



Board of Trustees Public Business Meeting

Brookdale Community College

Warner Student Life Center, Navesink Rooms, 765 Newman Springs, Rd.,

Lincroft, NJ 07738 or Zoom Webinar

2026-01-27 17:30 - 2026-01-27 20:30 EST

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BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

December 16, 2025

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

Vice-Chair Abby-White called the meeting to order at 5:30 P.M. and roll call was taken.

Present	Trustees	Administration:
	Ms. Tracey Abby-White, Trustee, Vice-Chair	Dr. Katie Lynch
	Mr. Steve Clayton, Trustee	Ms. Nancy Kaari
	Dr. Stephanie D'Alessio, Trustee	Ms. Bonnie Passarella, Esq.
	Ms. Dyese Davis, Trustee	Mr. Kornipibob Kanthanjan
	Ms. Stephanie L. Hoitt, Trustee	Dr. Teresa Manfreda-Foley
	Mr. James McCracken, Trustee	Dr. Yesenia Madas
	Dr. Les Richens, Trustee	
	Mr. Montez Swartz, Trustee	
	Dr. David Stout, Secretary	
	Ms. Cyndie Williams, Trustee	Ms. Cynthia Gruskos
Absent	Ms. Mary Pat Angelini, Trustee	
	Mr. Paul Crupi, Trustee	
	Ms. Barbara Horl, 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 December 9, 2025 at 11:30 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 Abby-White led the pledge of allegiance followed by a welcome to those in attendance.

Vice-Chair Abby-White read our mission statement:

Brookdale Community College opens doors to education with courage and care, guiding diverse learners toward a lifetime of growth and success.

The meeting began with a moment of silence led by Dr. Stout in memory of Anna Uhouse, a retired Brookdale employee who served nearly three decades in key administrative roles. She was remembered for her professionalism, dependability, and care for others, and Dr. Stout expressed gratitude for her lasting contributions to the college.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda	A motion to adopt the agenda was made by Trustee D'Alessio and seconded by Trustee Clayton. Motion passed.	
Swearing in of Trustee Stephanie Hoitt – Trustee Stephanie Hoitt was sworn in by Mr. Jacobs, Esq. and welcomed to the Board of Trustees.		
President's Report – Dr. Stout welcomed new trustee Stephanie Hoitt and provided an update on our Middle States accreditation. The accreditation visit is scheduled for Fall 2026, and preparations are underway. The steering committee learned best practices during the MSCHE annual conference for linking accreditation with strategic planning and continuous improvement. Dr. Stout highlighted student Christina Weber's leadership in engaging 20 students in the self-study process and noted her recognition at the conference. The self-study draft will be shared college-wide in February, followed by a Board retreat in April focused on accreditation. The visiting team chair will conduct a preliminary visit before the full accreditation review in Fall 2026.		
Reports from the Board Committees and Liaisons		
A. Finance & Facilities Committee – Trustee McCracken reported out on the Finance and Facilities Committee held on December 9, 2025. Trustee McCracken welcomed Trustee Hoitt and reviewed facilities updates, including scoreboard installations. The October financial report showed a cash position of \$31.9 million, down \$1.4 million from last year. Grants totaled \$3.1 million year-to-date, a 5.5% increase, and Foundation revenue surged to \$2.4 million due to a \$1.6 million scholarship bequest. The committee discussed issuing an RFP to assess campus asset valuations for naming rights and sponsorship opportunities. Budget concerns dominated the discussion, with FY26 projecting a \$2.1 million deficit due to a 32% increase in health insurance premiums and reduced state aid. Even with a tuition increase, FY27 forecasts a \$1.2 million shortfall. Leadership is reviewing vacancies, operational efficiencies, and program adjustments, with budget scenarios to be presented in January and finalized in February.		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>B. Audit Committee – Trustee D’Alessio reported that the Audit Committee reviewed the Fiscal Year 2025 financial audit conducted by Withum, which resulted in an unmodified (clean) opinion—the highest level of assurance—with no material weaknesses, disagreements, or indications of fraud. The committee commended the finance team, led by Dr. Manfreda Foley, for their strong preparation and performance. Although the audit was substantially complete, the single audit remains pending due to delayed federal compliance guidance and is expected to conclude in early January for formal board acceptance in February. Financial highlights presented by the auditors showed several trends requiring close monitoring: total assets declined by \$4.8 million, largely due to a \$3 million reduction in cash, while unrestricted reserves fell by \$3.6 million to \$18.3 million, reflecting rising operating expenses and continued reliance on reserves to balance the budget. Despite modest increases in both operating and non-operating revenues, expenses grew at a faster pace, resulting in a \$526,000 decline in net position for the year. With no objections, the Committee agreed to recommend acceptance of the FY25 financial audit at tonight’s meeting.</p>	<p>The committee also received updates on internal audit progress, noting continued work with CohnReznick on contract management and upcoming testing related to financial reporting, budgeting, and forecasting. Dr. Stout confirmed that no reports were received through the ethics hotline during the period reviewed.</p>	
<p>C. Governance Committee - Trustee Davis reported on the Governance Committee meeting held on December 8, 2025, highlighting extensive policy review and refinement undertaken by the committee. The committee examined updates to the Tuition and Fees Policy, clarifying that the tuition and fee schedule is intended to generate sufficient revenue to support the college’s annual operating budget rather than implying tuition and fees alone balance it. Additional revisions affirmed the President’s responsibility to propose tuition and fee schedules as part of the budget development process and incorporated language on tuition waivers aligned with existing policies, collective bargaining agreements, and state-mandated programs. The committee also conducted a thorough review of the Presidential Search Process Policy, incorporating prior recommendations to allow board discretion in hiring an external search firm, updating terminology from “screening” to “search,” and restructuring sections to place interim appointment procedures earlier in the document. Further refinements aligned policy language with Middle States accreditation standards by specifying that any interim president must possess qualifications consistent with the college’s mission. The committee agreed that while essential procedural steps should remain in the policy, detailed operational guidance will be moved to a separate guideline document.</p> <p>Beyond policy review, Trustee Davis noted that professional development funding constraints led the committee to prioritize trustee attendance at the ACCT National Legislative Summit in February and to limit participation at the National Leadership Congress in October. Planning continues for the Board retreat on April 18, which will focus on Middle States accreditation preparation and board governance goals. The committee confirmed three overarching goals for the President: ensuring a successful Middle States self-study and visit, advancing and implementing Strategic Plan 2030 with full campus engagement, and stabilizing the college’s finances through multi-year planning. Trustee self-evaluations were completed and will inform retreat planning and future governance improvements.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>D. Graduate Trustee Report – Graduate Trustee Swartz reported on his early activities and emerging student concerns following his first Graduate Trustee Advisory Council (GTAC) meeting on December 1. He highlighted three key issues raised by students: (1) a lack of clear information regarding ICE activity on or around campus and its impact on some students' comfort and decisions about attending in-person classes; (2) the need to strengthen student involvement and engagement on campus to support academic success; and (3) questions about improving the accessibility and quality of academic advising across departments. He noted upcoming meetings with Dr. Lynch and Dr. Madas to continue the advising discussion. Trustee Swartz also shared his involvement in campus and community events, including participating in the December 16 Esports 24-hour charity livestream benefitting a cancer charity, and an upcoming December 17 meeting organized with Senator Andy Kim to discuss community college issues with our GTAC students.</p>		
<p>E. Foundation Update - Vice-Chair Abby-White provided a brief update on Foundation activities, reminding trustees that year-end, tax-deductible contributions to the annual campaign were still being accepted and that all gift sizes were meaningful. She also summarized recent planning progress for the upcoming April 24 gala, emphasizing the positive energy and creative ideas from the committee. The event will feature a refreshed approach focused on offering experience-based live auction items—such as travel packages or local experiences—and trustees were encouraged to submit suggestions or contribute smaller items that could be combined into themed packages. She expressed appreciation for trustees willing to assist through their professional networks.</p>		
<p>F. NJCCC - Dr. Stout reported on the NJCCC Executive Committee meeting he attended on December 15, outlining significant statewide concerns affecting all New Jersey community colleges. He emphasized that the sector is facing a potentially severe financial strain due to steep increases in health benefits premiums, which most colleges—including Brookdale—pay through the School Employees Health Benefits Program (SEHBP). To address these pressures, the NJCCC plans to request three key funding increases from the state: a 3% inflationary boost in operational aid (about \$2.5 million system-wide), a one-year \$30 million supplemental fund to offset rising health insurance costs, and an additional \$30 million investment to support workforce credential programs. Dr. Stout noted that the new gubernatorial administration appears to be restructuring the state budget development process, raising both uncertainty and cautious optimism about community colleges receiving appropriate funding after years of being under-supported. He also stressed that New Jersey ranks 47th nationally in state funding for community colleges, underscoring the urgency of securing increased aid to keep tuition affordable. Additionally, he shared that NJCCC has convened a senior-level task force to analyze long-term solutions to skyrocketing health benefit premiums, including a forthcoming presentation by Doug Forrester. Dr. Stout concluded by noting that the situation remains fluid and that he will continue to report developments as they unfold.</p>		
<p>Public Comment on Agenda Items</p> <p>No public comment on agenda items was made and Ms. Gruskos confirmed that no written public comment was submitted.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Review of Consent Agenda <ul style="list-style-type: none"> • <i>Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees.</i> A. Acceptance of Consent Agenda	A motion to adopt the consent agenda was made by Trustee Clayton and seconded by Trustee Williams. Motion approved.	
Approval of Public Business Meeting Minutes - November 25, 2025	A motion to approve the minutes from the Public Business Meeting on November 25, 2025, was made by Trustee McCracken and seconded by Trustee Swartz. Motion passed.	
Approval of Consent Agenda <ul style="list-style-type: none"> A. Approval of Human Resources B. Acceptance of Grants C. 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 D. Open Invoice Payment Requests for Vendor, Student and Employee Payments E. Monthly Financial Reports F. Capital Project Update 	A motion to approve the consent agenda was made by Trustee McCracken and seconded by Trustee Swartz. Motion passed. YES: Trustees Clayton, D'Alessio, Davis, Hoitt, McCracken, Richens, Swartz, Williams and Vice-Chair Abby-White NO: None ABSTENTIONS: None	
Acceptance of FY25 Financial Audit	A motion to accept the FY25 Financial Audit was made by Trustee Clayton and seconded by Trustee Abby-White. Motion passed. YES: Trustees Clayton, D'Alessio, Davis, Hoitt,	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>McCracken, Richens, Swartz, Williams and Vice-Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Lodging of Revised Policies</p> <p>A. 1.3035 Presidential Search Process (new title)</p> <p>B. 4.1000 Tuition and Fees</p>	<p>A motion to approve the lodging of revised policies listed below was made by Trustee Davis and seconded by Trustee D'Alessio.</p> <p>A. 1.3035 Presidential Search Process (new title)</p> <p>B. 4.1000 Tuition and Fees</p> <p>Motion passed.</p> <p>YES: Trustees Clayton, D'Alessio, Davis, Hoitt, McCracken, Richens, Swartz, Williams and Vice-Chair Abby-White</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Public Comment -</p> <p>No public comment was made and Ms. Gruskos confirmed that no written public comment was submitted</p>		
<p>Old/New Business –</p> <p>Vice-Chair Abby-White reported on a recent visit to the Culinary Center in Asbury, highlighting the exceptional five-course tasting menu offered at an accessible price and noting that the student-run operation now allows BYOB to support training in wine service. Dr. Stout then acknowledged the difficult campus climate resulting from recent financial challenges, including the significant rise in health insurance premiums and the college's ongoing reliance on reserves. He expressed appreciation for the leadership team's extensive work and compassion in communicating non-renewal notices to affected employees, while reaffirming the college's efforts to identify vacant positions that may serve as potential placements.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Finally, Vice-Chair Abby-White referenced newly distributed committee assignments and encouraged trustees to approach their roles with openness to learning, noting adjustments to meeting times and confirming April 18 as the date for the annual board retreat</p>		
<p>Adjournment</p> <p>Meeting adjourned at 6:14 PM</p>	<p>A motion to adjourn the meeting was made by Trustee Clayton and seconded by Trustee Swartz.</p> <p>Motion passed.</p>	



