BROOKDALE COMMUNITY COLLEGE

Board of Trustees
Public Business Meeting Minutes

September 30, 2025

Brookdale Community College
Room 103/104, Freehold campus
3680 Route 9 South
Freehold, NJ 07728

Chair Brennan called the meeting to order at 5:35 P.M. and roll call was taken.

Present	**Trustees**	**Administration:**
	Ms. Tracey Abby-White, Trustee	Dr. Katie Lynch
	Ms. Mary Pat Angelini, Trustee	Ms. Bonnie Passarella, Esq.
	Ms. Latonya Brennan, Chair	Ms. Teresa Manfreda-Foley
	Mr. Steve Clayton, Trustee	Ms. Nancy Kaari
	Dr. Stephanie D'Alessio, Trustee	Dr. Yesenia Madas
	Ms. Dyese Davis, Trustee	Dr. Nancy Kegelman
	Ms. Barbara Horl, Vice-Chair	Ms. Patricia Sensi
	Mr. Montez Swartz, Trustee	
	Mr. James McCracken, Trustee	
	Dr. David Stout, Secretary	
	Ms. Cyndie Williams, Trustee	Ms. Cynthia Gruskos
Absent	**Mr. Paul Crupi, Trustee**	
	Dr. Les Richens, Trustee	
College Counsel	**Mr. Matt Giacobbe, 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 24, 2025 at 11 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. Giacobbe read the statement on procedures and requirements for making public comment during the public meeting.

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

Dr. Stout led a moment of silence in memory of retired Professor Judy Lipke, who passed away on August 26. He recognized her more than 20 years of dedicated service to Brookdale, beginning in 1990 as a reading instructor and later achieving the rank of full professor in 2004. Dr. Stout highlighted her commitment to student success, her leadership as department chair and chair of the college-wide promotion committee, and her many contributions to academic initiatives. He described her as a hardworking, generous, and supportive colleague.

Chair Brennan read our mission statement:

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

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

Motion passed.</td><td></td></tr>
<tr><td colspan="3">President’s Report –

MSCHE Self-Study Update
Dr. Nancy Kegelman, Associate Vice President for Institutional Planning and Effectiveness, provided an update on Brookdale’s Middle States Commission on Higher Education (MSCHE) self-study process. She explained that the College must demonstrate compliance with seven accreditation standards through required evidence and a narrative report.

Seven working groups, involving approximately 100 faculty, staff, and students, have collected over 1,700 documents and are preparing draft narratives, which will be reviewed and refined by the steering committee. A draft self-study will be shared with the College community for feedback in early 2026, with a final version submitted to MSCHE next spring. A visiting evaluation team will conduct an on-site review in fall 2026, and final accreditation action is expected in spring 2027.

Board members commended the collaborative nature of the effort and noted strong alignment with the College’s mission and strategic planning. Special recognition was given to the inclusion of student participation, including the leadership role of Christina Weber on the steering committee.

Recognitions

Dr. Stout recognized several members of the College community for their service and accomplishments. He acknowledged the upcoming retirements of Professor Howard Finkelstein, Sociology, who is</td></tr>
</table>

Topic and Discussion	Votes Taken	Action and Follow-up Actions

completing 49 years at Brookdale, and Michelle Kneute, Human Resources, who will retire in March after many years of dedicated service. Both were commended for their significant contributions to the College.

Dr. Stout welcomed Ryan Marlow, newly appointed Confidential Administrator working with Dr. Madas, and congratulated Sarah McElroy on the birth of her daughter and return from maternity leave. He also extended congratulations to Trustee Steve Clayton on his engagement and noted the birthday of Trustee Paul Crupi.

Dr. Stout welcomed guest Nisha, a Monmouth University doctoral student in higher education, who is completing a governance mentorship under his guidance and observed the Board meeting as part of her program.

Discussion on Bylaws Lodging and Election Process
Finally, Dr. Stout noted that the Board would be considering items related to bylaws and the election process during the meeting. He explained that the bylaws vote would be for lodging, with final approval to be considered at the following meeting

The Board held a discussion regarding the lodging of proposed bylaw changes and the election and nomination process. It was clarified that a vote to "lodge" the bylaws serves as the first step in the approval process, comparable to a first reading in municipal procedures. If lodged, the unchanged proposal moves forward for final approval at the next meeting; if not lodged, the proposal does not advance and the current bylaws remain in effect. Any future revisions would need to be reconsidered by the Governance Committee before returning to the Board. It was further explained that a majority of the full Board (seven votes) is required to lodge.

