve on a dedicated task force. Nineteen members of the college community responded, representing a wide cross-section of the institution.

Dr. Stout concluded his remarks by formally turning the discussion over to the co-chairs of the President's Task Force on the Review of Mission, Vision, and Values to present the task force's work and recommendations.

Dr. Lynch, Provost and VP Academic Affairs and Angela Kariotis , Director of the Center for Transformative Learning, presented on behalf of the President's Task Force on the Review of Mission, Vision, and Values. The Task Force, comprised of 19 members from across the College, met throughout the summer to develop revised versions of the College's mission, vision, and values, and to introduce a new set of commitments to guide Brookdale's daily practices.

The presenters highlighted that the revised framework is rooted in Brookdale's participation in Achieving the Dream and the adoption of a lens of poverty-informed practices. This approach centers on designing systems for students facing the greatest barriers, with three key components: belonging, meeting basic needs, and providing just-in-time supports. They emphasized that when Brookdale builds systems for its most vulnerable students, all students benefit.

Data from local, state, and national surveys—including Brookdale's 2025 Basic Needs Survey—were shared, underscoring the prevalence of food and housing insecurity among students. Presenters noted that roughly one in three students face food insecurity and one in two face broader basic needs insecurity, aligning with national averages.

Topic and Discussion	Votes Taken	Action and Follow-up Actions

The new values were introduced as four guiding pillars: Compassion, Collaboration, Creativity, and Courage. A story was shared demonstrating how these values shaped the College's response to frozen Title II funding in July, which threatened GED and ESL programs. Through collaboration and advocacy, the College secured a grant to continue services and later saw funding restored.

The new mission statement was presented:
Brookdale Community College opens doors with courage and care, guiding diverse learners toward lifelong growth and success.

The accompanying commitment statement, a first for the College, outlines how Brookdale will live its values: *"We are Brookdale. Be brave and bold. Remove barriers. Open doors. Offer just-in-time supports. Keep compassion at the center. Design systems for those most in need. Lead with love. Empower. We will, so you can."*

Finally, the new vision statement was shared:
Brookdale transforms lives. We envision a future of educational opportunity for all.

The presenters explained that these statements align with Brookdale's North Star goal of 60% credential completion by 2030 and support the development of the College's forthcoming 2030 Strategic Plan. They also noted alignment with national best practices, citing examples from Aspen Prize-winning colleges Amarillo College and Southwest Technical College.

The Board was advised that the next step in the process will be to bring the revised mission, vision, values, and commitments to the College community at Convocation next Tuesday. For most faculty and staff, this will be the first opportunity to hear the presentation. Following Convocation, the framework will be presented through the College-wide governance system, where members will be asked to vote on whether this is the direction in which the College should move. The results, along with any comments or recommendations, will then return to the Board of Trustees for formal action. It was noted that adjustments may be made along the way based on community feedback, and the Board will be kept informed throughout the process.

Board members expressed their deep appreciation for the work of the Task Force and the quality of the presentation. Trustees commended the dedication of faculty, staff, and students who volunteered their time over the summer, noting the tremendous outcome of their efforts. Special recognition was given to student representative Christina Weber for her influential voice on the committee, and to former Trustee Susie Wyman for her longstanding contributions to the College.

Trustees described the presentation as inspiring, energetic, and a true reflection of Brookdale's mission of service to students. Several members remarked on the significant effort and hours that went into creating such a thoughtful product, applauding the clarity and passion evident in the work. They noted that the new mission, vision, and values framework captures the spirit of Brookdale and the community it serves, with one Trustee emphasizing the transformative impact of education on students' lives.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
The Board concluded with a strong statement of support for the ongoing process, affirming that members stand behind the work and look forward to the College community's feedback and the opportunity for formal Board action.		
Reports from the Board Committees and Liaisons **A. Finance & Facilities Committee** Trustee McCracken reported that the Finance & Facilities Committee met virtually on August 19. Mr. Naparlo provided a facilities update, highlighting completion on the elevator modernization project, transformer upgrades, and a $2.2 million theater lighting project moving to bid. He also noted ongoing projects at the Freehold and Wall campuses, and a tree grant that will support the removal and replanting of trees to enhance campus beauty. VP Manfreda then presented the financial report, noting a June 30, 2025 cash balance of $33.2 million, down $3.7 million from the prior year, but with a strong $800,000 increase in earned interest. Also discussed were salary and benefit comparisons to FY24, enrollment management, and faculty staffing adjustments, with Dr. Lynch providing details on real-time faculty reassignments based on enrollment. The committee considered 21 purchase recommendations and reviewed accounts payable for June 2025. VP Kari presented the grants and gifts report, sharing that the college has been successful in securing significant external funding. VP Kari also delivered the Foundation report, which closed FY25 with $6.1 million in total revenue—an impressive 129% increase over the prior year's $2.6 million—largely due to a major gift. With expenses holding flat at about $900,000, the Foundation's net position grew to $5.2 million, up $1.7 million from the previous year. **B. Governance Committee** Trustee Davis reported that the Governance Committee met via Zoom on July 22, 2025, with Trustees Angelini, Crupi, Swartz, Williams and herself in attendance, along with college leadership. The committee reviewed several policies recommended for lodging, including revisions to Policy 3.0003, *Employees with Disabilities*, updated to ensure compliance with current executive orders and affirm the college's commitment to equal opportunity; Policy 3.9002, *Equal Opportunity and Non-Discrimination*, revised for alignment with legal standards; Policy 5.0003, *Accreditation*, updated to clarify objectives, strengthen accountability, and include new reporting requirements ensuring all accreditation-related correspondence is directed to the President and that the Board monitors accreditation activities at least twice annually through the Student Success and Educational Excellence Committee; and Policy 6.1000, *Admissions*, revised for compliance with laws and executive orders. Additional discussion was held on clarifying the definition of "admitted student" versus students auditing classes or enrolled in CPS programs, with further review to follow on *Policy 6.1000 Admission*s.		

Topic and Discussion	Votes Taken	Action and Follow-up Actions

The Committee discussed the President's evaluation timeline. Dr. Stout has circulated his self-evaluation, and an ad hoc committee with Trustee Davis as a member, will oversee the process. She will distribute a survey to the Trustees for feedback. The Committee also reaffirmed its plan for the Board's self-evaluation to be conducted twice annually, in December and May, to allow for year-to-year comparison and to ensure the student trustee can participate at both the beginning and end of their term. Additional topics included trustee professional development opportunities, noting that Montez Swartz completed his orientation on July 16, upcoming ACCT conferences (October 22–25 in New Orleans and February 8–11 in Washington, D.C.), and the need to schedule the Board retreat in 2026. Lastly, there was discussion of MSCHE accreditation requirements, with the next self-evaluation, scheduled for Fall 2026.

Trustee Davis reported that the Governance Committee discussed recommended changes to the Board Chair election and nomination process, following guidance from the recent board retreat. The proposed process emphasizes transparency, fairness, and efficiency, including a one-term service for Chair with a maximum of two consecutive terms, nominations beginning in October, and the use of a ranked-choice straw poll administered confidentially by the assistant to the board. In the event of a tie, candidates would present during the October Executive Session, with a paper ballot used to determine the winner. The formal election in November would be ceremonial if the outcome has already been determined. Robert's Rules would not be applied for this process, and nominations from the floor would be eliminated.

The committee also recommended eliminating the Vice Chair position. Responsibilities traditionally assigned to the Vice Chair—such as presiding in the Chair's absence—would instead be delegated at the Chair's discretion, with a potential rotation among committee chairs to prevent concentration of power. These changes aim to create a clear, consistent, and equitable process, and would require amending the bylaws.

The Trustees engaged in a discussion regarding the recommendation to eliminate the Vice Chair position. It was noted that the Vice Chair position is traditionally viewed in organizations as a succession plan with the expectation of serving as Chair-elect, though this is not practiced by the Brookdale Board. Under current bylaws, the Vice Chair acts on behalf in the Chair's absence or at the request of the Chair, discharges delegated functions, and serves as an alternate ex-officio member on standing committees. Some trustees supported eliminating the position, noting that the Chair could designate another trustee to fulfill these responsibilities as needed, with the potential for rotating committee chairs to prevent concentration of power. Trustees who supported keeping the Vice Chair position emphasized that the role provides structure, continuity, and a clear delegation of leadership role, particularly in cases where the Chair is unavailable. The discussion highlighted the need to balance transparency, fairness, and flexibility while ensuring Board functions continue smoothly. No consensus was reached, and it was acknowledged that any change would require a bylaw amendment and further consideration by the full Board.

In addition, there was a recommendation made to create a Board policy to outline the nomination and election process as discussed in the Board retreat, and there was some debate about the use of the ranked choice straw poll recommendation, versus traditional voting. If the Vice Chair position is

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<tr><td colspan="3">retained, it was suggested that a sequential election process be implemented, in which the Board first nominates and elects the Chair, followed by the nomination and election of the Vice Chair.

B. Graduate Trustee Report - Trustee Swartz reported attending the recent Governance Committee meeting and participating in three new student orientations for the Class of 2027. He noted that the orientations emphasized safety, conduct, mental health resources, academic success strategies, and technology tools, and concluded with a “Get the Scoop” event connecting students to key campus resources and services.

C. NJCCC Update - Vice-Chair Horl reported that the NJCCC did not meet over the summer. She noted that litigation has vacated the U.S. Department of Education’s “Dear Colleague” letter threatening to withhold federal funding from institutions over diversity, equity, and inclusion practices. Further legal proceedings are expected, and she will share updates as they become available

Dr. Stout reported on matters being addressed through the New Jersey Council of County Colleges (NJCCC). He highlighted ongoing coordination in response to executive orders, revisions to the state funding formula for community colleges, and the inclusion of dual enrollment credits in the college funding formula. He noted concerns about recent funding reductions and the need for greater stability in allocations. Dr. Stout also shared that discussions are underway with the YMCA on a potential statewide partnership with community colleges

D. Foundation Update – Trustee Abby-White reported that the Foundation wanted to thank the generous giving that allowed the Foundation to award scholarships to 736 students last year, with a total award of $847,000. She also encouraged all to participate in the golf outing on September 18.</td></tr>
<tr><td colspan="3">Public Comment on Agenda Items –

Jack Ryan - full-time English faculty, expressed appreciation for the discussion by the Board and committee presentation on mission, vision and values, noting the importance of recognizing the courage of students who persevere despite significant challenges. He also offered reflections on the value of experienced faculty and staff, highlighting the contributions of retiring colleagues Kathleen Kennedy and Howard Finkelstein, and emphasized the energy and perspective that newer faculty and staff bring to the College community

Ms. Gruskos confirmed there was no written public comment submitted.</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</td><td>A motion to adopt the consent agenda was made by Trustee Richens and seconded by Trustee Abby-White.

Motion passed.</td><td></td></tr>
</table>

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of Public Business Meeting Minutes - June 24, 2025	A motion to approve the minutes from the Public Business Meeting on June 24, 2025, was made by Trustee Angelini and seconded by Trustee McCarcken. Motion Passed. Abstentions: Trustee Crupi	
Approval of Executive Session Meeting Minutes - June 24, 2025	A motion to approve the minutes from the Executive Session Meeting on June 24, 2025, was made by Trustee Richens and seconded by Vice-Chair Horl. Motion Passed. Abstentions: Trustees Crupi and D'Alessio	
Approval of Consent Agenda **A. Approval of Human Resources** **B. Ratification - Approval of Human Resources - July 2025** **C. Submission of Grants** **D. Ratification - Submission of Grants - July 2025** **E. Acceptance of Grants** **F. Approval Displaced Homemakers Resolution** **G. Ratification - Acceptance of Purchasing Threshold - July 2025** **H. 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** **I. Ratification - Purchases in Excess of $44,900 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey**	A motion to approve the consent agenda was made by Trustee Crupi and seconded by Trustee Abby-White. **YES:** Trustees Abby-White, Angelini, Crupi, D'Alessio, Davis, McCracken, Richens, Swartz, Williams and Vice-Chair Horl **NO:** None **ABSTENTIONS:** None	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
"Pay to Play" Process, in Excess of $17,500 - July 2025 **J. Open Invoice Payment Requests for Vendor, Student and Employee Payments** **K. Ratification - Open Invoice Payment Requests for Vendor, Student and Employee Payments - July 2025** **L. Monthly Financial Reports** **M. Ratification - Monthly Financial Reports - July 2025** **N. Capital Project Update**		
Lodging of Revised Policies **A. Revised Policy - 3.0003 Employees with Disabilities** **B. Revised Policy - 3.9002 Equal Opportunity and Non-Discrimination** **C. Revised Policy - 5.0003 Institutional and Specialized Program Accreditation, Approval, or Certification**	A motion to lodge the revised policies listed below was made by Trustee Richens and seconded by Trustee Crupi. A. Revised Policy - 3.0003 Employees with Disabilities B. Revised Policy - 3.9002 Equal Opportunity and Non-Discrimination C. Revised Policy - 5.0003 Institutional and Specialized Program Accreditation, Approval, or Certification **Motion passed.** **YES:** Trustees Abby-White, Angelini, Crupi, D'Alessio, Davis, McCracken, Richens, Swartz, Williams and Vice-Chair Horl **NO:** None	

<table>
<tr><th>Topic and Discussion</th><th>Votes Taken</th><th>Action and Follow-up Actions</th></tr>
<tr><td></td><td>ABSTENTIONS: None</td><td></td></tr>
<tr><td colspan="3">Public Comment -
Christopher Pflaum - an adjunct faculty member and nursing student, addressed the Board of Trustees to discuss ongoing contract negotiations between Brookdale Community College management and the adjunct faculty union, represented by the American Federation of Teachers Local 2222. Mr. Pflaum highlighted the union’s efforts to secure fair compensation, noting that negotiations have reached an impasse due to a Board policy that ties adjunct pay to the full-time faculty overload rate. He shared the specifics of the financial compensation the adjunct faculty union is advocating for. Mr. Pflaum urged the Board to revise the policy which ties adjunct pay to another union contact and consider an inflationary adjustment to facilitate a fair and ratifiable contract, warning that the union is prepared to pursue state-facilitated mediation if necessary.

Jack Ryan - full-time English faculty, expressed concern that raises following the recent reorganization were limited to administrators while staff who assumed additional responsibilities did not benefit. He supported the adjunct faculty union’s request for a unique bargaining system. Mr. Ryan also commended the administration, Board, and nursing faculty for strengthening the nursing program, noting its importance in addressing workforce needs and protecting the college’s mission in light of encroachment by Union County College. He emphasized the essential role nurses play in patient care and applauded efforts to expand the program.

Ms. Gruskos confirmed that no written public comment was submitted.</td></tr>
<tr><td colspan="3">Old/New Business –
The possible need for a Special Public Business meeting was announced to allow for a timely submission for a grant through the New Jersey Office of Secretary of Higher education to support capital improvement projects focused on deferred maintenance. If we have a viable grant project the meeting will be held on September 16 at 5:30 PM via Zoom and will be announced and noticed.

A previously raised question regarding the funding source of the tree grant was addressed. The grant, totaling $243,000, was funded by the New Jersey Department of Environmental Protection</td></tr>
<tr><td>Adjournment

Meeting adjourned at 8:07 PM</td><td>A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Abby-White.</td><td></td></tr>
</table>

BROOKDALE COMMUNITY COLLEGE

Board of Trustees
Special Public Business Meeting Minutes

September 16, 2025

Brookdale Community College
Brookdale Administrative Center
765 Newman Springs Rd.
Lincroft, NJ 07733

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

Present	Trustees	Administration:
	Ms. Tracey Abby-White, Trustee	Ms. Bonnie Passarella, Esq.
	Ms. Mary Pat Angelini, Trustee	Ms. Nancy Kaari
	Ms. Latonya Brennan, Chair	Dr. Katie Lynch
	Mr. Steve Clayton, Trustee	Dr. Yesenia Madas
	Mr. Paul Crupi, Trustee	Dr. Nancy Kegelman
	Dr. Stephanie D'Alessio, Trustee	Mr. Kornpipob Kanthajan
	Ms. Dyese Davis, Trustee	Ms. Teresa Manfreda-Foley
	Mr. James McCracken, Trustee	
	Dr. Les Richens, Trustee	Ms. Cynthia Gruskos
	Dr. David Stout, Secretary	
	Mr. Montez Swartz, Trustee	
	Ms. Cyndie Williams, Trustee	
Absent	Ms. Barbara Horl, Vice-Chair	
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 September 9, 2025 at 12 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.