3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 32 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	24

B. Change of Status

	Recommendations
Supervisor – Direct Student Contact	1
Non-Supervisor – Direct Student Contact	1
Support Staff	1

C. Separations

	Recommendations
Support Staff	1



A. HIRES

FACULTY

1. Name: Patricia Hammer
Department: Radiologic Technology
Position: Instructor, temporary, spring semester
Salary: \$70,606, to be prorated accordingly
Effective: 1/21/26, subject to completion of all final contingencies

FACULTY DEGREE SUMMARY

Associates
1

SUPPORT STAFF

1. Name: Andrew Clayton
Department: Veteran's Center
Position: Associate, Veteran's Center
Salary: \$50,375
Effective: 2/2/26, subject to completion of all final contingencies
2. Name: Nicole Fancera
Department: Business & Social Science Office
Position: Laboratory/Studio Assistant, Fashion & Hospitality
Salary: \$44,794
Effective: 2/2/26, subject to completion of all final contingencies
3. Name: Daniel Scaggs
Department: Biology
Position: Instructional Assistant, Biology, full-time, temporary
Salary: \$44,794
Effective: 2/2/26 – 6/30/26, subject to completion of all final contingencies

ADJUNCT FACULTY

1. Name: Anthony Attardo
Department: Business
2. Name: Jenna Baratta
Department: Nursing
3. Name: Elizabeth Barone
Department: Psychology

4. Name: Katelyn Brink
Department: Mathematics
5. Name: Donnah Celentano
Department: Nursing
6. Name: Ashley Dantuono
Department: Nursing
7. Name: Marina Debanich
Department: Nursing
8. Name: Alison Del Duca
Department: Nursing
9. Name: Josephine Jose-Bubello
Department: Nursing
10. Name: Lisa Koval
Department: Nursing
11. Name: Morgan MacLearie-Gonzalez
Department: Education
12. Name: Branden Mesia
Department: Graphics
13. Name: Brian Michael
Department: History
14. Name: Noreen Morgan
Department: Nursing
15. Name: Melissa Morik
Department: Interior Design
16. Name: Matthew Moro
Department: Nursing
17. Name: Danielle Orr
Department: Nursing