The proposed bylaw change under consideration is the elimination of the Vice Chair position. It was further clarified that no other changes, such as ranked choice voting, are included in the proposal.

Regarding the election process, the Board was reminded that it will not be embedded in the bylaws or a separate policy, based on legal counsel's advice. Counsel advised against provisions such as straw polls or limiting nominations from the floor, as they could violate Robert's Rules of Order and the Open Public Meetings Act by effectively conducting elections outside of public view. The election process will instead continue to be conducted publicly at the November Board meeting in accordance with Robert's Rules.

Reports from the Board Committees and Liaisons

A. Finance & Facilities Committee - Trustee McCracken reported that the Finance and Facilities Committee met virtually on September 16. Mr. Naparlo provided updates on facilities projects, including chiller modernization, HVAC upgrades, and building automation improvements, noting that staff are pursuing a capital improvement grant to support these initiatives. He clarified that the Culinary Arts Building project is not eligible for current capital grant funding.

Operating revenue for July totaled $22.8 million, a 6.4% increase from the same time last year, primarily due to higher tuition and fees. However, state aid was reduced by $340,000 through a revised funding formula, which the committee will take into account during budget planning.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Expenditures increased by 6.3%, and cash decreased by 1.9%. Brookdale received the lowest risk rating from OSHA, reflecting strong financial management, though maintaining reserves remains a priority. Ten purchases were recommended through Chapter 12 grants. A snow removal bid was rescinded by the awarded vendor, who will be disqualified from future bids. Seven grant submissions totaling $18.8 million were presented, with two grants awarded to the College totaling $246,000 and two additional grants through the Foundation totaling $30,000. Trustee McCracken also noted that while negotiations continue with NJ Transit on a transportation grant, a private foundation has generously provided student transportation vouchers. For the Foundation, first-month revenue was $105,000, down from $240,000 last year due to lower investment income, with minimal expenses of $3,000. **B. Governance Committee -** Trustee Davis reported that the committee is progressing with Dr. Stout's evaluation. Eleven of twelve trustees have completed the survey, and she encouraged the remaining trustee to submit their response as soon as possible. Once all surveys are received, the committee will compile and summarize the trustees' comments for presentation to Dr. Stout at the next meeting **C. Student Success & Educational Excellence Committee -** Trustee Abby-White reported that the committee met on September 17. Dr. Stout shared that the student climate at Brookdale remains very positive, with record participation in orientation, the involvement fair, and the Welcome Back Barbecue. The committee discussed the Feed the Future campaign, received an update on Middle States accreditation from Dr. Lynch and Nancy Kegelman. Dr. Lynch and Dr. Burns provided an Academic Affairs update highlighting the recent reorganization that added three deans and six assistant deans to strengthen communication and faculty engagement. Additional updates included approval of the New Jersey peer-based faculty observation model, revision of curriculum maps for clarity, ongoing verification of credit hours for online courses, and the pilot of a faculty dashboard to track student progress and engagement. Six new program proposals—such as sports management, dental hygiene, and esports—are in development, with rapid implementation timelines. The general education framework is also being revitalized with statewide faculty input. In Student Affairs, Dr. Madas reported high student engagement: 917 students registered for orientation, 788 attended, and 550 participated in the involvement fair featuring 54 clubs. The Welcome Back Barbecue drew approximately 440 attendees, and voter engagement efforts led to 163 student pledges in the New Jersey Ballot Bowl. The college's new texting platform and QR codes are driving record engagement, and OIT's tech pop-ups assisted 350 students. Additional highlights included completion of renderings for the One-Stop renovation, the launch of the First-Generation Center with 37 registered students and a celebration planned for November 6, and ongoing student listening sessions that began on September 19. Trustee Abby-White also encouraged attendance at the Fall Open House on October 19, themed *"Be Bold, Be Curious, Be Brookdale."*		