Chair Brennan led the Pledge of Allegiance.

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

<table>
<tr><th>Topic and Discussion</th><th>Votes Taken</th><th>Action and Follow-up Actions</th></tr>
<tr><td>Adoption of Agenda for Public Business Meeting</td><td>A motion to adopt the meeting agenda was made by Trustee Angelini and seconded by Trustee Richens.

Motion passed.</td><td></td></tr>
<tr><td colspan="3">Public Comment on Agenda Items

No public comment was made, and Ms. Gruskos confirmed no written comments were submitted.</td></tr>
<tr><td>Approval to Authorize the Submission of a Grant Application to the Office of the Secretary of Higher Education for Grant Funding of Capital Improvement Projects Under the Higher Education Facilities Trust and Authorization to Accept Funds if Granted</td><td>A motion to approve by resolution (Attachment A) to authorize the submission of a grant application to the Office of the Secretary of Higher Education for grant funding of capital improvement projects under the Higher Education Facilities Trust and authorization to accept funds if granted was made by Trustee Richens and seconded by Trustee Abby-White.

Motion Passed

YES: Trustees Abby-White, Angelini, Clayton, Crupi, D’Alessio, Davis, McCracken, Richens, Swatz, Williams and Chair Brennan.

NO: None

ABSTENTIONS: None.</td><td></td></tr>
<tr><td colspan="3">Public Comment
No public comments were made, and Ms. Gruskos confirmed no written comments were submitted.</td></tr>
</table>

Topic and Discussion	**Votes Taken**	**Action and Follow-up Actions**
Old/New Business No old or new business was discussed.		
Adjournment at 5:42 PM	A motion to adjourn the meeting was made by Trustee Clayton and seconded by Trustee Richens.	

RESOLUTION AUTHORIZING BROOKDALE COMMUNITY COLLEGE TO SUBMIT A GRANT APPLICATION TO THE SECRETARY OF HIGHER EDUCATION FOR GRANT FUNDING UNDER THE SUMMER 2025 CYCLE OF THE HIGHER EDUCATION CAPITAL FACILITIES PROGRAM FOR THE PURPOSE OF PROVIDING FUNDING FOR ONE OR MORE PROJECTS OF THE INSTITUTION AND AUTHORIZING ALL OTHER NECESSARY ACTIONS REQUIRED IN CONNECTION THEREWITH

Adopted: September 16, 2025

WHEREAS: On August 11, 2025, the Office of the Secretary of Higher Education (the "Secretary") released a solicitation for grant funding (the "Summer 2025 Cycle") under the Higher Education Capital Improvement Fund Act, N.J.S.A. 18A:72A-72 et seq. ("CIF Act") and under the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A:72A-49 et seq. ("HEFT Act") (collectively, the "Higher Education Capital Facilities Program"); and

WHEREAS: The purpose of the Higher Education Facilities Trust Fund ("HEFT") grant program is to provide grants to New Jersey's public and private institutions of higher education for the cost, or a portion of the cost, of the construction, reconstruction, development, extension, and/or improvement of instructional, laboratory, communication, and research facilities (N.J.S.A. 18A:72A-52); and

WHEREAS: Pursuant to the HEFT grant program, the HEFT grants are expected to be funded from the proceeds of tax-exempt bonds (the "Tax-Exempt Bonds") to be issued by the Authority pursuant to the HEFT Act; and

WHEREAS: The deadline to submit a grant application (the "Grant Application") for funding under the Summer 2025 Cycle of the Higher Education Capital Facilities Program is September 22, 2025; and

WHEREAS: Pursuant to N.J.S.A. 18A:72A-54(a), "the governing board of a public or private institution of higher education may determine, by resolution, to apply for a grant from HEFT. Upon adoption of the resolution, the board shall file an application with the Secretary of Higher Education, which application shall include a complete description of the project to be financed and an identification of any additional sources of revenue to be used"; and

WHEREAS: The Board of Trustees (the "Board") of Brookdale Community College (the "Institution") desires to approve the submission and form of a Grant Application to the Secretary for funding under the Higher Education Capital Facilities Program for the projects (each, a "Project" and collectively, the "Projects") described on **Exhibit A** attached hereto ("**Exhibit A**"). Words used in the singular shall include the plural and vice versa, as the context may require; and

WHEREAS: The Board further desires to designate and authorize officers of the Institution to take all necessary and desirable actions to (i) submit to the Secretary a Grant Application for the purpose of providing funding for the Projects, (ii) obtain such other sources of financing for such Projects as may be necessary to complete such Projects, (iii) execute and deliver grant agreement(s) and such other documents and instruments as may be required to implement the grant funding, and (iv) undertake and implement the Projects; and

WHEREAS: The Board desires to approve the aggregate costs of the Projects paid and/or financed through all sources in an amount not to exceed the total amount set forth on **Exhibit A** with respect to such Projects; and

WHEREAS: The Board reasonably expects to reimburse expenditures for costs of the Projects paid by the Institution prior to the issuance by the Authority of the Tax-Exempt Bonds; and

WHEREAS: The Board desires to authorize the Authorized Officers (as defined below) of the Institution to accept grant funding for the Projects from HEFT and to make the certifications and commitments necessary to qualify the Projects for said grant funding from HEFT;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF BROOKDALE COMMUNITY COLLEGE AS FOLLOWS:

SECTION 1. The recitals set forth above are incorporated herein by reference as if set forth at length herein.

SECTION 2. The Board hereby authorizes the undertaking of the Projects described on **Exhibit A** attached hereto; approves the aggregate cost of such Projects, to be paid and/or financed through all sources in an aggregate amount not to exceed the total amount set forth on **Exhibit A** with respect to such Projects; authorizes the financing of all or any portion of the Projects with Tax-Exempt Bonds, commercial loans and other funds available to the Institution, as necessary and as further described in **Exhibit A**; acknowledges that should additional funding be needed to complete the Projects, such funding will be the responsibility of the Institution; and authorizes the submission and form of a Grant Application to the Secretary of Higher Education for grant funding of the Projects under the Summer 2025 Cycle of the Higher Education Capital Facilities Program.

SECTION 3. With respect to any Project that receives funding pursuant to the HEFT grant program, in accordance with N.J.A.C. 9A:15-1.3(b):

- the Board hereby certifies that the Institution has an up-to-date long-range facilities plan approved by the Board that includes provisions to address deferred maintenance and other capital renewal requirements and the

Board hereby pledges to use the HEFT grant to advance that plan; and

- the Board commits to maintaining the facilities project funded by the HEFT grant; and
- the Board certifies that the Institution will use the HEFT grant funds for the cost, or a portion of the cost, of the construction, reconstruction, development, extension, or improvement of instructional, laboratory, communication, and research facilities.

SECTION 4. This Resolution is a declaration of the official intent of the Institution that the Institution reasonably expects and intends to reimburse expenditures for costs of the Projects paid prior to the issuance of the Authority's Tax-Exempt Bonds ("Applicable Tax-Exempt Debt") in accordance with Treasury Regulation Section 1.150-2 and that the maximum principal amount of the Applicable Tax-Exempt Debt expected to be issued to finance costs of the Projects, including amounts used to reimburse expenditures for such costs paid prior to the issuance of the Applicable Tax-Exempt Debt is $17,725,000.

SECTION 5. The Authorized Officers (as set forth in **Exhibit B** attached hereto) (each an "Authorized Officer") are each hereby authorized and directed to take all necessary and desirable action to submit to the Secretary a Grant Application for the purpose of providing funding for the Projects, to approve, execute and deliver any and all agreements necessary, including but not limited to grant agreements, to undertake, implement and finance the Projects, and to approve, execute and deliver any and all other financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the Institution, in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution thereon and to attest the same, and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Projects and to pay financing costs including through the financing thereof. The Authorized Officers are further authorized and directed to do and perform such other acts and to take such other actions as may be necessary or required, or which may be deemed to be appropriate, to implement the purposes of this Resolution to undertake, implement and finance the Projects and to provide for the payment and/or repayment of the financing costs thereof.

SECTION 6. The Board hereby authorizes the Authorized Officers to accept grant funding for the Projects as may be awarded to the Institution as a result of participating in the Summer 2025 Cycle.

SECTION 7. All resolutions, orders and other actions of the Board in conflict with the provisions of this Resolution to the extent of such conflict are hereby superseded, repealed or revoked.

SECTION 8. This Resolution shall take effect immediately; and be it further resolved that no further approvals by the Board are necessary to implement this Resolution.

RESOLUTION ADOPTED: **September 16, 2025**

DULY CERTIFIED: David M. Sout

David M. Sout, Ph.D., Board Secretary

EXHIBIT A

PROJECT DESCRIPTION

A. Project Description:

For the funding of deferred maintenance projects to benefit Brookdale Community College instructional, laboratory, communication, and research facilities.

Projects include:

1. Lincroft Campus Deferred Maintenance: CO2 Detector Installation, HVAC, Plumbing, and Electrical Upgrades ($12.5 million)
2. 12 Classroom Renovations ($3.1 million)
3. Central Utility Plant: Generator Installation ($2.125 million)

B. Amount of HEFT Grant Request $17,725,000

C. Total Amount of Institutional Funds to be Provided (if any) $375,000

D. Total Cost of Project **$18,100,000**

EXHIBIT B

AUTHORIZED OFFICERS OF BROOKDALE COMMUNITY COLLEGE

Dr. David Stout, President, Brookdale Community College

Teresa Manfreda, Vice President, Finance & Operations, Brookdale Community College

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 41 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires	**Recommendations**
Faculty	1
Support Staff	3
Adjunct Faculty	27
Coaches	2

B. Change of Status	**Recommendations**
Supervisor – Direct Student Contact	2
Non-Supervisor – Direct Student Contact	1
Non-Supervisor – Administrative Operations	1
Support Staff	1

C. Separations	**Recommendations**
Faculty	1
Non-Supervisor – Administrative Operations	1
Support Staff	1

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

A. HIRES

FACULTY

1. Name: Amanda Chimento
   Department: English
   Position: Instructor, temporary, fall semester
   Salary: $70,606, to be prorated accordingly
   Effective: 9/1/25 – 12/23/25, subject to completion of all final contingencies

SUPPORT STAFF

1. Name: Adriana Agha
   Department: Enrollment Services
   Position: Specialist, One Stop
   Salary: $50,375
   Effective: 10/1/25, subject to completion of all final contingencies

2. Name: Devon Buchanan
   Department: Specialist, Event Production
   Position: Event Production Services
   Salary: $50,375
   Effective: 10/1/25, subject to completion of all final contingencies

3. Name: Dayna Marchek
   Department: Caroline Huber Holistic Wellness Center
   Position: Associate, Caroline Huber Holistic Wellness Center
   Salary: $50,375
   Effective: 10/1/25, subject to completion of all final contingencies

ADJUNCT FACULTY

1. Name: Nicole Accardo
   Department: Nursing

2. Name: Vanira Chiszar
   Department: Languages/Spanish

3. Name: Maria Di Ioia
   Department: Nursing

4. Name: Benjamin Doda
   Department: Communication Media

5.	Name:	Frederick Dolan
	Department:	Nursing
6.	Name:	Elham Fahmy
	Department:	Mathematics
7.	Name:	Gillian Friedman
	Department:	Nursing
8.	Name:	Uma Gurusamy
	Department:	Mathematics
9.	Name:	Kaitlyn Hancock
	Department:	Nursing
10.	Name:	Tammy Harden
	Department:	Nursing
11.	Name:	Natasha Jawahir
	Department:	Fine Art
12.	Name:	Vanessa McDale
	Department:	Nursing
13.	Name:	Dreu Monaghan
	Department:	Nursing
14.	Name:	Jennifer Moore
	Department:	Fine Art
15.	Name:	Anca Neagoe
	Department:	Mathematics
16.	Name:	Mirela Negoita
	Department:	Mathematics
17.	Name:	Sean Nepveu
	Department:	History
18.	Name:	Brian Nietzold
	Department:	Mathematics

19.	Name:	Margaret Olsen
	Department:	Fine Art
20.	Name:	Cristina Palmeri
	Department:	Nursing
21.	Name:	Danielle Pfeffer
	Department:	Nursing
22.	Name:	Alexander Roubos
	Department:	Mathematics
23.	Name:	Sari Schwarz
	Department:	Fashion/Marketing
24.	Name:	Alexa Speers
	Department:	Business
25.	Name:	Kate Sullivan
	Department:	English
26.	Name:	Elizabeth Treptow
	Department:	Photography
27.	Name:	Alev Turker
	Department:	ARTS

ADJUNCT DEGREE SUMMARY

Doctoral	Masters	Bachelors
4	22	1

COACHES

1.	Name:	Brandon Ebanks
	Department:	Esports
	Position:	Head Coach, Esports
	Compensation:	$7,000
	Effective:	10/1/25, subject to completion of all final contingencies

2.	Name:	Erin McIntosh
	Department:	Esports
	Position:	Assistant Coach, Esports
	Compensation:	$3,500
	Effective:	10/1/25, subject to completion of all final contingencies

B. CHANGE OF STATUS

<u>SUPERVISOR – DIRECT STUDENT CONTACT</u>

1.	Name:	Melissa Borre
	Department:	ABE/GED
	Position:	Program Manager, grant-funded position
	Action:	Return from temporary A3 position to A4 grant-funded position upon renewal of grant funding
	New Salary:	No change
	Effective:	9/1/25
2.	Name:	Michael Rodriguez
	Department:	EOF Office
	Position:	Associate Director, EOF Office
	Action:	Change in status from A2 to A4 through reclassification
	New Salary:	$75,635, to be prorated accordingly
	Effective:	10/1/25

<u>NON-SUPERVISOR – DIRECT STUDENT CONTACT</u>

1.	Name:	Ryan Marlowe
	Department:	Student Affairs
	Position:	Confidential Administrator, Student Affairs
	Action:	Change in status from N4 to A3 position through bona fide search
	New Salary:	$66,144, to be prorated accordingly
	Effective:	10/1/25, subject to completion of all final contingencies

<u>NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS</u>

1.	Name:	Nina Ercolino
	Department:	Registration & Records
	Position:	Associate Director, Information Systems
	Action:	Change in status from N4 to A4 through bona fide search
	New Salary:	$75,635, to be prorated accordingly
	Effective:	10/1/25, subject to completion of all final contingencies

SUPPORT STAFF

1.	Name:	Matthew Ratcliffe
	Department:	Testing Services
	Position:	Specialist, Testing Services
	Action:	Change in title & department through bona fide search
	New Salary:	No change
	Effective:	10/1/25, subject to completion of all final contingencies

C. SEPARATIONS

FACULTY

1.	Name:	Howard Finkelstein
	Department:	Sociology
	Position:	Professor
	Action:	Retirement
	Effective:	8/31/25, with retirement on 9/1/25

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1.	Name:	Michelle Kneute
	Department:	Human Resources
	Position:	Manager, Benefits
	Action:	Retirement
	Effective:	2/28/26, with retirement on 3/1/26

SUPPORT STAFF

1.	Name:	Jonathan Bianchino
	Department:	Student Accounts
	Position:	Specialist, Student Accounts
	Action:	Separation
	Effective:	9/3/25

2.1 Submission of Grants
Executive Summary

A. Funding Agency: NJ Office of the Secretary of Higher Education & New Jersey Council of County Colleges
Funding Opportunity: College Readiness Now XII
Program Title: N/A
Short Title: CRN

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

Total $ Requested: $44,768
Institutional Match: N/A
Date to be Submitted: August 29, 2025
Project Timeline: July 1, 2025 – June 30, 2026
Program Administrator: Sheri Stanford

B. Funding Agency: NJ Cybersecurity & Communications Integration Cell/NJ Department of Homeland Security
Funding Opportunity: FFY25 State and Local Cybersecurity Grant Program
Program Title: N/A
Short Title: Cybersecurity Grant

Goal/Purpose: The overall goal of the SLCGP is to improve the cybersecurity posture of state, local, and territorial (SLT) government organizations by providing assistance for managing and reducing systemic cyber risk through the following four objectives:

Objective 1: Develop and establish appropriate governance structures, as well as develop, implement, or revise cybersecurity plans, to improve capabilities to respond to cybersecurity incidents and ensure continuity of operations.
Objective 2: SLT agencies understand their current cybersecurity posture and areas for improvement based on continuous testing, evaluation, and structured assessments.
Objective 3: Implement security protections commensurate with risk.

Objective 4: Ensure organization personnel are appropriately trained in cybersecurity, commensurate with responsibility.