18. Name: Victor Petak
 Department: Graphics

19. Name: Rebecca Romano
 Department: Nursing

20. Name: Lusi Rossi
 Department: Graphics

21. Name: Kimberly Sayne
 Department: Nursing

22. Name: Tanisha Sosa
 Department: Nursing

23. Name: Laurette Vilardi
 Department: Nursing

24. Name: Kimberly Wright
 Department: Nursing

ADJUNCT DEGREE SUMMARY

Masters	Bachelors
19	5

B. CHANGE OF STATUS

SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Candice Watts
 Department: Educational Partnerships
 Position: Associate Director, Educational Partnerships
 Action: Change in title & department through reorganization
 New Salary: No change
 Effective: 2/2/26



NON-SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Julie Murphy
Department: Registration & Records
Position: Manager, Student Records Systems
Action: Change in status from N4 to A4 through bona fide search
New Salary: \$75,635, to be prorated accordingly
Effective: 2/1/26

SUPPORT STAFF

1. Name: Dylan Korloff
Department: Educational Partnerships
Position: Associate, Educational Partnerships
Action: Change in N4 title & department through bona fide search
New Salary: No change
Effective: 2/1/26

C. SEPARATIONS

SUPPORT STAFF

1. Name: Elizabeth Wong
Department: Biology
Position: Instructional Assistant
Action: Resignation
Effective: 1/23/26

- 1 General Functions
- 2 Administration
- 3 Human Resources
- 4 Business & Finance

1.51 Acceptance of Gifts

Background

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

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

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

DATE	DONOR	ITEM
12/18/25	McGinley Transportation Systems, Inc.	Five (5) Haworth X99 Seminar Chairs

2.2 Acceptance of Grants

Executive Summary

A. Funding Agency: Community Foundation of New Jersey

Funding Opportunity: New Jersey Food Fund - Essential Services Grant

Program Title: Essential Services Grant

Short Title: N/A

Goal/Purpose: The New Jersey Food Fund is administered by the Community Foundation of New Jersey and funded through The Tepper Foundation and the Community Foundation of New Jersey. The New Jersey Food Fund awarded an Essential Services Grant in the amount of \$180,000 to the New Jersey Council of County Colleges to distribute to the 18 community colleges. Funds from the Essential Services Grant are to be used by community colleges for food pantries and other food security initiatives (supplies, food, staffing, meal vouchers, grocery store gift cards, and any other related costs).

Total \$ Received: \$13,200

Institutional Match: N/A

Project Timeline: January 1, 2026 – June 30, 2026

Program Administrator: Summer Deaver

Recommendation:

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



BOARD OF TRUSTEES AGENDA

- 1 General Functions
- 2 Administration
- 3 Human Resources
- 4 Business & Finance

RESOLUTION

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

<u>Funding Agency</u>	<u>Name</u>	<u>Amount</u>
Community Foundation of New Jersey	Essential Services Grant	\$13,200

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

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

WHEREAS, the President recommends acceptance of said grant funds;

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



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 January 12, 2026.

January 27, 2026: Vice President Finance & Operations, Dr. Teresa Manfreda-Foley

R E S O L U T I O N

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

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

WHEREAS, the Vice President, Finance & Operations has 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.

Board	Item	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Operating					
1	Magic Touch Construction Co., Inc.	Emergency Excavation and Pipe Repair / Exempt 18A:64A-25.6 (Emergency purchase and contracts). This contract is for the excavation of a concrete slab to replace a ruptured underground pipe at the CVA Building. This contract is funded by the Facilities Budget.	Exempt	NTE \$40,000.00	

* Estimated expense based on historical data

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



OFFICE OF THE PRESIDENT

Date: January 12, 2026
To: Chair Horl
From: Dr. David M. Stout, President
Subject: Emergency Purchase Authorization, CVA

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 to address a rupture of an underground pipe servicing the CVA building. This incident occurred on January 11, 2026, and has required facilities staff to shut off the building's water supply to prevent further complications.

As a result, the building currently lacks running water and restroom facilities and remains unusable until repairs are completed. The situation presents an immediate disruption to academic and operational activities and limits access for students, faculty, and staff. Furthermore, lack of restroom access poses a serious risk to public health, safety, and welfare, particularly with respect to ADA accessibility and New Jersey Uniform Construction Code (UCC) requirements.

The repair is necessary not only to restore water service but also to assess the extent of any additional piping issues or water damage. Proceeding promptly will minimize downtime, limit disruption, and help control long-term costs. The situation poses an immediate risk to the health, safety, and welfare of the campus community and requires urgent remediation.

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 to not exceed \$40,000 for emergency repairs, inclusive of materials, labor, equipment rentals, and overtime rates to expedite the work.
 - Excavation and removal of the defective underground pipe, and perform necessary repairs or replacement
 - Replace section of removed concrete

This emergency purchase will be placed on the January 27, 2026 Board of Trustees Public Business Meeting Agenda as a resolution for ratification by the Board of Trustees.

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



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

FROM: **Dr. Teresa Manfreda-Foley**

SUBJECT: **Emergency Purchase Authorization- Broken pipe, CVA Building**

DATE: **January 12, 2026**

In accordance with **N.J.S.A. 18A:64A-25.6** and **Board Policy 4.8000 – Contracts**, I am authorizing an emergency procurement to address a rupture of an underground pipe servicing the CVA building. The rupture occurred at approximately 7:00 p.m. on January 11, 2026, and required facilities staff to shut off the building's water supply to prevent further complications.

As a result, the building currently lacks running water and restroom facilities and remains unusable until repairs are completed. The situation presents an immediate disruption to academic and operational activities and limits access for students, faculty, and staff. Furthermore, lack of restroom access poses a serious risk to public health, safety, and welfare, particularly with respect to ADA accessibility and New Jersey Uniform Construction Code (UCC) requirements.

The repair is necessary not only to restore water service but also to assess the extent of any additional piping issues or water damage. Proceeding promptly will minimize downtime, limit disruption, and help control long-term costs. The situation poses an immediate risk to the health, safety, and welfare of the campus community and requires urgent remediation.

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, and perform necessary repairs or replacement
- Replace section of removed concrete

The total estimated cost for this emergency repair shall not exceed \$40,000, 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.

Please let me know if you require any additional documentation or information.

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*

The following resolution and attached list of proposed Public Contracts for Brookdale Community College are equal to or exceed \$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, and 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 January 20, 2026.