Topic and Discussion	Votes Taken	Action and Follow-up Actions

D. Foundation Update

Trustee Abby-White reported that the Foundation welcomed two new trustees and renewed eight members at its September 25th meeting. In FY25, the Foundation raised $6.4 million from 1,400 gifts, including 119 new donors and two new endowments. Internal giving totaled $185,212, reflecting a 51% increase. Scholarship support reached 736 students with $847,000 awarded, and the Foundation aims to expand scholarships to cover multiple classes. Trustee Abby-White highlighted the launch of the *Feed the Future* campaign, with Brookdale pledging to raise $50,000 to address student food insecurity, in partnership with NJCCC. She noted strong participation in the recent Education Open, which hosted 140 golfers and is expected to raise more than $70,000 for scholarships. Upcoming events include Breakfast with Brookdale and the President on November 12 and the Scholarship Bash on April 24, 2026.

E. Graduate Trustee Report - Trustee Montez reported that plans are underway to launch the Graduate Trustee Council once students are fully settled into their classes and campus activities. He noted strong student engagement this semester, highlighting record participation at the Red, White, and Blue Involvement Fair and the Welcome Back Barbecue, the largest he has seen during his time at Brookdale. He also shared the success of several student events, including LibraryCon, Back to Bingo—which drew between 150 and 200 attendees—and a revamped Cupcakes, Conduct, and Canines event that encouraged casual conversations between students and department heads. A new Mobile Escape Room experience was held on the Lincroft campus, offering a unique interactive activity for students. Trustee Montez invited all trustees to attend the second annual Bonfire on Thursday at 6:30 p.m. in Parking Lot 5 near the library, noting that the event will include student and alumni participation and continue until the fire goes out.

F. NJCCC Update

Vice-Chair Horl reported on her participation in the NJCCC Legislative Committee, noting early discussions around the FY26–27 state budget and the need for increased operating aid for community colleges, despite current economic uncertainties. She highlighted positive developments including the early release of the FAFSA and renewal of TRIO grants for nearly all New Jersey community colleges. Vice-Chair Horl also attended the “Future Ready New Jersey Coalition” launch, which set a new statewide goal of 75% of adults holding post-secondary credentials by 2040. Key strategies include expanding access to higher education, supporting student success through financial and social services, improving transfer and credit recognition, modernizing curriculum, and strengthening workforce partnerships. She concluded by noting pending Opportunity Agenda legislation and her upcoming participation in the ACCT Annual Conference, serving on the Audit Committee and as a panelist in new board member training.

Public Comment on Agenda Items – Chair Brennan

Jack Ryan, English Faculty commended Trustees Hall and Abby-White for their service and visibility. He stressed that improving student success requires attention to the classroom environment, urging the College to modernize learning spaces and replace outdated technology to better align with Brookdale’s forward-looking image and the needs of today’s students.

Ms. Gruskos confirmed there were no public comments submitted in writing.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
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**	A motion to adopt the consent agenda was made by Trustee Abby-White and seconded by Vice-Chair Horl. Motion passed.	
Approval of Public Business Meeting Minutes - August 26, 2025	A motion to approve the minutes from the Public Business Meeting on August 26, 2025, was made by Trustee Angelini and seconded by Trustee Abby-White. Motion passed. ABSTENTIONS: Trustees Brennan, and Clayton	
Approval of Special Public Meeting Minutes - September 16, 2025	A motion to approve the minutes from the Special Public Meeting on September 16, 2025, was made by Trustee Abby-White and seconded by Trustee Swartz. Motion passed. ABSTENTIONS: Vice-Chair Horl	
Approval of Consent Agenda **A. Approval of Human Resources**	A motion to approve the consent agenda was made by	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
B. Submission of Grants **C. Approval of Board Resolution Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Program** **D. Ratification of Emergency Purchase 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 Purchase(s)** **E. Purchases in Excess of $44,900 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of $17,500** **F. Open Invoice Payment Requests for Vendor, Student and Employee Payments** **G. Monthly Financial Reports** **H. Capital Project Update**	Trustee Abby-White and seconded by Trustee Clayton. Motion Passed: **YES:** Trustees Abby-White, Angelini, Clayton, D'Alessio, Davis, Horl, McCracken, Swartz, Williams and Chair Brennan **NO:** None **ABSTENTIONS:** None	
Approval 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 approve the following revised policies listed below was made by Trustee Abby-White and seconded by Trustee Swartz. 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, Clayton, D'Alessio,	

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<tr><td></td><td>Davis, Horl, McCracken, Swartz, Williams and Chair Brennan

NO: None

ABSTENTIONS: None</td><td></td></tr>
<tr><td>Lodging of Revised Board of Trustees Bylaws</td><td>A motion to approve the lodging of revised Board of Trustees Bylaws was made by Trustee Abby-White and seconded by Trustee Davis.