Total $ Requested: $0, Services and resources in lieu of funds.
Institutional Match: N/A
Date to be Submitted: September 5, 2025
Project Timeline: Federal FY25
Program Administrator: George Sotirion

C. **Funding Agency:** NJ Office of the Secretary of Higher Education
Funding Opportunity: Community College Opportunity Grant
Program Title: N/A
Short Title: CCOG

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

Total $ Requested: $165,533
Institutional Match: N/A
Date to be Submitted: September 5, 2025
Project Timeline: July 1, 2025 – June 30, 2026
Program Administrator: Ed Johnson

D. **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: $1,446,419* allocation amount updated
Institutional Match: N/A
Date to be Submitted: September 17, 2025

Project Timeline: July 1, 2025 – June 30, 2026
Program Administrator: Melissa Borre

E. **Funding Agency:** NJ Office of the Secretary of Higher Education (OSHE)
Funding Opportunity: Centers for Adult Transition
Program Title: N/A
Short Title: CAT

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

Total $ Requested: $100,000
Institutional Match: N/A
Date to be Submitted: September 19, 2025
Project Timeline: July 1, 2025 – June 30, 2026
Program Administrator: Noreen Kane

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

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

Total $ Requested: $15,000
Institutional Match: N/A
Date to be Submitted: September 26, 2025
Project Timeline: July 1, 2025 – June 30, 2026
Program Administrator: Summer Deaver

G. **Funding Agency:** Swipe Out Hunger
Funding Opportunity: Swipe Grant
Program Title: Nutrition Hub
Short Title: N/A

Goal/Purpose: Swipe Grants provide up to $6,000 to campus partners to support food security initiatives. This grant will support the Nutrition Hub at the Wellness Center to build an emergency needs fund to support students facing food and basic needs insecurity. Funding will cover the cost of meal vouchers for students to be used on campus and gift cards to support student needs.

Total $ Requested: Up to $6,000
Institutional Match: N/A
Date to be Submitted: October 15, 2025
Project Timeline: November 2025 – April 2026
Program Administrators: Summer Deaver

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, $1,446,419_______, 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	$780,000	300	90
Partner 1	Community Affairs and Resource Center	$78,000	21	18
Partner 2	LADACIN, INC.	$32,000	16	
Partner 3	Literacy NJ	$88,000	44	
Partner 4	Monmouth County Vocational School	$54,000		27
Partner 5				
Partner 6				
Partner 7				
Partner 8				
Partner 9				
Partner 10				
Partner 11				
Partner 12				
Partner 13				
Totals		$1,446,419	381	135

*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.

4.2a Ratification of Emergency *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.

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 validated the need and nature of the emergency purchase; 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 Purchas as indicated on the attached list have been reviewed and the same are hereby ratified.

Emergency Purchase Agenda in Excess of $44,900
September 30, 2025

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Operating				
1	Magic Touch Construction Co., Inc.	**Pipe Replacement** / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for a pipe replacement impacting the restrooms on the lower level of the Student Life Center. This contract is funded by Chapter 12.	Exempt	$ 33,868.46

*** Estimated expense based on historical data**

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

Date: September 26, 2025

To: Chair Brennan

From: Dr. David M. Stout, President

Subject: Emergency Purchase Authorization, Student Life Center - Restrooms

In accordance with 18A:64A-25.6, our Board By-Laws, 1.3054 (n) and our Board Policy 4.8000 Contracts, I am approving an emergency procurement due to the collapse of an underground pipe servicing the first-floor restrooms of the Student Life Center (SLC)**.** This incident occurred on September 19, 2025**,** and has rendered all first-floor restrooms inoperable.

The situation poses an immediate risk to the health, safety, and welfare of the campus community and requires urgent remediation

The Student Life Center is a high-capacity, student-facing facility that supports a wide range of student services and co-curricular programs. The loss of first-floor restroom access presents a serious risk to public health, safety, and welfare, particularly in regard to ADA accessibility and New Jersey Uniform Construction Code (UCC) requirements. The only remaining restrooms in the facility are located on the second floor, which poses potential compliance issues with fixture count requirements and creates access barriers for individuals with disabilities

I am approving the following requisition for emergency service and purchase to address the damage:

- Magic Touch Construction Company, a state-approved contractor (MO Coop Bid #26-13 / 25-27) who will provide the following services at the total estimated cost for emergency repairs in the amount of $33.868.46, inclusive of materials, labor, equipment rentals, and overtime rates to expedite the work.
  - Excavation and removal of the defective underground pipe
  - Installation of new pipe and backfilling
  - Concrete patching and floor tile replacement (non-matching tile)
  - Waste material disposal and jobsite protection

This emergency purchase will be placed on the September 30, 2025 Board of Trustees Public Business Meeting Agenda as a resolution for ratification by the Board of Trustees.

cc: Mr. Mitchel Jacobs, College Counsel
Mr. Matt Giacobbe, College Counsel
Ms. Kim Van Lew, Manager, Purchasing
Ms. Teresa Manfreda-Foley, VP Finance and Facilities
The Board of Trustees

TELEPHONE: 732-224-2204 FAX: 732-224-2242 EMAIL:dstout@brookdalecc.edu

ADDRESS: 765 Newman Springs Road, Lincroft, NJ 07738

BROOKDALE COMMUNITY COLLEGE

Office of the Vice President, Finance & Operations

TO: **Dr. David Stout, President**

FROM: **Teresa Manfreda-Foley**

SUBJECT: **Emergency Purchase Authorization- Student Life Center- Restrooms**

DATE: **September 25, 2025**

In accordance with **N.J.S.A. 18A:64A-25.6** and **Board Policy 4.8000 – Contracts**, I am authorizing an emergency procurement due to the collapse of an underground pipe servicing the first-floor restrooms of the Student Life Center (SLC)**.** This incident occurred on September 19, 2025**,** and has rendered all first-floor restrooms inoperable.

The situation poses an immediate risk to the health, safety, and welfare of the campus community and requires urgent remediation.

The Student Life Center is a high-capacity, student-facing facility that supports a wide range of student services and co-curricular programs. The loss of first-floor restroom access presents a serious risk to public health, safety, and welfare, particularly in regard to ADA accessibility and New Jersey Uniform Construction Code (UCC) requirements. The only remaining restrooms in the facility are located on the second floor, which poses potential compliance issues with fixture count requirements and creates access barriers for individuals with disabilities.

Prompt action is required to ensure operational continuity and compliance with federal and state building standards. The following scope of work will be completed by Magic Touch Construction Company, a state-approved contractor (MO Coop Bid #26-13 / 25-27):

- Excavation and removal of the defective underground pipe
- Installation of new pipe and backfilling
- Concrete patching and floor tile replacement (non-matching tile)
- Waste material disposal and jobsite protection

The total estimated cost for this emergency repair is $33,868.46, inclusive of materials, labor, equipment rentals, and overtime rates required to expedite the work.

Given the urgency of the situation, I respectfully request authorization to proceed under emergency purchasing authority. All appropriate documentation is on file and available upon request.

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 September 16, 2025.

September 30, 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
September 30, 2025

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase	
Chapter 12					
1	Allstate Office Interiors	**Flooring Replacement** / Exempt 18A:64A-25.9 (State Contract). This contract is for the first-floor flooring replacement at the Long Branch Regional Location and is funded by Chapter 12.	Exempt	$ 59,558.49	
2	Allstate Office Interiors	**Furniture Installation and Flooring Replacement** / Exempt 18A:64A-25.9 (State Contract) and Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and installation of furniture and flooring in MAS 001 and MAS 100. This contract is funded by Chapter 12.	Exempt	$ 229,828.98	
3	Premier Enterprises, LLC dba Premier Roofing	**Roof Repairs and Replacement Services, Bid No. 24-11** / This contract is for the roof replacement at the Voyager School and is funded by Chapter 12.	Bid	$ 88,300.00	
Grants					
4	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	$ 60,000.00	*
5	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	*

6		Elevate Educators, LLC	**Professional Consulting Services** / Exempt 18A:64A-25.5.a.(15) (Professional Consulting Services). This contract is for the development of a three-tiered Paraprofessional Excellence Training Program to the NJ Pathway's Center of Workforce Innovation for Learning, Teaching and Research. This innovative 39-hour professional development program will address the critical need for specialized training that empowers paraprofessionals with essential skills, advanced pedagogical knowledge, and content-specific expertise. This contract is funded by the NJ Pathways to Career Opportunities Grant.	Exempt	$ 48,000.00	
7		Content Talent South	**Software License Fees** / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This contract is for software license fees for the NJ Film Academy's curriculum. This contract is funded by the NJ Pathways Film & TV Grant.	Exempt	$ 117,000.00	
	Operating					
8		Planck, LLC dba Patch Media	**Student Recruitment Advertising** / Exempt 18:64A-25.5.a.(20) (Student recruitment and advertising). This is a 1-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	$ 18,000.00	
9		Varsity Brands Holding Co., Inc. dba, BSN Sports, LLC.; Smart Stitch; Ampro Sports;	**Athletic Uniforms, Sports Apparel, and Supplies** / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). These are 1-year co-op contracts with the New Jersey County College Joint Purchasing Consortium for the supply and delivery of athletic uniforms, sports apparel, and supplies. These contracts are funded by the Athletics Budget. FY25 $30,933.	Exempt	$ 40,000.00	*
10		Eastern, LLC	**Snow Removal Services, Bid 26-02** / Notice was sent to 4 vendors, received 3 replies. This is a one-year contract with an option for a 2nd and 3rd renewal for snow removal services. This contract is funded by the Facilities Budget. FY25 $458,908.	Bid	$1,225/Hour $310/Hour Long Branch	

*** 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 July 31, 2025, which totaled $3,363,386.60 . 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 September 16, 2025.

4.1 *Financial Report*

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at the September 16, 2025 meeting.

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

Financial Overview

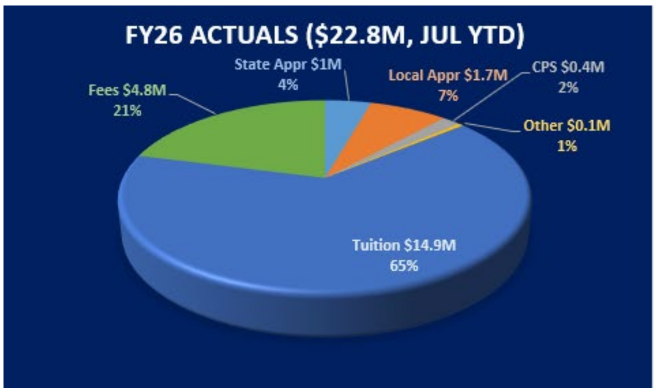
July 31, 2025

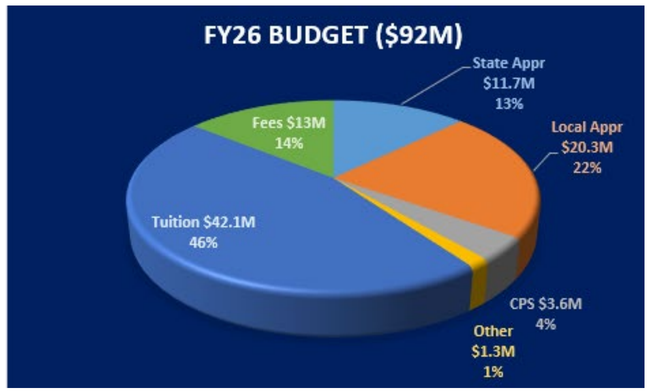
The following financial summary provides an overview of year-to-date financial performance at July 2025 compared to the FY26 budget, and to the same period last year.

REVENUE

Budget to Actual

Total operating revenue through July 2025 was $22.8M and represents 24.8% of the $92M FY26 budget.



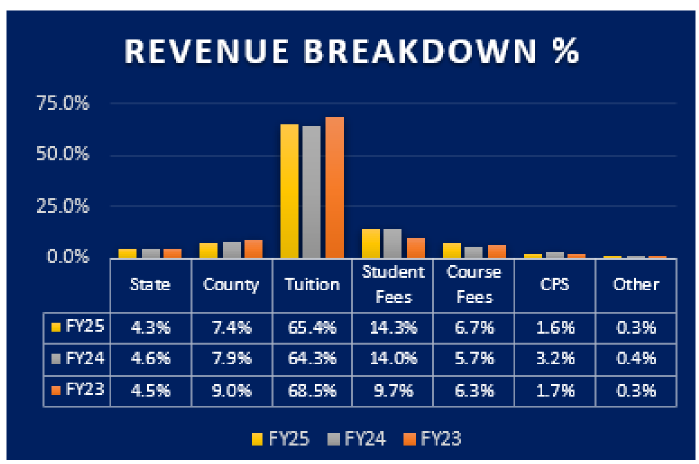


Compared to Prior Year

Operating revenue through July 2025 was 6.4% higher than the same time last year. Of the $1.4M increase, $1.7M is in tuition & fee revenue and -$0.3M from all other operating revenue sources.

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

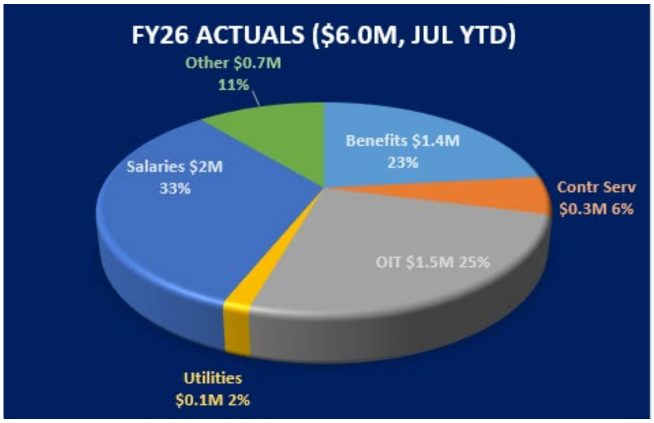
Revenue	FY26	FY25	FY24
State	$ 977	$ 977	$ 853
County	1,690	1,690	1,690
Tuition	14,904	13,786	12,896
Student Fees	3,257	3,006	1,832
Course Fees	1,539	1,214	1,192
CPS	372	676	323
Other	63	90	54
	$ 22,802	$ 21,439	$ 18,840
Tuition	$ 14,904	$ 13,786	$ 12,896
Student Fees	3,257	3,006	1,832
Total	$ 18,161	$ 16,792	$ 14,728

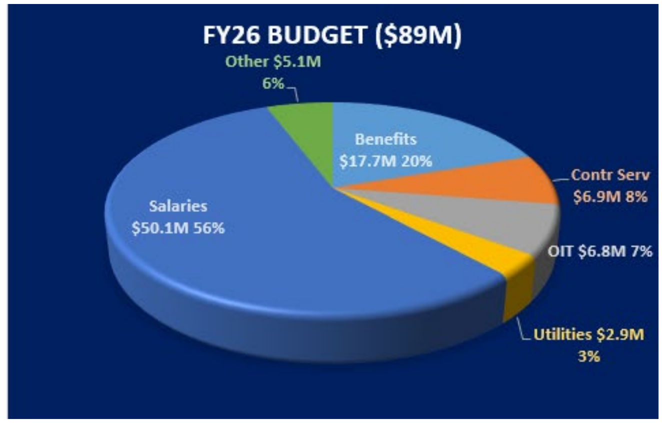


EXPENDITURES

Budget to Actual

Total operating expenditures through July 2025 were $6.0M and represent 6.7% of the $89M FY26 budget.