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 equal to or exceeding \$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
January 27, 2026

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Chapter 12				
1	Magic Touch Construction Co., Inc.	Installation of HP Motors / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply, delivery, and installation of three HP motors on the hot water heating pumps in the boiler room at the Central Utility Plant. This contract is funded by Chapter 12.	Exempt	\$ 33,962.41
2	J1 Door Company, Inc.	On-Call Locksmith Services, Bid No. 25-16 / This contract is for the installation of an upgraded door system at the BAC Building. This contract is funded by Chapter 12.	Bid	\$ 19,131.00
3	Automated Building Controls Inc.	Building Automation and Control System Service, Maintenance, and Repairs T&M, Bid No. 24-08 / This contract is for the replacement of eight BARD units at the former Wall Building. This contract is funded by Chapter 12.	Bid	\$ 147,652.00
4	Electro Maintenance Inc.	On-Call Electrical Services T&M, Bid No. 24-09 / This contract is for the electrical installation of the new LED sign at the entrance of Newman Springs Road. This contract is funded by Chapter 12.	Bid	\$ 57,000.00
Grants				
5	Bordentown Driver Training School, LLC dba Smith & Solomon	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 *
6	Bloomberg Finance L.P.	Software / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one-year software license for two Bloomberg Anywhere subscriptions to be utilized by Business faculty and students to access Bloomberg Professional Services to monitor and analyze real-time financial market data. This contract is funded by the Perkins Grant.	Exempt	\$ 58,000.00 *

7	ZOLL Medical Corporation	Bellavista 1000 Ventilator / Exempt Pay-to-Play (P2P). This contract is for the supply, delivery, and installation of a Bellavista 1000 ventilator for the Respiratory Care Department. This contract is funded by the Perkins Grant.	P2P	\$ 24,415.71
8	H2M Architects & Engineers	Professional Engineering Services, RFQ No. 02-2024 / This contract is for professional engineering/design and consulting services with the bid process for the Landscape Improvement Project. This contract is funded by the NJDEP Trees for Schools Program Grant and Chapter 12.	RFQ	NTE \$45,000.00
Operating				
9	VirtuIT Systems	Hyperconverged Infrastructure Implementation / Exempt 18A:64A-25.10 (Joint purchases by County colleges, municipalities, or counties; authority). This is a one-time purchase and implementation of a Scale Computing virtualization platform to replace Brookdale's legacy Dell blade chassis and HPE SAN architecture, which are approaching end-of-life. The solution integrates compute and storage, reducing operational risk, improving reliability, and lowering licensing costs compared to VMware. It includes hardware, five-year licensing and maintenance, disaster recovery components, Veeam backup licensing, and professional services. This contract is funded by the IT Budget.	Exempt	\$ 378,728.06
10	Automatic Door Systems, LLC	Automatic Door Maintenance, Repairs, and Replacement Services, Bid No. 25-12 / This contract is for various automatic door maintenance, repairs, and replacement services at the Lincroft Campus and Regional Locations. This contract is funded by the Facilities Budget and Chapter 12.	Bid	\$ 50,000.00 *
11	C-3 Technologies LLC	Fuel Tank Compliance Testing and Services / Exempt 18A:64A.25.9 (State Contract). This is a one-year State Contract for compliance testing and services for the fuel tanks located at the Lincroft Campus. This contract is funded by the Facilities Budget and Chapter 12.	Exempt	\$ 25,000.00 *
12	Cooper Power Systems, a Division of Cooper Electric	Generator Maintenance and Repair / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for various generator maintenance and repairs located at the Lincroft Campus, Wall, and Freehold Regional Locations. This contract is funded by the Facilities Budget and Chapter 12.	Exempt	\$ 60,000.00 *
13	GPC Inc.	Carpentry Services, Bid No. 24-10 / This contract is for various carpentry/minor construction projects at the Lincroft Campus and Regional Locations. This contract is funded by the Facilities Budget and Chapter 12.	Bid	\$ 75,000.00 *

14	J1 Door Company, Inc. On-Call Locksmith Services, Bid No. 25-16 / This contract is for various locksmith services at the Lincroft Campus and Regional Locations. This contract is funded by the Facilities Budget and Chapter 12.	Bid	\$ 50,000.00	*
15	Magic Touch Construction Co., Inc. Plumbing Services T&M / Exempt (Joint purchases by county colleges, municipalities or counties; authority). This contract is for various plumbing services at the Lincroft Campus and Regional Locations. This contract is funded by the Facilities Budget and Chapter 12.	Exempt	\$ 75,000.00	*

*** Estimated expense based on historical data**

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

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending November 30, 2025, which totaled \$2,654,405.84. 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 January 20, 2026.

4.1 *Financial Report*

The following is the unaudited Financial Report for the month ending November 30, 2025.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at the January 20, 2026 meeting.

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

Financial Overview

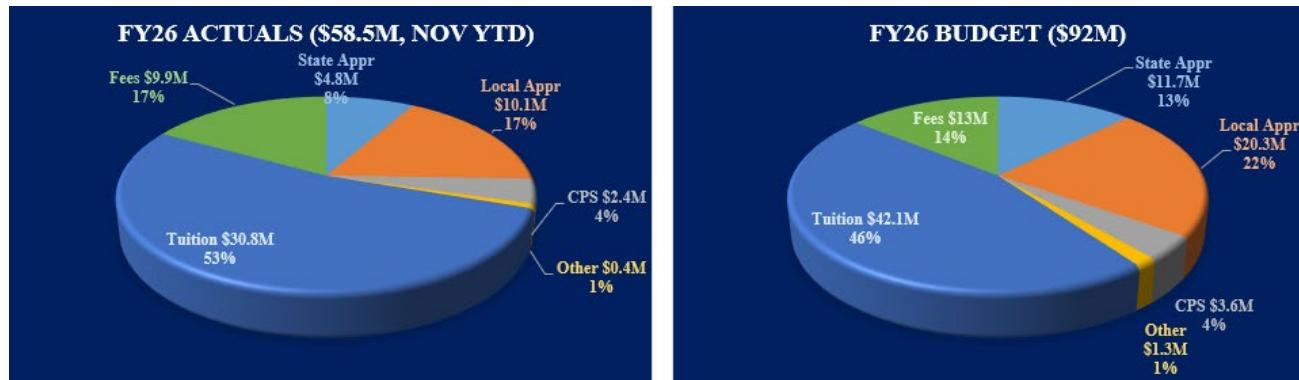
November 30, 2025

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

REVENUE

Budget to Actual

Total operating revenue through November 2025 was \$58.5M and represents 63.6% of the \$92M FY26 budget.

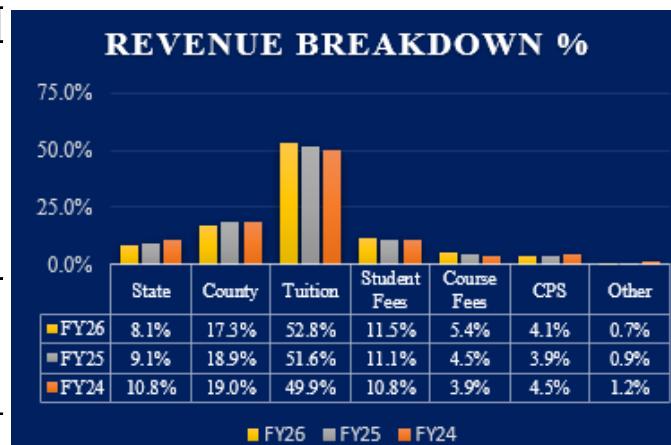


Compared to Prior Year

Operating revenue through November 2025 was 8.7% higher than the same time last year. Of the \$4.7M increase, \$4.6M is in tuition & fee revenue and \$0.1M from all other operating revenue sources.