Motion was not approved.

YES: Trustees Clayton, Davis, and Swartz

NO: Trustees Abby-White, Angelini, D’Alessio, Horl, McCracken, Williams, and Chair Brennan

ABSTENTIONS: None</td><td></td></tr>
<tr><td colspan="3">Presentation of Annual Security Report (Clery Act Reporting)
Sheriff Shaun Golden presented the annual Clery Security Report, highlighting Brookdale’s strong partnership with the Monmouth County Sheriff’s Office in maintaining a safe campus environment. He explained the origins of the Jeanne Clery Campus Safety Act, which requires all colleges to publicly report campus safety statistics each year

The 2024 report, posted online October 1 on our college website, showed no violent crimes on Brookdale’s campuses over the past three years. Reported incidents included three burglaries at the Lincroft campus and several alcohol-related incidents near the Long Branch campus, but none involved violence against students.

Sheriff Golden commended the Board and administration for investing in campus security, including expanded camera systems integrated into the County’s Real-Time Crime Center, which allows immediate monitoring and response. He described safety enhancements such as the Evolve weapons detection scanner at the Collins Arena and upcoming testing of new AI-based security technology.</td></tr>
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Topic and Discussion	Votes Taken	Action and Follow-up Actions
He also noted the importance of countywide communications platforms that link local police departments, improving coordination in cases. Investments in shared radio systems ensure that all law enforcement and emergency personnel can communicate seamlessly during incidents. Trustees and Dr. Stout expressed appreciation for the Sheriff's Office, citing the visible presence, approachability, and engagement of campus officers, which have enhanced both safety and the overall campus environment.		
Public Comment - **Jack Ryan**, English faculty, reflected on Brookdale's history of innovative programs in the 1970s and 1980s, when theater students assisted police recruits in training exercises, particularly in helping officers understand how not to criminalize victims of rape. He commended the foresight of law enforcement leaders at the time and connected those efforts to the importance of the Clery Act in ensuring transparency and accountability in addressing campus safety issues. He expressed appreciation to Chief Golden and the Sheriff's Department for their presence on campus and the positive impact they have had on the campus environment. Ms. Gruskos confirmed there were no public comments submitted in writing.		
Old/New Business – Dr. Stout congratulated former Graduate Trustee Rebekah Fischoff on passing her Series 7 and 66. He also congratulated Trustee Hall who was recently elected to serve on the Executive Committee of the NJCCC. In addition, he congratulated Brookdale for being rated as the number one community college in NJ by Niche. He made announcement that the nomination period for Officers will take place in October, whereby Trustees can nominate or self-nominate for the Officer positions of Chair and Vice-Chair. The election will take place at the November Board meeting.		
Resolution to Hold a Closed Meeting Mr. Giacobbe read the resolution to enter Executive Session.	A motion to approve by resolution (***Attachment A***) to hold an Executive Session was made by Trustee Abby-White and seconded by Vice-Chair Horl. Motion approved.	
Motion to Re-Open the Meeting to the Public	A motion to reopen the meeting to the public was made by Trustee Abby-White	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	and seconded by Vice-Chair Horl. Motion approved.	
Adjournment **Meeting adjourned at 8:45 PM**	A motion to adjourn the meeting was made by Vice-Chair Horl and seconded by Trustee Abby-White. Motion passed.	

BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLUTION AUTHORIZING EXECUTIVE SESSION

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that 5 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on September 30, 2025 at approximately 7:08 pm the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

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

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

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

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

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

a) x "(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is: Contract Negotiations: potential relationships with WHYY and consulting firm to access value of the Radio Tower ; Contract Negotiations: ACI Medical & Dental School

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

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

WHEREAS, the length of the Executive Session is estimated to be _60______ minutes after which the public meeting of the Brookdale Community College Board of Trustees shall (select one) x reconvene and immediately ad[…]n or [ ] r reconvene and proceed with business where formal action will be taken.

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

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

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

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