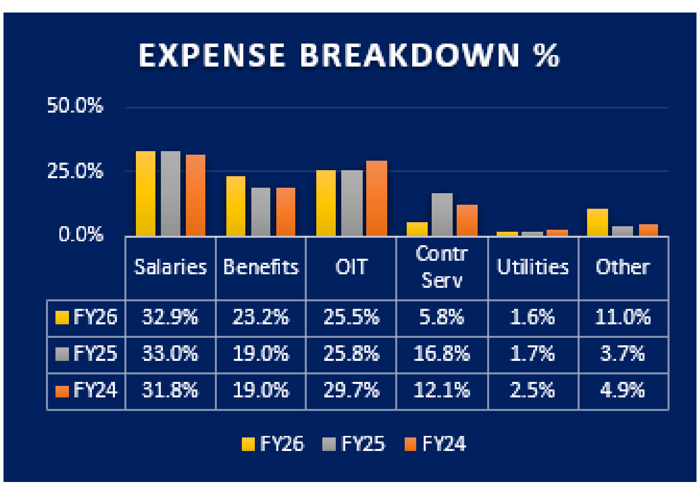
Other Expenses	Actuals	Budget
Tuition Waivers	$ 187,367	$ 1,295,000
Memberships	151,882	237,793
Program Rental	143,716	352,057
Insurance (GI)	58,039	2,202,000
Lease of Facilities	30,000	180,000
Supplies	14,448	668,970
Postage	6,988	185,507
Printing/Paper	6,072	214,668
Bank Service Charges	4,173	77,000
Advertising	958	353,300
	$ 662,524	$ 5,126,975

Division	Actuals	Budget
President/BOT	$ 63,347	$ 624,302
Human Resources	147,317	995,058
Planning & Institute Effect	52,571	539,203
Advancement	150,110	1,502,732
Finance & Operations	2,075,041	16,809,512
Academic Affairs	911,249	33,986,527
Student Affairs	514,842	6,939,779
Continuing & Prof Studies	203,646	3,005,831
Utilities	99,049	2,856,344
Benefits	1,398,550	17,653,635
General Expenses	405,539	4,495,689
	$ 6,021,261	$ 89,408,612

Compared to Prior Year

Total operating expenses for the same period last year were $5.7M compared to $6.0M this year, indicating an increase in operating costs of 6.3 % or $355K.

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



Expenses	FY26	FY25	FY24
Salaries	$ 1,980	$ 1,870	$ 1,721
Benefits	1,399	1,078	1,026
OIT	1,533	1,463	1,606
Contr Serv	348	950	656
Utilities	99	98	133
Other	663	208	263
	$ 6,022	$ 5,667	$ 5,405

Increase	$ 355

Project Summary: Facilities Overview as of September 16, 2025

Updates are reported in red text

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

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

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

   Met with Colliers December 1 in Asbury to review requirements of Culinary School. A conceptual layout was provided to the College for review and comment. The proposal for the design services and bid construction documents was approved by the Board on May 28. A purchase order will be issued to Colliers to begin services.
   The project kickoff meeting was held Tuesday, July 2. The sub-committee met on September 6 to discuss building layout.
   A meeting was held on October 1 in Asbury to review kitchen equipment and dining space.
   A kitchen design review meeting was held on Nov 7, and a kitchen layout meeting was held on December 3.
   Kitchen drawings were received on December 5.
   Onsite utility inspections are scheduled and in progress. Soil borings were completed February 7.
   A meeting was held on March 10 to review the design plan and address outstanding questions.
   Bid documents were received on April 25 and are under reviewed by Facilities. We are waiting for the cost estimate from the engineer.
   Cost estimate received on June 4.

3. **Theatre Lighting at the Performing Arts Center, Lincroft**
Cost: *$2,306,900*
Architect/Engineer: *H2M Associates, Inc.*
PO Date: *8/13/24*
Contractor: *SAL Electric*

An RFP will be sent to various architects and engineers for the design of the theatre lighting at the Performing Arts Center. Meeting with Architectural and Engineering firms on Tuesday, May 14 to review the scope of work.
Proposals were accepted and reviewed by Facilities. The selection will be presented to the June board for approval. H2M contract under review by legal. Once approved a purchase order will be issued. A site visit at the PAC with H2M was held on September 5.
A preliminary list of equipment costs was provided to Facilities for review. A lighting review meeting was held on Oct 18. Preliminary lighting drawings and budget were sent on December 20 for review by the College.
A meeting was held on January 24 with the architect, designer, and theatre staff to choose stage lighting fixtures and discuss the design for the stage.
The architect is working on final numbers for lighting fixtures and the project. Documents are expected in the upcoming weeks. The bid and construction documents were received on Wednesday May 7 and are under review by the College. Once reviewed, the documents will be advertised for public bidding. Bid documents were prepared, advertised, and released. Responses are due July 22. Contract to be awarded to Sal Electric, pending Board approval.
The Project was approved at the August Board meeting, and a purchase order will be issued to SAL Electric.

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 currently in the developmental phase. We are finalizing the Request for Proposal (RFP), which will be distributed to multiple mechanical engineering firms for the preparation of construction documents. A site walk-through will be scheduled to assess the equipment slated for upgrade.

7. **Building Automation Control upgrade**

Cost: *91,200*

PO Date: *TBD*

Architect/Engineer: *PS&S*

Contractor: *TBD*

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

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. The installation at Lincroft is in the development stage.

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 stages.

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: *TBD*
Contractor: *TBD*

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

12. **Central Utility Plant Energy Efficiency Project Statement**
Cost: *TBD*
PO Date: *TBD*
Architect/Engineer: *TBD*
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. Currently, the contractor is in the process of collecting information and researching the scope of work to provide a detailed quote for the project.

13. **Lighting Upgrade Project – Interior and Exterior**
Cost: *TBD*
PO Date: *TBD*
Architect/Engineer: *TBD*
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: 9/3/25
Architect/Engineer: *N/A*
Contractor: *Automated Building Controls*

This project involves upgrading the Building Management System (BMS) on the second floor of the Freehold Building. This updated system will enhance visibility and control over key infrastructure components, including HVAC performance, temperature monitoring, submetering, energy management and lighting controls.
The upgrade will improve operational efficiency, enable proactive maintenance, and support sustainability initiatives by providing real-time data and centralized control.
Purchase order was issued to Automated Building Controls on September 3.

15. **Old Wall Building – HVAC Unit Equipment**
Cost: *255,000*
PO Date: 9/*29*/25
Architect/Engineer: *N/A*
Contractor: *Automated Building Controls*

As part of ongoing facility improvements, the HVAC unit at the Old Wall Building is scheduled for replacement. The new unit will be significantly more energy efficient contributing to reduced utility costs and improved environmental performance.
To enhance building aesthetics and accessibility, the new unit will be installed at the rear of the building, rather than at the main entrance where the previous unit was located.
Purchase order was issued to Automated Building Controls on August 29.

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
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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
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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.

~~For Review: Governance Committee – July 22, 2025. Updated 8.11.2025~~
Submitted for Approval ~~Lodging~~: Board of Trustees Public Business Meeting – ~~August~~September ~~26~~30, 2025

~~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

~~For Review: Governance Committee – July 22, 2025. Updated 8.11.2025~~
Submitted for Approval ~~Lodging~~: Board of Trustees Public Business Meeting – ~~August~~September ~~26~~30, 2025

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.

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Approved: Sept 1980
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Board Brief: Lodging of Board of Trustees Bylaws

The Governance Committee recommends eliminating the Vice Chair officer position. Accordingly, the revised Bylaws are submitted for lodging, with the following changes proposed:

1. **1.3030: Officer Titles** - Elimination of the Vice-Chair Officer position.
2. **1.3030: Officer Titles** - In the absence of the Chair, the Chair will designate an "Acting Chair" and if there is no designation by the Chair, the Chair of the Governance Committee will assume the Acting Chair' duties
3. **1.3030 Officer Titles**: Duties of the Acting Chair are added and outlined in the Bylaws.
4. **1.3040: Election of Officers and Term of Office** - removed reference to Vice Chair and added the process for election of the Board Chair shall be conducted in accordance with the Board's adopted Nomination and Election Policy and if no such exists then the election of Officers shall be controlled by Roberts Rules.

   As of this time there is no adopted Nomination and Election Policy, so the election would be conducted by Roberts Rules.
5. **1.3051 – Chair of the Board –** added the responsibility to designate a Trustee to serve as Acting Chair in his or her absence**.**
6. **1.4010: Committees of the Board** – If the Chair is unavailable to attend a committee meeting, the Acting Chair will serve as an alternate to the Board Chair as an ex-officio voting member for purposes of a quorum.

   The Title of Committee Vice-Chair of the Standing Committees has been revised to Committee Alternate Chair of the Standing Committees.
7. **1.4020: The Executive Committee** will now consist of the Chair, Chair of the Finance Committee and three Trustees appointed by the Chair.
8. **1.4080 Board of School Estimate**: In the absence of the Board Chair, the Acting Chair will serve on the Board of School Estimate.
9. **1.5010: Annual Meeting** - At the annual meeting the only officer to be elected is the Chair.
10. **1.5020 – Public Business Meetings** – If the Board Chair is attending the meeting remotely, then the Acting Chair will preside as Chair.

Bylaws of the Board of Trustees of Brookdale Community College

1.1000 LEGAL STATUS OF THE BOARD OF TRUSTEES

1.1010 Official Name

The official name of the county college, established under and by virtue of the laws of the State of New Jersey, shall be Brookdale Community College (hereinafter sometimes referred to as “College” or “the College”).

1.1020 Corporate Title

The Board of Trustees shall be a body corporate and shall be known as the “Board of Trustees of Brookdale Community College,” (hereinafter sometimes referred to as the “Board”).

1.1030 Corporate Seal

The corporation shall have a seal, the form and design of which shall be adopted by the Board of Trustees and the custody of which shall be with the Secretary and/or Assistant of the Board of Trustees.

1.1040 Construction and Application

These Bylaws are a general statement of the powers and duties of the Board of Trustees (“Board”) and in no way limit the authority of the Board. Notwithstanding anything contained in these Bylaws, the Board of Trustees retains full authority to modify these Bylaws, in whole or in part, and to otherwise establish policies for conducting the affairs of the College.

1.2000 ORGANIZATION OF THE BOARD

1.2010 Composition of the Board of Trustees

The Board of Trustees consists of twelve voting members. One member is elected from the graduating class appointed in accordance with the laws of the State of New Jersey. The President of the College shall be an ex-officio member of the Board, but without vote. The Executive County Superintendent of Schools shall be an ex-officio member.

1.2020 Authority

The Board of Trustees derives its authority from New Jersey Statute 18A:64A-1 et seq. The Board is subject to provisions of the Constitution of the State of New Jersey, the Regulations and Standards for New Jersey Community Colleges, and its own policies.

The rules contained in the current edition of Robert's Rules of Order Newly Revised and as may be further revised from time to time, shall govern the Board of Trustees in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Board of Trustees may adopt, and any statutes applicable to the College that do not authorize the provisions of these Bylaws to take precedence, under direction of legal counsel.

1.2030 Oath of Office

Each Trustee, prior to taking a seat on the Board of Trustees, shall take and execute the following oath of office:

"I,______________, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey and that I will faithfully discharge the duties of the office of Trustee of Brookdale Community College according to the best of my ability."

1.2040 Individual Members of the Board

The responsibilities of the Board designated in this section, and such other responsibilities and powers of the Board as are or may be designated in these Bylaws, pertain to the Board as such and not to its members individually. No member of the Board has or shall assume power or responsibility to make decisions affecting the College, the Board, or its agents except as that power or responsibility has been specifically delegated to him/her by the Board.

1.2050 Duties, Powers and Responsibilities

Each Trustee shall endeavor to devote time, thought and study to his/her duties and responsibilities as a member of the Board of Trustees so as to render effective and creditable service.

The Trustee shall attend all Board Meetings, either in person, by phone or video conference, missing rarely and only when necessary. Trustees shall serve on at least one (1) Board committee. The Trustee will be prompt in attendance and an active participant in discussions, allowing no distractions during meeting times to interfere in Board discourse.

The Board of Trustees, responsible to the people of Monmouth County and sensitive to their hopes, ambitions, and needs, shall have the legislative responsibility of formulating broad public policy for community college education in Monmouth County. Trustees shall engage in an ongoing program of Board Professional Development. The College shall provide information, orientation, and training to each of the Trustees on the legal and ethical responsibilities of a member of the Board. As the policy-making body of the College, the Board shall be charged with the oversight and control of the College. The formulation and adoption of written policies shall constitute the basic method by which the Board exercises this leadership in the operation of the College.

The Board of Trustees, in addition to such other powers expressly granted to it by law, is hereby granted the following powers:

a. To adopt and periodically review and, if necessary, amend the Mission Statement of the College;

b. To adopt or change the name of the College;

c. To adopt and use a corporate seal;

d. To sue and be sued;

e. To determine the educational curriculum and program of the College consistent with the programmatic mission of the institution or approved by the Commission on Higher Education;

f. To appoint and fix the compensation and term of office of a President of the College who shall be the executive officer of the College and an ex officio member of the Board of Trustees;

g. To appoint, upon nomination of the President, members of the administrative and teaching staffs and fix their compensation and terms of employment subject to the provisions of N.J.S.18A:64A-13;

h. To appoint or employ, upon nomination of the President, such other officers, agents and employees as may be required to carry out the provisions of these Bylaws and to fix and determine their qualifications, duties, compensation, terms of office and all other conditions and terms of employment and retention;

i. To fix and determine tuition rates and other fees to be paid by students;

j. To grant diplomas, certificates or degrees;

k. To enter into contracts and agreements with the State or any of its political subdivisions or with the United States, or with any public body, department or other agency of the State or the United States or with any individual, firm or corporation which are deemed necessary or advisable by the Board for carrying out the provisions of these Bylaws and the provisions of N.J.S.A. 18A:64-1, et seq.;

l. To accept from any government or governmental department, agency or other public or private body or from any other source, grants or contributions of money or property which the Board may use for or in aid of any of its purposes;

m. To acquire (by gift, purchase, condemnation or otherwise), own, lease, use and operate property; whether real, personal or mixed, or any interest therein, which is necessary or desirable for College purposes;

n. To determine that any property owned by the College is no longer necessary for College purposes and to sell the same at such price and in such manner and upon such terms and conditions as shall be established by the Board;

o. To exercise the right of eminent domain, pursuant to the provisions of Title 20, Eminent Domain, of the Revised Statutes, to acquire any property or interest therein;

p. To make and promulgate such rules and regulations, not inconsistent with the provisions of these Bylaws or with the rules and regulations promulgated hereunder or with the provisions of N.J.S.A. 18A:64-1, et seq.; which may be reasonably necessary or incidental to the establishment, maintenance and operation of a county college;

q. To exercise all other powers, not inconsistent with the provisions of these Bylaws or with the rules and regulations promulgated hereunder which may be reasonably necessary or incidental to the establishment, maintenance and operation of a county college;

r. To establish and maintain a dedicated reserve fund for minor capital needs which in any given year shall not exceed 3% of the replacement value of Brookdale's physical plan;

s. Monitor and assess their own performance as Board Members, annually completing a Board of Trustees' Evaluation to include items such as Board Organization, Institutional Performance, Board Leadership and Board Performance;

t. To hire outside professional experts to provide advice and counsel regarding its essential functions, duties and responsibilities.

1.3000 MEMBERS AND OFFICERS OF THE BOARD

1.3010 Who Shall Serve

The members of the Board shall be appointed and serve under the provisions of those as proscribed by N.J.S.A. 18A:64A-8, N.J.S.A. 18A:69A-9 and these Bylaws.

1.3020 Voting and Non-Voting Members

a. The President of the College shall serve as a non-voting ex officio Member of the Board. The President shall serve in such capacity from the time of his/her swearing in until his/her termination as President of the College. No hold over of such Board position is permitted.

b. The Graduating Student Trustee selected from the graduating class shall serve as a voting member of the Board of Trustees for a term of one (1) year commencing at the first meeting of the Board in July following graduation of his/her class. The Board of Trustees, at their discretion, may permit voting rights to the Graduating Student Trustee. No holdover of the Graduating Student Trustee position is permitted.

c. The Executive County Superintendent of Schools shall serve as a voting member of the Board and shall serve in such capacity from his swearing in until his termination as the Executive County Superintendent. No hold over of such Board position is permitted.

d. The two (2) Governor's Appointees shall serve as voting members of the Board and shall be sworn into such office as soon thereafter as possible following his/her appointment. The Governor's appointees to the Board shall serve for a four (4) year term. The Governor's appointees shall serve until he/she is replaced by action of the Governor.

e. The eight (8) County Commissioner Appointees shall serve as voting members of the Board and shall serve as Trustees until the end of his or her term. The County Commissioner Appointees to the Board shall serve for a four (4) year term. A County Commissioner appointee may hold over at the end of his/her expired term until the County Commissioners selects his/her replacement. Once the replacement Trustee is selected, the outgoing Trustee shall immediately cease serving in a hold over capacity.

1.3030 Officer Titles

~~The Officers of the~~The Officers of the Board shall be a Chair and Secretary. In accordance with the provisions of Section 1.3040 below, a Board Chair shall be ~~a Chair and a Vice Chair~~ elected from ~~its~~the Board's membership. ~~The President of the College, or his/her designee, shall be Secretary of the Board.~~ In the Chair's absence, the Chair will designate a Trustee of the Board to act as and fulfill the duties of Board Chair ("Acting Chair" or "Acting Board Chair") until the Board Chair becomes available. In the event that the Board Chair does not designate a Board Trustee to act as and fulfill the Chair's duties or if such designee fails to assume such duties, the Chair of the Governance Committee will, in the Board Chair's absence, assume the duties of Board Chair.