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

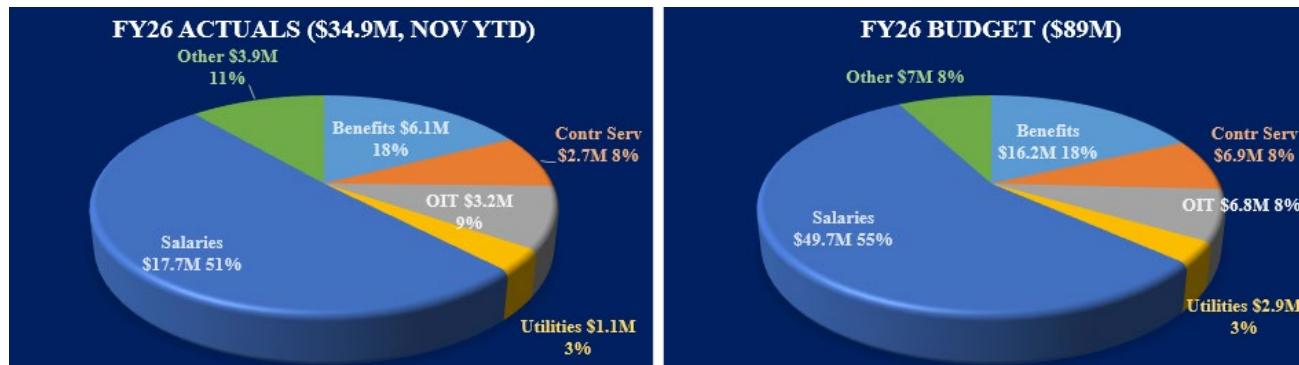
Revenue	FY26	FY25	FY24
State	\$ 4,763	\$ 4,886	\$ 4,824
County	10,139	10,139	8,449
Tuition	30,850	27,759	26,976
Student Fees	6,742	5,978	5,771
Course Fees	3,128	2,415	2,434
CPS	2,404	2,084	1,745
Other	432	505	321
	\$ 58,458	\$ 53,766	\$ 50,520
Tuition	\$ 30,850	\$ 27,759	\$ 26,976
Student Fees	6,742	5,978	5,771
Total	\$ 37,592	\$ 33,737	\$ 32,747



EXPENDITURES

Budget to Actual

Total operating expenditures through November 2025 were \$34.9M, representing 39.0% of the \$89M FY26 budget.



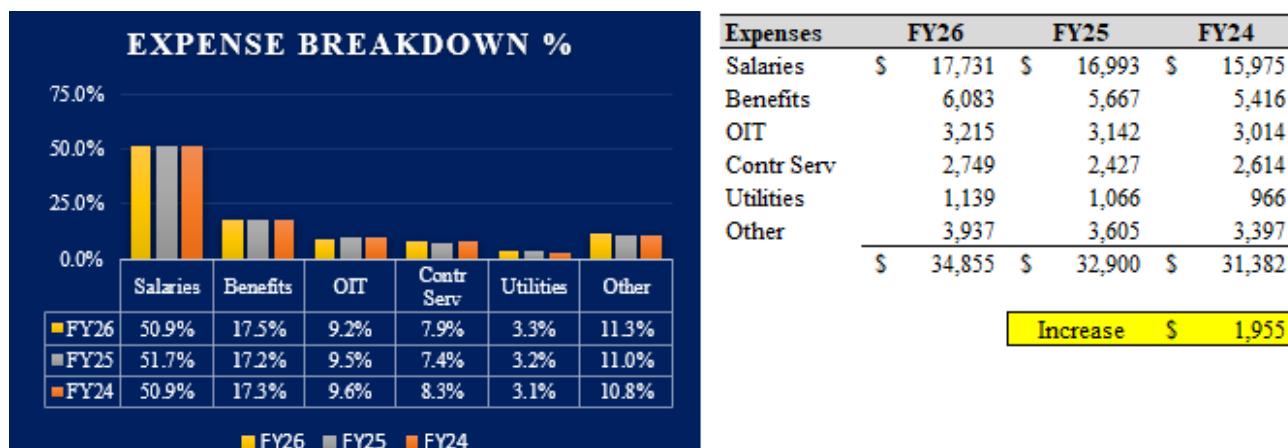
Other Expenses	Actuals	Budget
Insurance (GI)	\$ 1,680,096	\$ 2,202,000
Tuition Waivers	721,713	1,295,000
Program Rental	291,034	367,248
Memberships	201,761	242,197
Supplies	197,110	686,811
Audit/Legal	96,251	176,036
Advertising	93,485	348,800
Lease of Facilities	75,000	180,000
Printing/Paper	74,721	209,195
Bank Service Charges	58,844	77,210
Postage	49,665	185,507
Overnight Travel	39,800	138,001
Snow Removal	-	450,000
Other	357,667	439,069
	\$ 3,937,149	\$ 6,997,074

Division	Actuals	Budget
President/BOT	\$ 270,147	\$ 624,302
Human Resources	421,413	935,358
Planning & Institute Effect	230,493	541,908
Advancement	757,351	1,539,738
Finance & Operations	7,104,435	16,765,962
Academic Affairs	11,622,964	33,803,734
Student Affairs	2,724,528	6,947,265
Continuing & Prof Studies	1,400,137	3,006,205
Utilities	1,139,330	2,856,344
Benefits	6,082,643	16,185,635
General Expenses	3,101,491	6,202,161
	\$ 34,854,932	\$ 89,408,612

Compared to Prior Year

Total operating expenses for the same period last year were \$32.9M compared to \$34.9M this year, indicating an increase in operating costs of 5.9% or \$2.0M.

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



Project Summary: Facilities Overview as of January 20, 2026

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. Contractor sending an updated quote.

2. Culinary School at Lincroft

Cost: *\$822,000*

Architect/Engineer: *Colliers Engineering*

PO Date: *11/3/23*

Contractor: *TBD*

Met with Colliers December 1, 2023, 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, 2024. A purchase order will be issued to Colliers to begin services.

The project kickoff meeting was held Tuesday, July 2, 2024. The sub-committee met on September 6 to discuss building layout.

A meeting was held on October 1, 2024, in Asbury to review kitchen equipment and dining space.

A kitchen design review meeting was held on Nov 7, 2024, and a kitchen layout meeting was held on December 3, 2024.

Kitchen drawings were received on December 5, 2025.

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

A meeting was held on March 10, 2025, to review the design plan and address outstanding questions.

Bid documents were received on April 25, 2025, and are under reviewed by Facilities. We are waiting for the cost estimate from the engineer.

Cost estimate received on June 4, 2025.

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, 2025, 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. 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. The Purchasing Department and the College's legal counsel are finalizing Bid documents. Once completed a kickoff meeting will be scheduled. Kickoff meeting was held on November 5. Construction drawings were submitted to Middletown for approval, and the contractor started providing submittals to the architect. **Contractor received submittals for the house lighting and work expected to start Jan 12.**

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

Cost: \$678,237

Architect/Engineer: N/A

PO Date: 7/1/25

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. The crane work is scheduled for Thanksgiving weekend and during the holiday break at the end of December.