In the absence of the Chair, the Acting Chair shall discharge all functions as the Chair may delegate. For purposes of a quorum, the Acting Chair shall serve as an alternate ex-officio member when the Chair is unavailable, on all committees of the Board.

The President of the College, or his/her designee, shall be Secretary of the Board.

1.3040 ~~Manner of~~ Election of Officers and Term of Office

The Chair ~~and Vice Chai~~r of the Board shall be elected annually at the annual meeting of the Board held during the month of November. ~~They~~ The Chair elect shall assume office immediately upon election and shall serve for a period of one year or until a successor is elected and qualifies. Trustees are required to serve for two academic years prior to seeking election as Board Chair. A Trustee shall not serve as Board Chair for more than two consecutive years. ~~Both Officers~~ The Chair shall be elected by a simple majority of the votes cast at the annual meeting. Vacancies in office that may occur after the annual meeting shall be filled by election at the next regular meeting after the vacancy shall have occurred. The new office holder will serve for the remainder of the unexpired term.

The process for election of the Board Chair shall be conducted in accordance with the Board's adopted Nomination and Election Policy, if any and if no such policy exists, then the election of Officers shall be controlled by Roberts Rules.

1.3050 Duties and Responsibilities of the Officers of the Board

1.3051 Chair of the Board

a. To preside at all meetings of the Board and to decide on questions of order as well as the right to vote;

b. To make the final decision regarding Trustee appointment to committees and to appoint the Chair and ~~Vice~~ Alternate Chair of any Committee where the full Board of Trustees do not come to agreement about committee Selection;

c. To execute all contracts and other documents legally requiring the signature of an authorized representative of the Board;

d. To serve as an ex-officio member of all committees of the Board;

e. To call special meetings of the Board as required;

f. To recommend appointments of individuals to the Board of Trustees of the Brookdale Community College Foundation, according to its Bylaws;

g. To discharge such other functions as may be prescribed by law or delegated to the Chair by the Board;

h. To coordinate all Board activities and ensure that all Board directives and policies are fulfilled.

~~h.~~i. To designate a Trustee to serve as Acting Chair in his or her absence.

~~1.3052 Vice Chair of the Board~~

~~a. To act for the Chair on request of the Chair or in the Chair's absence;~~

~~b. To discharge such other functions as the Chair may delegate;~~

~~c. For purposes of a quorum, to serve as an alternate ex-officio member when the Chair is unavailable, on all committees of the Board.~~

1.305~~3~~2 Secretary of the Board

a. Ensure written notification ~~(~~of all meetings to all members of the Board;

b. To be responsible for recording, preparing, and distributing to all members of the Board the minutes of all regular and special meetings of the Board;

c. To ensure protocols are in place for custody of the corporate seal of the College, and its use on official documents, and to attest the same by his/her signature;

d. To be responsible for the oversight of all official records and documents belonging to the Board;

e. To cause to have prepared and maintained an indexed compilation of all Bylaws and amendment thereto and a copy of the policies of the Board and all amendments thereto, the whole of which shall be known as the Policies of the Board of Trustees of Brookdale Community College;

f. To be responsible for oversight of official correspondence of the Board and issuance of all of its orders;

g. To be responsible (give such) for public notices of Board actions as may be required by statutes, Bylaws, or resolutions of the Board;

h. To perform such other duties as may be required by law or delegated to him/her from time to time by the Board.

1.3054 Chief Executive Officer

The President of the College shall be the Chief Executive Officer of the College through whom the Board carries out its program and exercises its policies. The President may delegate to subordinate officers or employees of the College such powers as he/she may deem appropriate to be exercised under his/her supervision and direction.

Within the framework of policies adopted by the Board, the President shall exercise discretionary authority in carrying out the responsibilities of the position. He/She shall perform the following functions:

a. To inform the Board of all actions taken under authority delegated to him/her;

b. To advise the Board in all areas of policy and to make recommendations on all matters that affect the College;

c. To make nominations to the Board for the appointment of administrative and teaching staffs and such other officers, agents and employees as may be required to carry out the provisions of N.J.S.A. 18A:64A-1 et seq.;

d. To prepare and submit to the Board an annual budget and budget revisions;

e. To be responsible for the formulation of all reports as may be required by the

Board and by local, state, and national agencies;

f. To issue administrative regulations and procedures designed to implement Board policies;

g. To represent the College to the community, in cooperation with the Board and the staff, by interpreting the College’s programs to the public, students and parents, the press, and community organizations;

h. To execute contracts and other documents that do not require a Board resolution (i.e. emergency agreements) and to execute contracts and other documents approved by the Board if expressly authorized by the Board;

i. To prepare and submit to the Board an annual report on the operation of the College, including recommendations for the immediate and long-range development of the College;

j. To serve as the official channel for all contacts between staff members and the Board, and the Board and staff members;

k. To act as the chief administrator of the College, responsible for the organization of the College and for all executive and administrative duties in connection with the operation of the College;

l. To propose the shape of and maintain the educational program of the College, recommending to the Board from time to time such changes in programs and services as he/she deems desirable to fulfill the stated mission of the College;

m. To designate, subject to Board approval, an administrative officer of the College to serve as Acting President during his/her absence;

n. In emergencies, to initiate an emergency purchase, defined as the need for supplies and/or services to the extent that if not procured immediately, serious safety, financial or operational loss will occur. An emergency purchase does not necessarily negate the use of competition but dictates rather than normal purchasing procedures cannot be followed. The President will provide justification in writing for the emergency purchase to the Chair of the Board as soon as possible.

1.4000 COMMITTEES OF THE BOARD

1.4010 Appointments to Standing Committees

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 and Alternate Chair of such Committee. For each Committee, the Board Chair shall be an ex- officio member and if unavailable, the Acting Chair shall ~~the Vice Chair shall~~ serve as an alternate to the Board Chair as an ex-officio voting member for purposes of a quorum.

As soon as reasonably practical, following the election of the Chair ~~and Vice Chair~~, the full Board of Trustees shall meet to discuss Trustee assignments to standing committees, subcommittees, and any other appointed positions. The process of committee selection shall be open and collaborative and include all Board members

If the Trustees do not agree on committee selections, the Chair-Elect shall have the right to make a final decision regarding all Trustee appointments and appoint the Chair and Alternate Chair of the Standing Committees.

Standing committees are advisory in nature. Such appointments shall be made annually at the organizational meeting of the Board of Trustees. A member of each standing committees shall serve for a term of one (1) year or until his/her successor has been appointed.

The Board Chair shall fill all vacancies in Committees that occur after the annual reorganizational meeting in his/her sole discretion. If a Committee Chair resigns prior to the end of a term, the Board Chair, in his/her sole discretion, shall appoint a replacement Chair.

1.4020 Executive Committee

The Executive Committee shall consist of the Chair, ~~Vice Chair~~, Chair of the Finance Committee and ~~two~~three Trustees appointed by the Chair. The President of the College shall serve ex-officio and act as Secretary of the Committee. The Chair of the Board shall serve as Chair of the Executive Committee.

The Executive Committee shall, in consultation with the President, develop the Agenda for Board Meetings.

The Executive Committee shall meet prior to each regular meeting of the Board or at any other time as may be requested by the Chair or President.

In the event the Board Chair~~man~~, after consultation with the President, determines that it is not feasible to have a meeting of the Board of Trustees to deal with an emergent situation, the Executive Committee is empowered to take action on behalf of the Board when failure to act would have a deleterious effect on students or the operation of the College. Such action taken by the Executive Committee will be binding on the Board. An emergent situation is defined as a situation which endangers lives, property, or the continuation of a vital program.

The Executive Committee is empowered to take action on routine consent agenda items during those months the Board of Trustees has eliminated a monthly meeting during the annual reorganization meeting. These items will be ratified by the full Board at the next public meeting of the Board of Trustees.

The Executive Committee shall, to the extent possible, be available to the President for discussion and consultation. In an emergent situation, the President shall utilize the following order of contact:

a. First, the Board Chair~~man~~;

b. If the Board Chair~~man~~ is unavailable then the Acting ~~Board~~ ~~Vice~~ Chair~~man~~; and

c. If neither the Chair~~man~~ nor the Acting Chair~~Vice Chairman~~ are available, the President shall contact any other member of the Executive Committee.

1.4030 Finance and Facilities Committee

The membership of the Finance and Facilities Committee shall consist of five (5) Trustees, The Finance and Facilities Committee shall meet on a monthly basis or more frequently as may be requested by the Board Chair, the Committee Chair, the Committee members or the President. Prior to action by the Board of Trustees, the Committee shall duly consider all matters and review all recommendations of the President and report to the Board of Trustees concerning the following:

a. Development of all fiscal policies of the Board;

b. Annual budget and revisions, including advocacy for same at the County and State levels;

c. Long-range fiscal requirements for operation and development of the College to ensure long term fiscal stability and prosperity of the College;

d. Review of public contracts within the statutory limits of the County College Contracts Law;

e. Development of all buildings and grounds policies;

f. Facilities Master Planning for the College;

g. Requirements for buildings and grounds, both temporary and permanent, including architectural plans;

h. Development of a master plan for capital improvements and repairs;

i. Build a healthy net position (reserves) to ensure long term financial integrity and positive credit ratings;

j. Formulate the Board's Strategic Priorities related to Finance and Facilities;

k. Ensure compliance with Middle States Standard VI (Planning, Resources and Institutional Improvement).

l. Such other matters as shall be referred to it by the Board of Trustees.

1.4040 Governance Committee

The membership of the Governance Committee shall consist of five (5) Trustees. The Governance Committee shall meet a minimum of four (4) times per year or as may be requested by the President, The Board, the Board Chair, the Committee Members or the Committee Chair. Prior to action by the Board of Trustees, the Committee shall duly consider all matters and review all recommendations of the President and Board Members, and report to the Board of Trustees. The Governance Committee shall be responsible for the facilitation of all governance related issues including but not limited to: formulation of mission and goals of the College; periodic review of and recommended modifications and additions to the College's Bylaws; providing oversight, training and orientation to College Trustees for continuing professional development, knowledge and growth; facilitation and evaluation of the performance of the Board of Trustees; developing yearly goals for the Board; developing yearly goals for the President and a process to efficiently and effectively evaluate his/her performance; reviewing, modifying and creating College Bylaws as needed but no less than once per year; reviewing modifying and formulating College Policy and Regulations as needed but no less than once per year; developing and providing strategic direction and establishing strategic priorities to the Board of Trustees; ensuring compliance with Middle States Standards and any and all other matters as may be referred by the Board of Trustees.

1.4050 Student Success and Educational Excellence Committee

The membership of the Student Success and Educational Excellence Committee shall consist of five (5) Trustees. The Student Success and Educational Excellence Committee shall meet a minimum of four (4) times per year or as may be requested by the President, The Board, the Board Chair, the Committee Members or the Committee Chair. Prior to action by the Board of Trustees, the Committee shall duly consider all matters and review all recommendations of the President and Board Members, and report to the Board of Trustees. The Student Success and Educational Excellence Committee shall be responsible for ensuring that the College provides its students with proper educational programs and an optimal learning environment to prepare Brookdale Students to successfully compete in the workforce and in the global economy. The Student Success and Educational Excellence Committee shall formulate and monitor the Board's strategic priorities related to student success and educational excellence; assess curriculum and programs to ensure that educational offerings and programs align with current and future employment, market trends and market opportunities; formulate missions and goals to achieve student success and educational excellence; track, monitor, review and assess the effectiveness of curriculum, programs, student services and any other component of the College or its operations relating to student success and/or educational experience; ensure compliance with Middle States Standards and any other matter that may be referred by the Board of Trustees.

1.4060 Audit Committee

The Audit Committee:

a. The Audit Committee shall be comprised of four (4) Board members and shall meet a minimum of four (4) times per year. Except for the Board Chair, who may serve ex officio on the Finance Committee, none of its members shall be members of the Finance Committee nor shall any ex officio membership exist between members of the Audit Committee and any other Committee of the Board of Trustees;

b. Shall consider all matters referred to it by the Board, any member of the College community, and the Director of Internal Audit;

c. Shall advise the Board of Trustees concerning all appropriate audits and accounting matters;

d. Meet alone at least twice each year with the College's independent auditors to review and approve the audit plan for the current fiscal year, and to receive their report on their findings at the conclusion of the annual audit of the College;

e. Shall be furnished, directly by the Vice President for Business and Finance, with reports on any significant fiscal matters of the College;

f. Shall be kept informed by the Officers of the College of any irregularities, reported ethics matters or other need for changes in fiscal procedures which may become known to them;

g. Shall oversee internal and external audit activities including the recommendation for the appointment of the College's Internal Audit Director, and the recommendation for the appointment of the external audit firm;

h. Oversee external financial reporting;

i. The Audit Committee Chair may permit the Board Chair or ~~Vice~~Acting Chair to attend Audit Committee meetings. The Audit Committee Chair shall have the right, in his/her discretion, to request that the Board Chair or ~~Vice~~Acting Chair be excused from an Audit Committee meeting.

1.4070 Ad Hoc and Study Committees

The Board Chair may establish and dissolve such ad hoc committees as he/she deems necessary from time to time to secure and promote the welfare of the College and to assist the Board of Trustees in the performance of its functions. Any such committee shall serve in an investigative, advisory, or recommending capacity only. Ad Hoc Committees are advisory in nature.

1.4080 Board of School Estimate

In accordance with the provisions of New Jersey Statute 18A:64A-15, the Chair of the Board of Trustees and the Chair of the Finance Committee shall be the College's representatives to the Board of School Estimate. In the absence of the Chair of the Board of Trustees, the designee of the Board Chair, as set forth in Section1.3030 above~~Vice Chair of the Board~~ shall so serve. In the absence of the Chair of the Finance Committee, a Trustee shall be appointed by the Chair of the Board ~~of Trustees~~ to serve on the Board of School Estimate.

1.4090 Community Advisory Committees

The Board of Trustees may establish from time to time, as deemed necessary and desirable, Advisory Committees to assist the Board in the determination of community needs. Members of Advisory Committees shall be appointed by the Chair of the Board after consultation with the President and with the approval of the Board of Trustees. The Chair of the Board shall designate the Chairs of such Community Advisory Committees.

1.5000 MEETINGS OF THE BOARD OF TRUSTEES

1.5010 Annual Meeting

The annual meeting (organizational meeting) of the Board of Trustees shall be held in November as required by the provisions of New Jersey Statute 18A:64A-10 and in accordance with these Bylaw provisions relating to the election of the Chair ~~and Vice Chair~~. The agenda for the annual meeting shall be as follows:

a. Election of ~~officers~~ the Chair;

b. Discussion of appointment of standing committees;

c. Discussion of establishment of a regular meeting schedule;

d. Designation of official media for public notification;

e. Annual report of the College,

f. Such other matters as the Board of Trustees deems appropriate.

1.5020 Public Business Meetings

Public Business meetings of the Board shall be held monthly, unless the Board decides to eliminate a monthly meeting, on a day, hour, and at a place to be fixed and determined at the annual meeting. A Public Business meeting can be established for any other date than that fixed at the annual meeting, provided that the same shall be fixed by the Board Chair, for a day not less than seven days following the notice for such other date.

Trustees may attend and vote at the scheduled Public Business monthly meetings of the Board of Trustees or any other meeting by telephone conference or video conferencing methods.

When practical, any Trustee who is to participate in any meeting via telephone or video conferencing shall inform the Board Secretary of his/her desire to participate in the meeting via telephone or video conferencing in sufficient time for the appropriate meeting materials and information to be provided to the Trustee for effective participation in the meeting. If the Board Chair is to participate by telephone or video conferencing, then the Acting~~Vice~~ Board Chair, if physically present at the meeting, shall chair the meeting. If neither the Chair nor the Acting Board Chair~~Vice Chair~~ is physically present at the meeting, then the Chair of the Finance and Facilities Committee, if physically present, shall chair the meeting. If neither the Chair, the Acting Chair~~Vice Chair~~ nor Chair of the Finance and Facilities Committee are physically present at the meeting, the Chair of the meeting shall be selected in alphabetical order among those physically present at the meeting.

1.5030 Special Meetings

Special meetings shall be called by the Chair or upon written request by four Trustees, or by the President when approved by the Chair. The notice of any such meeting shall specify the matter(s) to be considered at said meeting. No other matters shall be considered at said meetings.

All Trustees may attend special meetings of the full Board of Trustees by telephone conference or video conferencing methods. Trustees must inform the Brookdale Administration that they are planning to attend a meeting remotely with sufficient time for the administration to provide appropriate data to the Trustee for effective participation in the meeting.

1.5040 Committee, Subcommittee, Working Group and Ad Hoc Committees of the Board

All Trustees may attend the meetings of their assigned committee and/or subcommittees by telephone or videoconferencing methods. Trustees must inform the Brookdale Administration that they are planning to attend a meeting remotely with sufficient time for the administration to provide appropriate data to the Trustee for effective participation in the meeting. Any committee meeting of the Board with a quorum expected in attendance will be noticed, pursuant to the Open Public Meetings Act.

1.5050 Adjourned Meetings

Adjourned meetings may be held as the business of the Board of Trustees requires. At the time of adjournment, the time, date, and place of the continuation of the meeting shall be determined and announced, which said date shall not be less than 48 hours after the meeting which shall be adjourned.

1.5060 Executive Sessions

Executive sessions of the Board may be held to discuss any subject permissible under the provisions of the Open Public Meetings Act provided that a resolution shall be adopted by the Board at a public meeting stating the general nature of the subject to be discussed and stating as precisely as possible the time when and the circumstances under which the discussion conducted in Executive Session can be disclosed to the public, pursuant to the Open Public Meetings Act. The Board shall take no formal action during an Executive Session of the Board.

1.5070 Meetings in General

All Public Business meetings of the Board, except executive sessions, shall be open and accessible to the public. The public may be heard on Board Agenda topics at the start of all Public Board meetings, and also heard on all other College matters at the end of all Public Board meetings. The Chair of the Board shall oversee the process of public comment. All meetings of the Board of Trustees and committees thereof are conducted within the provisions of the Open Public Meetings Act. The Board reserves the right to go into executive session at any time during a public meeting as necessary within the provisions of said Act.

1.5080 Notice of Meetings

The schedule of Regular meetings adopted at the annual meeting shall be mailed to the official media, prominently posted in at least one public place reserved for such announcements, and filed with the Clerk of Monmouth County and all others who have duly requested a copy of same. Notice of any revision of said schedule of regular meetings shall likewise be given within seven days following such revision.

Forty-eight hours' notice of other meetings of the Board of Trustees or committees thereof shall be given in the same fashion as provided for notice of the schedule of regular meetings, which notice shall give the date, time, location, and, to the extent known, the agenda of such meeting. Such notice shall also state accurately whether formal action may or may not be taken.

Upon the affirmative vote of three-quarters of the members present, the Board of Trustees or the Executive Committee may hold an emergency meeting, notwithstanding the failure to provide the above notice, if such meeting is required in order to deal with matters of such urgency and importance that a delay for the purpose of providing for such notice would be likely to result in substantial harm to the public interest. Such meeting shall be limited to discussion of and acting with respect to such matters of urgency and importance. Notice shall be given as soon as possible after the calling of such meeting.

1.5090 Quorum

A majority of the Trustees shall constitute a quorum for the transaction of business at regular and special meetings. A smaller number may call the roll, record the names of absentees, and adjourn to meet at a specified future time. A majority of the members of a committee shall constitute a quorum for the transaction of committee business.

1.5100 Majority Vote

An affirmative vote of a majority of all Trustees present at regular, special, and committee meetings shall be required for the passage of any motion, except where otherwise provided by law, the Regulations and Standards for the New Jersey Community Colleges, or by the provisions of these Bylaws.

1.5110 Reconsideration of Vote

The reconsideration of a vote shall be moved only by a Trustee who voted with the majority and only at the same meeting at which the vote was taken. If the motion to reconsider prevails, the matter under consideration shall be decided at that or the next regular meeting, and the matter as thus finally decided shall not be revived within a period of six months unless by consent of a two-thirds majority of the Board.

1.5120 Agenda

A draft agenda shall be prepared by the, Secretary of the Board, after consultation with the President, Board Chair and Executive Committee, and distributed to Board Members. A final agenda will be adopted by the Board at or soon after the start of public Board meetings; the Board may make any changes it wishes before voting to adopt it. Items that are not on the agenda may be considered by consent of the majority of the Trustees present at the meeting.

The Board will meet in Workshop, Executive and Regular Sessions as appropriate. A Consent Agenda will be utilized whereby routine and/or actions or decisions of less significance in Finance, Human Resources, and Grants will be authorized to proceed for action at the Regular Meeting. An item may be moved from the Consent Agenda upon consensus of the Board and acted upon separately.

1.5130 Parliamentary Rules

Robert's Rules of Order, Revised, shall be followed in conducting the meetings of the Board except as otherwise provided by these Bylaws. College Counsel shall act as Parliamentarian at Board meetings.

1.5140 Minutes of Meetings

Minutes of regular and special meetings of the Board and of the executive sessions held in conjunction therewith are public records. Written minutes shall be distributed to the Board and such other persons as the Board may designate and shall be posted at the College. The Minutes shall be available to any person and shall be kept on file at the College as a permanent record of official actions of the Board.

The minutes shall record the names of the members present, the subjects considered, the actions taken, and the vote of each member. A Trustee voting on an issue may state his/her reasons and have them recorded in the minutes if he so requests at the time of voting.

Minutes of executive sessions from which the public is excluded pursuant to the Open Public Meeting Act, N.J.S.A. 10:4-14 shall likewise be documented and shall be disclosed to the public in accordance with the Open Public Meetings Act when the subject of discussion in executive session no longer requires confidentiality.

Minutes shall be recorded of all committee meetings which shall contain the names of the members present, the subjects discussed, and the recommendations to be made, if any.

1.5150 Public Comment before the Board

The public will be provided the opportunity to be heard on Board Agenda topics during that part of a public meeting that has been designated for public comment on "agenda items only". The public will also be provided with the opportunity to be heard on non-agenda related topics during that part of the public meeting designated for public comment on any matter related to the College. All meetings of the Board of Trustees and committees thereof are conducted within the provisions of the Open Public Meetings Act.

The Board Chair shall conduct the public comment portions of the meeting. The Board Chair, at his discretion, shall determine the amount of time allowed for each commenter, the timing of the comment within the meeting's framework, and the determination as to whether comments are appropriate for such portion of the meeting.

1.6000 CHANGES IN BYLAWS AND POLICIES OF THE BOARD

1.6010 Amendments to the Bylaws

These Bylaws may be revised, repealed, or added to by a majority vote of all the Trustees then in office at any regular or special meeting of the Board duly convened, provided that the proposed amendment shall have been presented in writing at a previous regular meeting of the Board and have been previously reviewed by the Governance Committee.

1.6020 Lodging of Policy

No matter of policy shall be submitted to the Board for approval or placed on a regular or special meeting agenda for action by the Board unless it has been presented in writing at a previous regular meeting of the Board. This rule may be waived only by the unanimous consent of those Board members present and voting at the meeting when any such proposed action is contemplated.

The adoption of policy requires the affirmative vote of a majority of all Trustees then in office.

1.7000 MISCELLANEOUS BYLAWS OF THE BOARD

1.7010 Conflicts of Interest

No Board member or employee shall have a direct or indirect interest, financial or otherwise, in a contract with the College or incur any obligation of any nature, which contract or obligation is in substantial conflict with the proper discharge of his/her duties in the public interest as provided by law. It shall be the obligation of each Board member or employee of the College to disclose to his/her immediate superior or to the Board, whichever is appropriate, any personal interest which he/she may have in any business transaction of the College.

N.J.S.A. 18A:64A-9 forbids the full-time and part-time and/or contractual employment of Board of Trustee members' for a two-year period following the end of their tenure on the Board.

1.7020 External Auditor

An accounting firm shall be retained by the Board to perform any and all accounting and auditing services requested by the Board or required by law.

1.7030 Fiscal Year

The fiscal year of the College shall be from July 1 to June 30 inclusive.

1.7040 General Counsel and Special Counsel

Practicing attorneys-at-law, admitted to the Bar of the State of New Jersey, shall be retained by the Board to render legal services to the College and Board in the roles of General Counsel and Special Counsel when needed. Board General Counsel shall attend all regular meetings of the Board and such other meetings as directed by the Board Chair or Board of Trustees. Any Special Counsel so appointed shall attend such meetings as may be requested by the Board or by General Counsel.

1.7050 Indemnification

The Board of Trustees of Brookdale Community College shall indemnify and defend any Trustee for any claim of compensatory damages in any civil action with respect to any good faith activity performed within the scope of his or her duties as Trustee.
The College may indemnify a Trustee of the College for exemplary or punitive damages resulting from the Trustee's civil violation of State or federal law, if in the opinion of the majority of the Board of Trustees, the acts committed by the Trustee upon which the damages are based did not constitute actual fraud, actual malice, willful misconduct or an intentional wrong.

1.7060 Trustee Accountability to Code of Ethics and Conduct

The Board of Trustee's shall establish a Code of Conduct and Code of Ethics applicable to all Trustees who serve in such position on the Brookdale Community College Board of Trustees ("Code of Ethics" and "Code of Conduct"). All Trustees shall be subject to the provisions of the Trustee Code of Conduct and Code of Ethics. Each Trustee is required to uphold the principles, responsibilities and behaviors set forth in the Trustee Code of Conduct and Code of Ethics as part of his/her ability to serve as a Brookdale Community College Trustee. All Trustees are expected to fully understand the provisions contained in the Trustee Code of Conduct and Code of Ethics and shall review the Trustee Code of Conduct and Code of Ethics from time to time but no less than once per year. Any questions regarding the interpretation, meaning, or obligations set forth in the Code of Conduct or Code of Ethics shall be directed to the College's General Counsel.

Upon appointment, all newly appointed Trustees shall be provided with copies of the Trustee Code of Conduct and Code of Ethics. Each Trustee is expected to review the Trustee Code of Conduct and Code of Ethics in full, upon receipt, and to review them from time to time, and no less than once per year. Any questions of any newly appointed Trustee regarding the interpretation, meaning, or obligations set forth in the provisions of the Code of Conduct or Code of Ethics shall be directed to the College's General Counsel.

As part of the swearing-in process, newly appointed Trustees shall sign an acknowledgement form evidencing and confirming receipt of the Trustee Code of Conduct and Code of Ethics affirming their understanding and commitment to adhere to the requirements and standards set forth in the Trustee Code of Conduct and Code of Ethics. This acknowledgement form will be retained as part of the College's official records.

On an annual basis, all Trustees shall reaffirm their commitment to the standards and requirements set forth in the Trustee Code of Conduct and Code of Ethics by executing an acknowledgment form at the Boards 'annual reorganization meeting
APPROVED BY BOT: 4/22/93

1/25/96

8/26/99

5/11/2000

12/9/04

11/7/07

Revised: 10/20/11

Lodged: 10/17/13

APPROVED BY BOT 11/21/13

PROPOSED REVISIONS FOR DISCUSSION: 20 NOV 2014

PROPOSED REVISIONS FOR DISCUSSION MAY 9, 2016

LODGED MAY 17, 2016

APPROVED BY BOT JUNE 21, 2016

LODGED: JANUARY 29, 2019

APPROVED BY BOT: FEBRUARY 26, 2019

LODGED: OCTOBER 17, 2024

APPROVED: Board of Trustees, 11/26/2024

Bylaws of the Board of Trustees of Brookdale Community College

1.1000 LEGAL STATUS OF THE BOARD OF TRUSTEES

1.1010 Official Name

The official name of the county college, established under and by virtue of the laws of the State of New Jersey, shall be Brookdale Community College (hereinafter sometimes referred to as “College” or “the College”).

1.1020 Corporate Title

The Board of Trustees shall be a body corporate and shall be known as the “Board of Trustees of Brookdale Community College,” (hereinafter sometimes referred to as the “Board”).

1.1030 Corporate Seal

The corporation shall have a seal, the form and design of which shall be adopted by the Board of Trustees and the custody of which shall be with the Secretary and/or Assistant of the Board of Trustees.

1.1040 Construction and Application

These Bylaws are a general statement of the powers and duties of the Board of Trustees (“Board”) and in no way limit the authority of the Board. Notwithstanding anything contained in these Bylaws, the Board of Trustees retains full authority to modify these Bylaws, in whole or in part, and to otherwise establish policies for conducting the affairs of the College.

1.2000 ORGANIZATION OF THE BOARD

1.2010 Composition of the Board of Trustees

The Board of Trustees consists of twelve voting members. One member is elected from the graduating class appointed in accordance with the laws of the State of New Jersey. The President of the College shall be an ex-officio member of the Board, but without vote. The Executive County Superintendent of Schools shall be an ex-officio member.

1.2020 Authority

The Board of Trustees derives its authority from New Jersey Statute 18A:64A-1 et seq. The Board is subject to provisions of the Constitution of the State of New Jersey, the Regulations and Standards for New Jersey Community Colleges, and its own policies.

The rules contained in the current edition of Robert's Rules of Order Newly Revised and as may be further revised from time to time, shall govern the Board of Trustees in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Board of Trustees may adopt, and any statutes applicable to the College that do not authorize the provisions of these Bylaws to take precedence, under direction of legal counsel.

1.2030 Oath of Office

Each Trustee, prior to taking a seat on the Board of Trustees, shall take and execute the following oath of office:

"I,______________, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey and that I will faithfully discharge the duties of the office of Trustee of Brookdale Community College according to the best of my ability."

1.2040 Individual Members of the Board

The responsibilities of the Board designated in this section, and such other responsibilities and powers of the Board as are or may be designated in these Bylaws, pertain to the Board as such and not to its members individually. No member of the Board has or shall assume power or responsibility to make decisions affecting the College, the Board, or its agents except as that power or responsibility has been specifically delegated to him/her by the Board.

1.2050 Duties, Powers and Responsibilities

Each Trustee shall endeavor to devote time, thought and study to his/her duties and responsibilities as a member of the Board of Trustees so as to render effective and creditable service.

The Trustee shall attend all Board Meetings, either in person, by phone or video conference, missing rarely and only when necessary. Trustees shall serve on at least one (1) Board committee. The Trustee will be prompt in attendance and an active participant in discussions, allowing no distractions during meeting times to interfere in Board discourse.

The Board of Trustees, responsible to the people of Monmouth County and sensitive to their hopes, ambitions, and needs, shall have the legislative responsibility of formulating broad public policy for community college education in Monmouth County. Trustees shall engage in an ongoing program of Board Professional Development. The College shall provide information, orientation, and training to each of the Trustees on the legal and ethical responsibilities of a member of the Board. As the policy-making body of the College, the Board shall be charged with the oversight and control of the College. The formulation and adoption of written policies shall constitute the basic method by which the Board exercises this leadership in the operation of the College.

The Board of Trustees, in addition to such other powers expressly granted to it by law, is hereby granted the following powers:

a. To adopt and periodically review and, if necessary, amend the Mission Statement of the College;

b. To adopt or change the name of the College;

c. To adopt and use a corporate seal;

d. To sue and be sued;

e. To determine the educational curriculum and program of the College consistent with the programmatic mission of the institution or approved by the Commission on Higher Education;

f. To appoint and fix the compensation and term of office of a President of the College who shall be the executive officer of the College and an ex officio member of the Board of Trustees;

g. To appoint, upon nomination of the President, members of the administrative and teaching staffs and fix their compensation and terms of employment subject to the provisions of N.J.S.18A:64A-13;

h. To appoint or employ, upon nomination of the President, such other officers, agents and employees as may be required to carry out the provisions of these Bylaws and to fix and determine their qualifications, duties, compensation, terms of office and all other conditions and terms of employment and retention;

i. To fix and determine tuition rates and other fees to be paid by students;

j. To grant diplomas, certificates or degrees;

k. To enter into contracts and agreements with the State or any of its political subdivisions or with the United States, or with any public body, department or other agency of the State or the United States or with any individual, firm or corporation which are deemed necessary or advisable by the Board for carrying out the provisions of these Bylaws and the provisions of N.J.S.A. 18A:64-1, et seq.;

l. To accept from any government or governmental department, agency or other public or private body or from any other source, grants or contributions of money or property which the Board may use for or in aid of any of its purposes;

m. To acquire (by gift, purchase, condemnation or otherwise), own, lease, use and operate property; whether real, personal or mixed, or any interest therein, which is necessary or desirable for College purposes;

n. To determine that any property owned by the College is no longer necessary for College purposes and to sell the same at such price and in such manner and upon such terms and conditions as shall be established by the Board;

o. To exercise the right of eminent domain, pursuant to the provisions of Title 20, Eminent Domain, of the Revised Statutes, to acquire any property or interest therein;

p. To make and promulgate such rules and regulations, not inconsistent with the provisions of these Bylaws or with the rules and regulations promulgated hereunder or with the provisions of N.J.S.A. 18A:64-1, et seq.; which may be reasonably necessary or incidental to the establishment, maintenance and operation of a county college;

q. To exercise all other powers, not inconsistent with the provisions of these Bylaws or with the rules and regulations promulgated hereunder which may be reasonably necessary or incidental to the establishment, maintenance and operation of a county college;

r. To establish and maintain a dedicated reserve fund for minor capital needs which in any given year shall not exceed 3% of the replacement value of Brookdale's physical plan;

s. Monitor and assess their own performance as Board Members, annually completing a Board of Trustees' Evaluation to include items such as Board Organization, Institutional Performance, Board Leadership and Board Performance;

t. To hire outside professional experts to provide advice and counsel regarding its essential functions, duties and responsibilities.