CVA completed, LAH nearing completion.

6. HVAC Upgrades at various buildings

Cost: TBD

Architect/Engineer: TBD

PO Date: 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. The College has applied for a NJ HEFT construction grant to support this initiative. Results are not expected before January. **The College did not receive funding from the HEFT grant for this project.**

7. Building Automation Control upgrade

Cost: \$91,200

Architect/Engineer: PS&S

PO Date: 9/2/25

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. A kick off meeting was held on Wednesday, October 17, 2025. PS&S conducted a site visit to review existing controls – they are working on construction documents. We have received the drawings and are conducting our review. Providing no changes are necessary, we will submit the drawings to Purchasing to initiate the bid process.

8. Installation of Carbon Monoxide Detectors

Cost: TBD

Architect/Engineer: N/A

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 2025 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 plan at Lincroft is in the development stage. The plan was completed and included in the HEFT Construction Grant Application.

The College did not receive funding from the HEFT grant for this project.

9. ADA Upgrades

Cost: \$136,186

Architect/Engineer: N/A

PO Date: 9/2/25

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. A kickoff meeting was slated for Wednesday, October 15, 2025. A follow up meeting was held Friday, November 14 at Freehold.

10. Freehold Basement Water Remediation Project

Cost: *TBD*

Architect/Engineer: *Colliers Engineering*

PO Date: *TBD*

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. The College has applied for a NJ HEFT Construction Grant to support this initiative. **The College did not receive funding from the HEFT grant for this project.**

12. Central Utility Plant Energy Efficiency Project Statement

Cost: *\$102,700*

Architect/Engineer: *N/A*

PO Date: *TBD*

Contractor: *Automated Building Controls*

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. The quote was presented at the October 2025 Board for approval. Purchase Order was issued to contractor for a project starting in spring 2026.

13. Lighting Upgrade Project – Interior and Exterior

Cost: *\$133,036*

Architect/Engineer: *N/A*

PO Date: *TBD*

Contractor: *Magic Touch Construction*

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. This quote was approved at the October board for approval. Purchase Order was issued and the contractor started installing the LED fixtures. The project will be completed during the December break. **Project remains in progress.**

14. Freehold Building Communication Upgrade – 2nd floor

Cost: \$45,112

Architect/Engineer: N/A

PO Date: 9/3/25

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.

Parts were ordered; we are waiting for confirmation of the shipping date. No change in status.

Project completed.

15. Old Wall Building – HVAC Unit Equipment

Cost: \$255,000

Architect/Engineer: N/A

PO Date: 9/29/25

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. Unit was ordered; we are waiting for confirmation of the shipping date. **No change in status.**

16. Scoreboard Installation– Athletic Fields and Gyms

Cost: \$125,657

Supplier: *Daktronics*

PO Date: 9/29/25

Contractor: *GC Construction*

The scoreboards were delivered October 16, 2025. We are working with the contractor to schedule the start date to install the softball, baseball, and soccer scoreboards. The installation of the indoor scoreboards for the basketball courts will start over the holiday break beginning

Wednesday, December 24. Exterior scoreboards have been installed, and power was connected on December 1. The controllers still need to be installed to enable communication.
Project completed.

4.3 *Acceptance of Brookdale Community College's FY25 Single Audit*

Pursuant to the requirements of the Higher Education Reorganization Act of 1994, the Board of Trustees authorized the appointment of external auditors, Withum, Smith, & Brown, PC to perform the required audit for fiscal year ending June 30, 2025, at its April 29, 2025, meeting.

An audit of the College's federal and State grant programs, internal controls, and overall compliance has been completed, and the results of the College's FY25 Single Audit are herewith transmitted to the Board of Trustees for review and acceptance.

This report was reviewed by the President and the Audit Committee of the Board of Trustees on January 16, 2026.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Independent Auditor's Reports as Required by the Uniform Guidance
and Government Auditing Standards and Related Information
June 30, 2025

Brookdale Community College
(A Component Unit of the County of Monmouth)
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June 30, 2025

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REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL AND STATE OF NEW JERSEY PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH THE UNIFORM GUIDANCE AND STATE OF NEW JERSEY DEPARTMENT OF THE TREASURY, OMB POLICY CIRCULAR 15-08-OMB

INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of
Brookdale Community College:

Report on Compliance for Each Major Federal and State of New Jersey Program

Opinion on Each Major Federal and State of New Jersey Program

We have audited Brookdale Community College's (the "College") compliance with the types of compliance requirements identified as subject to audit in the Office of Management and Budget ("OMB") *Compliance Supplement* and *State of New Jersey Compliance Supplement* that could have a direct and material effect on each of the College's major federal and state of New Jersey programs for the year ended June 30, 2025. The College's major federal and state of New Jersey programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the College complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal and state of New Jersey programs for the year ended June 30, 2025.

Basis for Opinion on Each Major Federal and State of New Jersey Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America ("GAAS"); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States ("Government Auditing Standards"); the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance") and State of New Jersey, Department of the Treasury, OMB Policy Circular 15-08-OMB ("NJ Circular 15-08-OMB"). Our responsibilities under those standards, the Uniform Guidance and NJ Circular 15-08-OMB are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the College and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal and state of New Jersey program. Our audit does not provide a legal determination of the College's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the Organization's federal and state of New Jersey programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the College's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, the Uniform Guidance and NJ Circular 15-08-OMB will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the College's compliance with the requirements of each major federal and state of New Jersey program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, the Uniform Guidance, and NJ Circular 15-08-OMB, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the College's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the College's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance and NJ Circular 15-08-OMB, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal or state of New Jersey program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal or state of New Jersey program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal or state of New Jersey program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and NJ Circular 15-08-OMB. Accordingly, this report is not suitable for any other purpose.

January XX, 2026

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

INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of
Brookdale Community College:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Brookdale Community College (a Component Unit of the County of Monmouth) and its discretely presented component unit, Brookdale Community College Foundation (the "College"), which comprise the statement of net position as of June 30, 2025, and the related statements of revenues, expenses, changes in net position and cash flows for the year then ended, and the related notes to the financial statements and have issued our report thereon dated January XX, 2026.