1.3000 MEMBERS AND OFFICERS OF THE BOARD

1.3010 Who Shall Serve

The members of the Board shall be appointed and serve under the provisions of those as proscribed by N.J.S.A. 18A:64A-8, N.J.S.A. 18A:69A-9 and these Bylaws.

1.3020 Voting and Non-Voting Members

a. The President of the College shall serve as a non-voting ex officio Member of the Board. The President shall serve in such capacity from the time of his/her swearing in until his/her termination as President of the College. No hold over of such Board position is permitted.

b. The Graduating Student Trustee selected from the graduating class shall serve as a voting member of the Board of Trustees for a term of one (1) year commencing at the first meeting of the Board in July following graduation of his/her class. The Board of Trustees, at their discretion, may permit voting rights to the Graduating Student Trustee. No holdover of the Graduating Student Trustee position is permitted.

c. The Executive County Superintendent of Schools shall serve as a voting member of the Board and shall serve in such capacity from his swearing in until his termination as the Executive County Superintendent. No hold over of such Board position is permitted.

d. The two (2) Governor’s Appointees shall serve as voting members of the Board and shall be sworn into such office as soon thereafter as possible following his/her appointment. The Governor’s appointees to the Board shall serve for a four (4) year term. The Governor’s appointees shall serve until he/she is replaced by action of the Governor.

e. The eight (8) County Commissioner Appointees shall serve as voting members of the Board and shall serve as Trustees until the end of his or her term. The County Commissioner Appointees to the Board shall serve for a four (4) year term. A County Commissioner appointee may hold over at the end of his/her expired term until the County Commissioners selects his/her replacement. Once the replacement Trustee is selected, the outgoing Trustee shall immediately cease serving in a hold over capacity.

1.3030 Officer Titles

The Officers of the Board shall be a Chair and Secretary. In accordance with the provisions of Section 1.3040 below, a Board Chair shall be elected from the Board's membership. In the Chair's absence, the Chair will designate a Trustee of the Board to act as and fulfill the duties of Board Chair ("Acting Chair" or "Acting Board Chair") until the Board Chair becomes available. In the event that the Board Chair does not designate a Board Trustee to act as and fulfill the Chair's duties or if such designee fails to assume such duties, the Chair of the Governance Committee will, in the Board Chair's absence, assume the duties of Board Chair.

In the absence of the Chair, the Acting Chair shall discharge all functions as the Chair may delegate. For purposes of a quorum, the Acting Chair shall serve as an alternate ex-officio member when the Chair is unavailable, on all committees of the Board.

The President of the College, or his/her designee, shall be Secretary of the Board.

1.3040 Election of Officers and Term of Office

The Chair r of the Board shall be elected annually at the annual meeting of the Board held during the month of November. The Chair elect shall assume office immediately upon election and shall serve for a period of one year or until a successor is elected and qualifies. Trustees are required to serve for two academic years prior to seeking election as Board Chair. A Trustee shall not serve as Board Chair for more than two consecutive years. The Chair shall be elected by a simple majority of the votes cast at the annual meeting. Vacancies in office that may occur after the annual meeting shall be filled by election at the next regular meeting after the vacancy shall have occurred. The new office holder will serve for the remainder of the unexpired term.

The process for election of the Board Chair shall be conducted in accordance with the Board's adopted Nomination and Election Policy, if any and if no such policy exists, then the election of Officers shall be controlled by Roberts Rules.

1.3050 Duties and Responsibilities of the Officers of the Board

1.3051 Chair of the Board

a. To preside at all meetings of the Board and to decide on questions of order as well as the right to vote;

b. To make the final decision regarding Trustee appointment to committees and to appoint the Chair and Alternate Chair of any Committee where the full Board of

Trustees do not come to agreement about committee Selection;

c. To execute all contracts and other documents legally requiring the signature of an authorized representative of the Board;

d. To serve as an ex-officio member of all committees of the Board;

e. To call special meetings of the Board as required;

f. To recommend appointments of individuals to the Board of Trustees of the Brookdale Community College Foundation, according to its Bylaws;

g. To discharge such other functions as may be prescribed by law or delegated to the Chair by the Board;

h. To coordinate all Board activities and ensure that all Board directives and policies are fulfilled.

i. To designate a Trustee to serve as Acting Chair in his or her absence.

1.3052 Secretary of the Board

a. Ensure written notification of all meetings to all members of the Board;

b. To be responsible for recording, preparing, and distributing to all members of the Board the minutes of all regular and special meetings of the Board;

c. To ensure protocols are in place for custody of the corporate seal of the College, and its use on official documents, and to attest the same by his/her signature;

d. To be responsible for the oversight of all official records and documents belonging to the Board;

e. To cause to have prepared and maintained an indexed compilation of all Bylaws and amendment thereto and a copy of the policies of the Board and all amendments thereto, the whole of which shall be known as the Policies of the Board of Trustees of Brookdale Community College;

f. To be responsible for oversight of official correspondence of the Board and issuance of all of its orders;

g. To be responsible (give such) for public notices of Board actions as may be required by statutes, Bylaws, or resolutions of the Board;

h. To perform such other duties as may be required by law or delegated to him/her from time to time by the Board.

1.3054 Chief Executive Officer

The President of the College shall be the Chief Executive Officer of the College through whom the Board carries out its program and exercises its policies. The President may delegate to subordinate officers or employees of the College such powers as he/she may deem appropriate to be exercised under his/her supervision and direction.

Within the framework of policies adopted by the Board, the President shall exercise discretionary authority in carrying out the responsibilities of the position. He/She shall perform the following functions:

a. To inform the Board of all actions taken under authority delegated to him/her;

b. To advise the Board in all areas of policy and to make recommendations on all matters that affect the College;

c. To make nominations to the Board for the appointment of administrative and teaching staffs and such other officers, agents and employees as may be required to carry out the provisions of N.J.S.A. 18A:64A-1 et seq.;

d. To prepare and submit to the Board an annual budget and budget revisions;

e. To be responsible for the formulation of all reports as may be required by the Board and by local, state, and national agencies;

f. To issue administrative regulations and procedures designed to implement Board policies;

g. To represent the College to the community, in cooperation with the Board and the staff, by interpreting the College's programs to the public, students and parents, the press, and community organizations;

h. To execute contracts and other documents that do not require a Board resolution (i.e. emergency agreements) and to execute contracts and other documents approved by the Board if expressly authorized by the Board;

i. To prepare and submit to the Board an annual report on the operation of the College, including recommendations for the immediate and long-range development of the College;

j. To serve as the official channel for all contacts between staff members and the Board, and the Board and staff members;

k. To act as the chief administrator of the College, responsible for the organization of the College and for all executive and administrative duties in connection with the operation of the College;

l. To propose the shape of and maintain the educational program of the College, recommending to the Board from time to time such changes in programs and services as he/she deems desirable to fulfill the stated mission of the College;

m. To designate, subject to Board approval, an administrative officer of the College to serve as Acting President during his/her absence;

n. In emergencies, to initiate an emergency purchase, defined as the need for supplies and/or services to the extent that if not procured immediately, serious safety, financial or operational loss will occur. An emergency purchase does not necessarily negate the use of competition but dictates rather than normal purchasing procedures cannot be followed. The President will provide justification in writing for the emergency purchase to the Chair of the Board as soon as possible.

1.4000 COMMITTEES OF THE BOARD

1.4010 Appointments to Standing Committees

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 and Alternate Chair of such Committee. For each Committee, the Board Chair shall be an ex- officio member and if unavailable, the Acting Chair ~~shall serve~~shall serve as an alternate to the Board Chair as an ex-officio voting member for purposes of a quorum.

As soon as reasonably practical, following the election of the Chair , the full Board of Trustees shall meet to discuss Trustee assignments to standing committees, subcommittees, and any other appointed positions. The process of committee selection shall be open and collaborative and include all Board members

If the Trustees do not agree on committee selections, the Chair-Elect shall have the right to make a final decision regarding all Trustee appointments and appoint the Chair and Alternate Chair of the Standing Committees.

Standing committees are advisory in nature. Such appointments shall be made annually at the organizational meeting of the Board of Trustees. A member of each standing committees shall serve for a term of one (1) year or until his/her successor has been appointed.

The Board Chair shall fill all vacancies in Committees that occur after the annual reorganizational meeting in his/her sole discretion. If a Committee Chair resigns prior to the end of a term, the Board Chair, in his/her sole discretion, shall appoint a replacement Chair.

1.4020 Executive Committee

The Executive Committee shall consist of the Chair, , Chair of the Finance Committee and three Trustees appointed by the Chair. The President of the College shall serve ex-officio and act as Secretary of the Committee. The Chair of the Board shall serve as Chair of the Executive Committee.

The Executive Committee shall, in consultation with the President, develop the Agenda for Board Meetings.

The Executive Committee shall meet prior to each regular meeting of the Board or at any other time as may be requested by the Chair or President.

In the event the Board Chair, after consultation with the President, determines that it is not feasible to have a meeting of the Board of Trustees to deal with an emergent situation, the Executive Committee is empowered to take action on behalf of the Board when failure to act would have a deleterious effect on students or the operation of the College. Such action taken by the Executive Committee will be binding on the Board. An emergent situation is defined as a situation which endangers lives, property, or the continuation of a vital program.

The Executive Committee is empowered to take action on routine consent agenda items during those months the Board of Trustees has eliminated a monthly meeting during the annual reorganization meeting. These items will be ratified by the full Board at the next public meeting of the Board of Trustees.

The Executive Committee shall, to the extent possible, be available to the President for discussion and consultation. In an emergent situation, the President shall utilize the following order of contact:

a. First, the Board Chair;

b. If the Board Chair is unavailable then the Acting Chair; and

c. If neither the Chair nor the Acting Chair are available, the President shall contact any other member of the Executive Committee.

1.4030 Finance and Facilities Committee

The membership of the Finance and Facilities Committee shall consist of five (5) Trustees, The Finance and Facilities Committee shall meet on a monthly basis or more frequently as may be requested by the Board Chair, the Committee Chair, the Committee members or the President. Prior to action by the Board of Trustees, the Committee shall duly consider all matters and review all recommendations of the President and report to the Board of Trustees concerning the following:

a. Development of all fiscal policies of the Board;

b. Annual budget and revisions, including advocacy for same at the County and State levels;

c. Long-range fiscal requirements for operation and development of the College to ensure long term fiscal stability and prosperity of the College;

d. Review of public contracts within the statutory limits of the County College Contracts Law;

e. Development of all buildings and grounds policies;

f. Facilities Master Planning for the College;

g. Requirements for buildings and grounds, both temporary and permanent, including architectural plans;

h. Development of a master plan for capital improvements and repairs;

i. Build a healthy net position (reserves) to ensure long term financial integrity and positive credit ratings;

j. Formulate the Board's Strategic Priorities related to Finance and Facilities;

k. Ensure compliance with Middle States Standard VI (Planning, Resources and Institutional Improvement).

l. Such other matters as shall be referred to it by the Board of Trustees.

1.4040 Governance Committee

The membership of the Governance Committee shall consist of five (5) Trustees. The Governance Committee shall meet a minimum of four (4) times per year or as may be requested by the President, The Board, the Board Chair, the Committee Members or the Committee Chair. Prior to action by the Board of Trustees, the Committee shall duly consider all matters and review all recommendations of the President and Board Members, and report to the Board of Trustees. The Governance Committee shall be responsible for the facilitation of all governance related issues including but not limited to: formulation of mission and goals of the College; periodic review of and recommended modifications and additions to the College's Bylaws; providing oversight, training and orientation to College Trustees for continuing professional development, knowledge and growth; facilitation and evaluation of the performance of the Board of Trustees; developing yearly goals for the Board; developing yearly goals for the President and a process to efficiently and effectively evaluate his/her performance; reviewing, modifying and creating College Bylaws as needed but no less than once per year; reviewing modifying and formulating College Policy and Regulations as needed but no less than once per year; developing and providing strategic direction and establishing strategic priorities to the Board of Trustees; ensuring compliance with Middle States Standards and any and all other matters as may be referred by the Board of Trustees.

1.4050 Student Success and Educational Excellence Committee

The membership of the Student Success and Educational Excellence Committee shall consist of five (5) Trustees. The Student Success and Educational Excellence Committee shall meet a minimum of four (4) times per year or as may be requested by the President, The Board, the Board Chair, the Committee Members or the Committee Chair. Prior to action by the Board of Trustees, the Committee shall duly consider all matters and review all recommendations of the President and Board Members, and report to the Board of Trustees. The Student Success and Educational Excellence Committee shall be responsible for ensuring that the College provides its students with proper educational programs and an optimal learning environment to prepare Brookdale Students to successfully compete in the workforce and in the global economy. The Student Success and Educational Excellence Committee shall formulate and monitor the Board's strategic priorities related to student success and educational excellence; assess curriculum and programs to ensure that educational offerings and programs align with current and future employment, market trends and market opportunities; formulate missions and goals to achieve student success and educational excellence; track, monitor, review and assess the effectiveness of curriculum, programs, student services and any other component of the College or its operations relating to student success and/or educational experience; ensure compliance with Middle States Standards and any other matter that may be referred by the Board of Trustees.

1.4060 Audit Committee

The Audit Committee:

a. The Audit Committee shall be comprised of four (4) Board members and shall meet a minimum of four (4) times per year. Except for the Board Chair, who may serve ex officio on the Finance Committee, none of its members shall be members of the Finance Committee nor shall any ex officio membership exist between members of the Audit Committee and any other Committee of the Board of Trustees;

b. Shall consider all matters referred to it by the Board, any member of the College community, and the Director of Internal Audit;

c. Shall advise the Board of Trustees concerning all appropriate audits and accounting matters;

d. Meet alone at least twice each year with the College's independent auditors to review and approve the audit plan for the current fiscal year, and to receive their report on their findings at the conclusion of the annual audit of the College;

e. Shall be furnished, directly by the Vice President for Business and Finance, with reports on any significant fiscal matters of the College;

f. Shall be kept informed by the Officers of the College of any irregularities, reported ethics matters or other need for changes in fiscal procedures which may become known to them;

g. Shall oversee internal and external audit activities including the recommendation for the appointment of the College's Internal Audit Director, and the recommendation for the appointment of the external audit firm;

h. Oversee external financial reporting;

i. The Audit Committee Chair may permit the Board Chair or Acting Chair to attend Audit Committee meetings. The Audit Committee Chair shall have the right, in his/her discretion, to request that the Board Chair or Acting Chair be excused from an Audit Committee meeting.

1.4070 Ad Hoc and Study Committees

The Board Chair may establish and dissolve such ad hoc committees as he/she deems necessary from time to time to secure and promote the welfare of the College and to assist the Board of Trustees in the performance of its functions. Any such committee shall serve in an investigative, advisory, or recommending capacity only. Ad Hoc Committees are advisory in nature.

1.4080 Board of School Estimate

In accordance with the provisions of New Jersey Statute 18A:64A-15, the Chair of the Board of Trustees and the Chair of the Finance Committee shall be the College's representatives to the Board of School Estimate. In the absence of the Chair of the Board of Trustees, the designee of the Board Chair, as set forth in Section1.3030 above shall so serve. In the absence of the Chair of the Finance Committee, a Trustee shall be appointed by the Chair of the Board to serve on the Board of School Estimate.