Report on Internal Control Over Financial Reporting

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

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

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

Report on Compliance and Other Matters

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

Purpose of This Report

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

January XX, 2026

Brookdale Community College
(A Component Unit of the County of Monmouth)
Schedule of Expenditures of Federal Awards
June 30, 2025

Federal/Pass-Through Grantor/Cluster-Program Title	CFDA Number	Pass-Through Entity	PR/Award Identifier (FAIN)	Current Year Expenditures
STUDENT FINANCIAL AID (SFA) CLUSTER				
U.S. Department of Education:				
Direct Awards				
Federal Direct Student Loan (FDSL) - Subsidized	84.268	N/A	N/A	\$ 1,587,901
Federal Direct Student Loan (FDSL) - Unsubsidized	84.268	N/A	N/A	2,414,433
Federal Direct Student Loan (FDSL) - Plus Loans	84.268	N/A	N/A	349,812
				<u>4,352,146</u>
Federal Pell Grant Program	84.063	N/A	N/A	16,012,794
Federal Supplemental Educational Opportunity Grant (FSEOG)	84.007	N/A	N/A	368,874
Federal Work-Study Program/Job Locator	84.033	N/A	N/A	269,440
				<u>21,003,254</u>
Total Student Financial Assistance Cluster				
RESEARCH AND DEVELOPMENT (R&D) CLUSTER				
U.S. National Science Foundation (NSF):				
Direct Awards				
NSF Scholarships in STEM (S-STEM)	47.076	N/A	N/A	144,501
NFS Electronic Vehicle Education (EVE)	47.076	N/A	2400825	65,646
Pass Through Awards				
NSF National Engineering and Vehicle Technology Exchange (NEVTEX)	47.076	Central Oregon Community College	2301095	5,881
National Aeronautics and Space Administration (NASA):				
Pass Through Awards				
National Space Grant College and Fellowship: STEM Scholars	43.008	Rutgers, The State University of NJ	80NSSC20M0066 - P00005	11,035
				<u>227,063</u>
OTHER CLUSTERS				
U.S. Department of Education:				
Direct Awards				
American Rescue Plan Act 2021 (ARP)	21.027	N/A	N/A	4,437
The Center for Excellence in Cybersecurity Education (CECE)	84.116Z	N/A	N/A	1,000
Pass Through Awards				
Open Textbook Collaborative	84.116T	Middlesex College	P116T200028	16,250
U.S. Department of Health and Human Services:				
Pass Through Awards				
NIH-NJ Biomed-Bridge (NJB) Scholars Program	1T34GM154615-01	The College of New Jersey	NIH-F25103-02	13,946
U.S. Small Business Administration:				
Direct Awards				
Small Business Administration and Seminars	59.000	N/A	N/A	9,889
Pass Through Awards				
Small Business Development Centers (SBDC)	59.037	Rutgers, The State University of NJ	5591	381
Small Business Development Centers (SBDC)	59.037	Rutgers, The State University of NJ	5865	39
Small Business Development Centers (SBDC)	59.037	Rutgers, The State University of NJ	5825	-
Small Business Development Centers (SBDC)	59.037	Rutgers, The State University of NJ	234,604	
Small Business Development Centers (SBDC)	59.037	Rutgers, The State University of NJ	-	
SBA Cares	59.037	Rutgers, The State University of NJ	SBAHQ20C0073	-
U.S. Department of Education - Office of Career, Technical, and Adult Education (OCTAE):				
Pass Through Awards				
Adult Education (ABE) - Basic Grants to States	84.002	New Jersey Department of Labor & Workforce Development	None	747,341
Adult Education (ABE) - Online Teaching and Learning	84.002	New Jersey Department of Labor & Workforce Development	None	116,643
Adult Education (ABE) - Skills for Success	84.002	New Jersey Department of Labor & Workforce Development	None	-
Career & Technical Education (CTE) - Basic Grants to the States (Perkins)	84.048A	New Jersey Department of Education	25 7111	471,537
Career & Technical Education (CTE) - Certificate of Eligibility Educator Preparation Program (CEEP)		New Jersey Department of Education	17-BE53-G06	229,223
Total expenditures of federal awards				\$ <u>23,075,606</u>

The Notes to Schedules of Expenditures of Federal and State of New Jersey Awards are an integral part of this statement.

Brookdale Community College
(A Component Unit of the County of Monmouth)
Schedule of Expenditures of Federal Awards
June 30, 2025

State Grantor/Program Title	State NJ Grant Number	Award Amount	Grant Period	Current Year Expenditures
STUDENT FINANCIAL AID (SFA) CLUSTER				
N.J. Office of the Secretary of Higher Education:				
Educational Opportunity Fund (EOF) - Article III	100-074-2401-001	\$ 452,564	07/01/24 - 06/30/25	\$ 447,764
Educational Opportunity Fund (EOF) - Article III, Summer	100-074-2401-001	6,900	06/01/25 - 08/31/25	6,900
N.J. Higher Education Student Assistance Authority:				
Tuition Aid Grant (TAG)	100-074-2405-007	3,812,449	07/01/24 - 06/30/25	3,827,713
NJ Stars (NJSTARS)	100-074-2405-313	403,472	07/01/24 - 06/30/25	403,472
Community College Opportunity Grant (CCOG)	100-074-2405-332	2,364,241	07/01/24 - 06/30/25	2,382,583
Governor's Urban (GUS)	N/A	2,000	07/01/24 - 06/30/25	2,000
Total Student Financial Assistance Cluster				7,070,432
NON-CLUSTER:				
N.J. Office of the Secretary of Higher Education:				
Educational Opportunity Fund (EOF) - Article IV	100-074-2401-002	234,726	06/01/24 - 08/31/25	202,995
Educational Opportunity Fund (EOF) - Article IV, Summer	100-074-2401-002	42,316	06/01/25 - 08/31/25	28,462
				231,457
Some College, No Degree (SCND)	N/A	100,000	07/01/24 - 06/30/25	98,827
Hunger-Free Campus	N/A	56,000	07/01/24 - 06/30/25	56,000
N.J. Council of County Colleges:				
College Readiness Now X Project	Unavailable	21,885	07/01/23 - 08/15/24	3,422
College Readiness Now XI Project	Unavailable	54,856	07/01/24 - 08/15/25	52,383
Community College Opportunity Grant (CCOG)	Unavailable	314,819	09/01/24 - 08/30/25	256,257
				312,062
N.J. Educational Facilities Authority:				
Securing Our Children's Future Bond Act Grant (SOCFBAG)	100-082-2155-036	16,597	01/01/14 - Completion	16,597
County College-Based Center for Adult Transitions Grant:				
Adult Transitions Grant III	N/A	202,568	07/01/24 - 06/30/25	182,992
Adult Transitions Grant II	N/A	—	07/01/23 - 06/30/24	289,071
Mental Health Community Provider Partner & Prof Devel Grant				
Leveraging Community Provider Partnerships	N/A	366,589	12/31/24 - 12/31/26	103,552
Professional Development	N/A	22,222	12/31/24 - 12/31/26	3,500

The Notes to Schedules of Expenditures of Federal and State of New Jersey Awards are an integral part of this statement.