1.4090 Community Advisory Committees

The Board of Trustees may establish from time to time, as deemed necessary and desirable, Advisory Committees to assist the Board in the determination of community needs. Members of Advisory Committees shall be appointed by the Chair of the Board after consultation with the President and with the approval of the Board of Trustees. The Chair of the Board shall designate the Chairs of such Community Advisory Committees.

1.5000 MEETINGS OF THE BOARD OF TRUSTEES

1.5010 Annual Meeting

The annual meeting (organizational meeting) of the Board of Trustees shall be held in

November as required by the provisions of New Jersey Statute 18A:64A-10 and in accordance with these Bylaw provisions relating to the election of the Chair . The agenda for the annual meeting shall be as follows:

a. Election of the Chair;

b. Discussion of appointment of standing committees;

c. Discussion of establishment of a regular meeting schedule;

d. Designation of official media for public notification;

e. Annual report of the College,

f. Such other matters as the Board of Trustees deems appropriate.

1.5020 Public Business Meetings

Public Business meetings of the Board shall be held monthly, unless the Board decides to eliminate a monthly meeting, on a day, hour, and at a place to be fixed and determined at the annual meeting. A Public Business meeting can be established for any other date than that fixed at the annual meeting, provided that the same shall be fixed by the Board Chair, for a day not less than seven days following the notice for such other date.

Trustees may attend and vote at the scheduled Public Business monthly meetings of the Board of Trustees or any other meeting by telephone conference or video conferencing methods.

When practical, any Trustee who is to participate in any meeting via telephone or video conferencing shall inform the Board Secretary of his/her desire to participate in the meeting via telephone or video conferencing in sufficient time for the appropriate meeting materials and information to be provided to the Trustee for effective participation in the meeting. If the Board Chair is to participate by telephone or video conferencing, then the Acting Board Chair, if physically present at the meeting, shall chair the meeting. If neither the Chair nor the Acting Board Chair is physically present at the meeting, then the Chair of the Finance and Facilities Committee, if physically present, shall chair the meeting. If neither the Chair, the Acting Chair nor Chair of the Finance and Facilities Committee are physically present at the meeting, the Chair of the meeting shall be selected in alphabetical order among those physically present at the meeting.

1.5030 Special Meetings

Special meetings shall be called by the Chair or upon written request by four Trustees, or by the President when approved by the Chair. The notice of any such meeting shall specify the matter(s) to be considered at said meeting. No other matters shall be considered at said meetings.

All Trustees may attend special meetings of the full Board of Trustees by telephone conference or video conferencing methods. Trustees must inform the Brookdale Administration that they are planning to attend a meeting remotely with sufficient time for the administration to provide appropriate data to the Trustee for effective participation in the meeting.

1.5040 Committee, Subcommittee, Working Group and Ad Hoc Committees of the Board

All Trustees may attend the meetings of their assigned committee and/or subcommittees by telephone or videoconferencing methods. Trustees must inform the Brookdale Administration that they are planning to attend a meeting remotely with sufficient time for the administration to provide appropriate data to the Trustee for effective participation in the meeting. Any committee meeting of the Board with a quorum expected in attendance will be noticed, pursuant to the Open Public Meetings Act.

1.5050 Adjourned Meetings

Adjourned meetings may be held as the business of the Board of Trustees requires. At the time of adjournment, the time, date, and place of the continuation of the meeting shall be determined and announced, which said date shall not be less than 48 hours after the meeting which shall be adjourned.

1.5060 Executive Sessions

Executive sessions of the Board may be held to discuss any subject permissible under the provisions of the Open Public Meetings Act provided that a resolution shall be adopted by the Board at a public meeting stating the general nature of the subject to be discussed and stating as precisely as possible the time when and the circumstances under which the discussion conducted in Executive Session can be disclosed to the public, pursuant to the Open Public Meetings Act. The Board shall take no formal action during an Executive Session of the Board.

1.5070 Meetings in General

All Public Business meetings of the Board, except executive sessions, shall be open and accessible to the public. The public may be heard on Board Agenda topics at the start of all Public Board meetings, and also heard on all other College matters at the end of all Public Board meetings. The Chair of the Board shall oversee the process of public comment. All meetings of the Board of Trustees and committees thereof are conducted within the provisions of the Open Public Meetings Act. The Board reserves the right to go into executive session at any time during a public meeting as necessary within the provisions of said Act.

1.5080 Notice of Meetings

The schedule of Regular meetings adopted at the annual meeting shall be mailed to the official media, prominently posted in at least one public place reserved for such announcements, and filed with the Clerk of Monmouth County and all others who have duly requested a copy of same. Notice of any revision of said schedule of regular meetings shall likewise be given within seven days following such revision.

Forty-eight hours' notice of other meetings of the Board of Trustees or committees thereof shall be given in the same fashion as provided for notice of the schedule of regular meetings, which notice shall give the date, time, location, and, to the extent known, the agenda of such meeting. Such notice shall also state accurately whether formal action may or may not be taken.

Upon the affirmative vote of three-quarters of the members present, the Board of Trustees or the Executive Committee may hold an emergency meeting, notwithstanding the failure to provide the above notice, if such meeting is required in order to deal with matters of such urgency and importance that a delay for the purpose of providing for such notice would be likely to result in substantial harm to the public interest. Such meeting shall be limited to discussion of and acting with respect to such matters of urgency and importance. Notice shall be given as soon as possible after the calling of such meeting.

1.5090 Quorum

A majority of the Trustees shall constitute a quorum for the transaction of business at regular and special meetings. A smaller number may call the roll, record the names of absentees, and adjourn to meet at a specified future time. A majority of the members of a committee shall constitute a quorum for the transaction of committee business.

1.5100 Majority Vote

An affirmative vote of a majority of all Trustees present at regular, special, and committee meetings shall be required for the passage of any motion, except where otherwise provided by law, the Regulations and Standards for the New Jersey Community Colleges, or by the provisions of these Bylaws.

1.5110 Reconsideration of Vote

The reconsideration of a vote shall be moved only by a Trustee who voted with the majority and only at the same meeting at which the vote was taken. If the motion to reconsider prevails, the matter under consideration shall be decided at that or the next regular meeting, and the matter as thus finally decided shall not be revived within a period of six months unless by consent of a two-thirds majority of the Board.

1.5120 Agenda

A draft agenda shall be prepared by the, Secretary of the Board, after consultation with the President, Board Chair and Executive Committee, and distributed to Board Members. A final agenda will be adopted by the Board at or soon after the start of public Board meetings; the Board may make any changes it wishes before voting to adopt it. Items that are not on the agenda may be considered by consent of the majority of the Trustees present at the meeting.

The Board will meet in Workshop, Executive and Regular Sessions as appropriate. A Consent Agenda will be utilized whereby routine and/or actions or decisions of less significance in Finance, Human Resources, and Grants will be authorized to proceed for action at the Regular Meeting. An item may be moved from the Consent Agenda upon consensus of the Board and acted upon separately.

1.5130 Parliamentary Rules

Robert's Rules of Order, Revised, shall be followed in conducting the meetings of the Board except as otherwise provided by these Bylaws. College Counsel shall act as Parliamentarian at Board meetings.

1.5140 Minutes of Meetings

Minutes of regular and special meetings of the Board and of the executive sessions held in conjunction therewith are public records. Written minutes shall be distributed to the Board and such other persons as the Board may designate and shall be posted at the College. The Minutes shall be available to any person and shall be kept on file at the College as a permanent record of official actions of the Board.

The minutes shall record the names of the members present, the subjects considered, the actions taken, and the vote of each member. A Trustee voting on an issue may state his/her reasons and have them recorded in the minutes if he so requests at the time of voting.

Minutes of executive sessions from which the public is excluded pursuant to the Open Public Meeting Act, N.J.S.A. 10:4-14 shall likewise be documented and shall be disclosed to the public in accordance with the Open Public Meetings Act when the subject of discussion in executive session no longer requires confidentiality.

Minutes shall be recorded of all committee meetings which shall contain the names of the members present, the subjects discussed, and the recommendations to be made, if any.

1.5150 Public Comment before the Board

The public will be provided the opportunity to be heard on Board Agenda topics during that part of a public meeting that has been designated for public comment on “agenda items only”. The public will also be provided with the opportunity to be heard on non-agenda related topics during that part of the public meeting designated for public comment on any matter related to the College. All meetings of the Board of Trustees and committees thereof are conducted within the provisions of the Open Public Meetings Act.

The Board Chair shall conduct the public comment portions of the meeting. The Board Chair, at his discretion, shall determine the amount of time allowed for each commenter, the timing of the comment within the meeting’s framework, and the determination as to whether comments are appropriate for such portion of the meeting.

1.6000 CHANGES IN BYLAWS AND POLICIES OF THE BOARD

1.6010 Amendments to the Bylaws

These Bylaws may be revised, repealed, or added to by a majority vote of all the Trustees then in office at any regular or special meeting of the Board duly convened, provided that the proposed amendment shall have been presented in writing at a previous regular meeting of the Board and have been previously reviewed by the Governance Committee.

1.6020 Lodging of Policy

No matter of policy shall be submitted to the Board for approval or placed on a regular or special meeting agenda for action by the Board unless it has been presented in writing at a previous regular meeting of the Board. This rule may be waived only by the unanimous consent of those Board members present and voting at the meeting when any such proposed action is contemplated.

The adoption of policy requires the affirmative vote of a majority of all Trustees then in office.

1.7000 MISCELLANEOUS BYLAWS OF THE BOARD

1.7010 Conflicts of Interest

No Board member or employee shall have a direct or indirect interest, financial or otherwise, in a contract with the College or incur any obligation of any nature, which contract or obligation is in substantial conflict with the proper discharge of his/her duties in the public interest as provided by law. It shall be the obligation of each Board member or employee of the College to disclose to his/her immediate superior or to the Board, whichever is appropriate, any personal interest which he/she may have in any business transaction of the College.

N.J.S.A. 18A:64A-9 forbids the full-time and part-time and/or contractual employment of Board of Trustee members' for a two-year period following the end of their tenure on the Board.

1.7020 External Auditor

An accounting firm shall be retained by the Board to perform any and all accounting and auditing services requested by the Board or required by law.

1.7030 Fiscal Year

The fiscal year of the College shall be from July 1 to June 30 inclusive.

1.7040 General Counsel and Special Counsel

Practicing attorneys-at-law, admitted to the Bar of the State of New Jersey, shall be retained by the Board to render legal services to the College and Board in the roles of General Counsel and Special Counsel when needed. Board General Counsel shall attend all regular meetings of the Board and such other meetings as directed by the Board Chair or Board of Trustees. Any Special Counsel so appointed shall attend such meetings as may be requested by the Board or by General Counsel.

1.7050 Indemnification

The Board of Trustees of Brookdale Community College shall indemnify and defend any Trustee for any claim of compensatory damages in any civil action with respect to any good faith activity performed within the scope of his or her duties as Trustee.
The College may indemnify a Trustee of the College for exemplary or punitive damages resulting from the Trustee's civil violation of State or federal law, if in the opinion of the majority of the Board of Trustees, the acts committed by the Trustee upon which the damages are based did not constitute actual fraud, actual malice, willful misconduct or an intentional wrong.

1.7060 Trustee Accountability to Code of Ethics and Conduct

The Board of Trustee's shall establish a Code of Conduct and Code of Ethics applicable to all Trustees who serve in such position on the Brookdale Community College Board of Trustees ("Code of Ethics" and "Code of Conduct"). All Trustees shall be subject to the provisions of the Trustee Code of Conduct and Code of Ethics. Each Trustee is required to uphold the principles, responsibilities and behaviors set forth in the Trustee Code of Conduct and Code of Ethics as part of his/her ability to serve as a Brookdale Community College Trustee. All Trustees are expected to fully understand the provisions contained in the Trustee Code of Conduct and Code of Ethics and shall review the Trustee Code of Conduct and Code of Ethics from time to time but no less than once per year. Any questions regarding the interpretation, meaning, or obligations set forth in the Code of Conduct or Code of Ethics shall be directed to the College's General Counsel.

Upon appointment, all newly appointed Trustees shall be provided with copies of the Trustee Code of Conduct and Code of Ethics. Each Trustee is expected to review the Trustee Code of Conduct and Code of Ethics in full, upon receipt, and to review them from time to time, and no less than once per year. Any questions of any newly appointed Trustee regarding the interpretation, meaning, or obligations set forth in the provisions of the Code of Conduct or Code of Ethics shall be directed to the College's General Counsel.

As part of the swearing-in process, newly appointed Trustees shall sign an acknowledgement form evidencing and confirming receipt of the Trustee Code of Conduct and Code of Ethics affirming their understanding and commitment to adhere to the requirements and standards set forth in the Trustee Code of Conduct and Code of Ethics. This acknowledgement form will be retained as part of the College's official records.

On an annual basis, all Trustees shall reaffirm their commitment to the standards and requirements set forth in the Trustee Code of Conduct and Code of Ethics by executing an acknowledgment form at the Boards 'annual reorganization meeting
APPROVED BY BOT: 4/22/93

1/25/96

8/26/99

5/11/2000

12/9/04

11/7/07

Revised: 10/20/11

Lodged: 10/17/13

APPROVED BY BOT 11/21/13

PROPOSED REVISIONS FOR DISCUSSION: 20 NOV 2014

PROPOSED REVISIONS FOR DISCUSSION MAY 9, 2016

LODGED MAY 17, 2016

APPROVED BY BOT JUNE 21, 2016

LODGED: JANUARY 29, 2019

APPROVED BY BOT: FEBRUARY 26, 2019

LODGED: OCTOBER 17, 2024

APPROVED: Board of Trustees, 11/26/2024

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.

<table>
<tr><td>Committees meeting monthly</td><td colspan="2"><u>Executive Committee (5)</u>
Ms. Latonya Brennan, Chair
Ms. Barbara Horl, Vice-Chair
Mr. James McCracken
Ms. Dyese Davis
Dr. Les Richens</td><td><u>Finance and Facilities (5)</u>
Mr. James McCracken, Chair
Ms. Cyndie Williams, Alt Chair
Mr. Paul Crupi
Ms. Tracey Abby-White
Mr. Steve Clayton</td></tr>
<tr><td>Committees meeting 4 to 6 times per year</td><td><u>Student Success & Educational Excellence (5)</u>
Ms. Tracey Abby-White, Chair
Dr. Stephanie D'Alessio , Alt Chair
Dr. Les Richens
Mr. Steve Clayton
Mr. Montez Swartz</td><td><u>Governance (5)</u>
Ms. Dyese Davis, Chair
Ms. Mary Pat Angelini, Alt Chair
Mr. Paul Crupi
Ms. Cyndie Williams
Mr. Montez Swartz</td><td><u>Audit Committee (4)</u>
Ms. Mary Pat Angelini, Chair
Dr. Stephanie D'Alessio, Alt. Chair
Ms. Dyese Davis
Mr. Montez Swartz
Ms. Barbara Horl, Trustee</td></tr>
<tr><td>Liaisons</td><td><u>Liaison to New Jersey Council of County Colleges (NJCCC)</u> (Board Alternate)

Ms. Barbara Horl</td><td><u>Liaison to Brookdale President's Community Advisory Council</u>

Mr. Steve Clayton</td><td><u>Liaison to Brookdale Community College Foundation</u>

Ms. Tracey Abby-White</td></tr>
<tr><td>National & State Committees</td><td><u>ACCT Finance & Audit Committee</u>

Ms. Barbara Horl</td><td><u>NJCCC State and Federal Policy Committee</u>

Ms. Barbara Horl, Co-Chair</td><td></td></tr>
</table>

* The Human Resources Committee – A committee of the whole

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

2025 Public Business Meetings (PBM)	Executive	Finance & Facilities	Governance	Student Success & Educational Excellence	Audit	NJCCC Council	Foundation
DATES/LOCATIONS Public Business Meeting 5:30 PM/ All Meetings will be held in SLC/Navesink Rooms and Zoom	Shall meet prior to each regular meeting	Shall meet monthly	Shall meet a minimum of four times per year or as	Shall meet a minimum of four times per year or as needed	Shall meet a minimum of four times per year or as requested.		
Tuesday, January 28, 2025	January 21 4:30 PM	January 21 5:30 PM	January 22 5:30 PM				January 16 4 PM
Tuesday, February 25, 2025	February 18 4:30 PM	Feb. 18 5:30 PM		February 19 5:30 PM	~~February 13~~ ~~5:30 PM~~		
Tuesday, March 25, 2025 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 5 PM		Nov. 17 5 PM	
Tuesday, December 16, 2025	December 9 4:30 PM	December 9 5:30 PM	December 8 5:30 PM		December 15 5:30 PM		