Brookdale Community College
(A Component Unit of the County of Monmouth)
Schedule of Expenditures of Federal Awards
June 30, 2025

State Grantor/Program Title	State NJ Grant Number	Award Amount	Grant Period	Current Year Expenditures
Gaining Early Awareness and Readiness for Undergraduate Prog. NJ Gear Up NJ Gear Up II	N/A N/A	307,230 414,310	07/1/23 - 08/15/24 07/1/24 - 08/15/25	\$ 139,994 221,423
N.J. Department of Labor and Workforce Development Job Opportunities for Building Success (JOBS)	N/A	935,935	06/1/24 - 05/31/26	229,223
Alternate Route Program Services Teaching Apprenticeship Network	N/A	12,000	07/1/24 - 12/31/25	4,677
N.J. Department of Children and Families: Displaced Homemaker Grant	2011-15863028-01	159,664	07/01/24 - 06/30/25	161,229
N.J. Economic Development Authority (NJEDA) New Jersey Film Academy	N/A	50,000	03/12/25 - 09/12/27	23,700
N.J. Department of Treasury - Higher Education Administration: Operational Costs – County Colleges Alternate Benefit Program P.L. 1971, Chapter 12 Debt Service Special Purpose Request - Wellness Center Grant Special Purpose Request - VentureHive Entrepreneurial Ecosystem	100-082-2155-015 100-082-2155-017 100-082-2155-016 N/A N/A	11,891,023 1,581,448 4,995,047 — 15,483	07/01/24 - 06/30/25 07/01/24 - 06/30/25 07/01/24 - 06/30/25 07/01/24 - 06/30/25 07/01/24 - 06/30/25	11,725,991 1,581,448 4,995,047 - 63
Total expenditures of State of New Jersey awards				\$ 27,447,285

The Notes to Schedules of Expenditures of Federal and State of New Jersey Awards are an integral part of this statement.

**Brookdale Community College
(A Component Unit of the County of Monmouth)
Notes to Schedules of Expenditures of Federal and State of New Jersey Awards
June 30, 2025**

1. GENERAL

The accompanying Schedules of Expenditures of Federal and State of New Jersey Awards includes the Federal award activity of Brookdale Community College (the "College") under programs of the Federal Government for the year ended June 30, 2025. The information on this schedule is prepared in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the College, it is not intended to and does not present the financial position, changes in net position or cash flows of the College.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance.

3. INDIRECT COST RATE

The College has elected not to use the 10-percent *de minimis* indirect cost rate as allowed under the Uniform Guidance.

4. FEDERAL STUDENT LOAN PROGRAMS

The College disbursed \$4,352,146 of loans under the Federal Direct Student Loans program, which include Stafford Subsidized and Unsubsidized Loans and Parent Plus Loans. It is not practical to determine the balances of the loans outstanding to students of the College under the program as of June 30, 2025. The College is only responsible for the performance of certain administrative duties and, accordingly, these loans are not included in the College's financial statements.

**Brookdale Community College
(A Component Unit of the County of Monmouth)
Findings and Questioned Costs
Year Ended June 30, 2025**

Section I - Summary of Auditors' Results:

Financial Statements

Type of auditors' report issued: **Unmodified**

Internal control over financial reporting:

• Material weaknesses identified? yes no

• Significant deficiencies identified that are not considered to be material weaknesses? yes no

Noncompliance material to the financial statements noted? yes no

Federal Awards

Type of auditors' report issued on compliance for major programs: **Unmodified**

Internal control over major programs:

• Material weaknesses identified? yes no

• Significant deficiencies identified that are not considered to be material weaknesses? yes no

Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance? yes no

Identification of Major Programs

Name of Federal Program or Cluster	Assistance Listing Number
<i>Student Financial Assistance Cluster</i>	
Federal Supplemental Education Opportunity Grant Program	84.007
Federal Work-Study Program	84.033
Federal Pell Grant Program	84.063
Federal Direct Student Loans (Note 4)	84.268
<i>Adult Education ABE</i>	
	84.002

**Brookdale Community College
(A Component Unit of the County of Monmouth)
Findings and Questioned Costs - Continued
Year Ended June 30, 2025**

Section I - Summary of Auditors' Results – Continued

Dollar threshold used to distinguish between
type A and type B programs: \$750,000

Auditee qualified as a low-risk auditee? yes no

State of New Jersey

Type of auditors' report issued on compliance
for major programs: Unmodified

Internal control over major programs:

- Material weaknesses identified? yes no
- Significant deficiencies identified that are
not considered to be material weaknesses? yes no

Any audit findings disclosed that are required
to be reported in accordance with State of
New Jersey OMB Circular 15-08 and listed
in Section V of this schedule? yes no

Identification of Major Programs:

Name of State Program or Cluster	State of New Jersey Account or Grant Number
<i>Student Financial Assistance Cluster</i>	
Educational Opportunity Fund	100-074-2401-001
Tuition Aid Grant	100-074-2405-007
Community College Opportunity Grant	100-074-2405-332
NJ Stars	100-074-2405-313
<i>NJ Higher Education Administration</i>	
Operational Cost- County Colleges	100-082-2155-015

Section II – Financial Statement Findings:

None.

Section III – Federal Award Findings and Questioned Costs:

None.

Section IV – State of New Jersey Award Findings and Questioned Costs:

None in current or prior year.

Brookdale Community College
(A Component Unit of the County of Monmouth)
Management's Summary of Prior Year Audit Findings
Year Ended June 30, 2025

Section VI – Management's Summary of Prior Year State of New Jersey Audit Findings

None.

DRAFT

Section VII – Management's Corrective Action Plan - Federal Awards

None.

DRAFT

Board of Trustees

Board Brief

Curriculum: Communication Media—Esports Production and Management Option A.A.S.

Purpose and Rationale

The program's primary objective is to develop students' proficiency in multimedia production, while cultivating leadership and organizational abilities essential to planning and executing live tournaments and digital events. The curriculum blends coursework from Communication Media, Hospitality Management, Digital Animation, and newly developed Esports-specific courses to provide students with both creative and technical versatility. Graduates will demonstrate technical competency in multimedia production and the ability to manage event logistics, staff, and teams. They will also develop communication, leadership, and problem-solving skills necessary for employment in esports production, digital media, and live-event management.

As the Communication Media department evolves with the constant change of technology, it is always cognizant of meeting the students where their interests lie. As the growth of Esports as major entertainment and media market seems obvious, students are increasingly excited by the technology advancements of Esports and streaming entertainment in production. Student interest and engagement drive student success. As part of the College Mission of increasing student completion rate and success metrics, our attention is to create new courses that are relevant for the current and future job market.. The Esports events and participation in the broadcast has been a beacon of student engagement. Creating new courses in this endeavor will drive success.

Summary of Labor Market and Community Demands

The regional and statewide labor market shows strong growth in esports, live-event production, and digital broadcast operations, with industry data indicating expanding demand for technicians skilled in streaming, virtual production, and live-event logistics. Relevant job roles include Esports Production Technician, Broadcast/AV Technician, Live Event Producer, Technical Director, Tournament Coordinator, and Digital Content Producer, with median wages in New Jersey and the surrounding metro region typically ranging from \$48,000 to \$75,000, and higher compensation for those with advanced live-streaming or Unreal Engine experience. Labor projections reflect steady growth across broadcast and event-production occupations as entertainment, educational institutions, and corporate sectors continue expanding their live and digital media presence. Input from employers and members of the Communication Media Advisory Board reinforced this trajectory, noting that esports is rapidly emerging as the strongest competitor to the NFL and other major sports, both in viewership and commercial influence. Industry partners emphasized the need for graduates with integrated skills in event

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Board Brief

logistics, broadcast workflows, game-server management, and audience engagement, areas directly addressed by the proposed Esports Production & Management A.A.S. program. Since this is an A.A.S, this would not be an opportunity for transfer.

Program Description

The Esports Production & Management Option prepares students for careers in live-event production, broadcast media, and the expanding field of competitive gaming. Combining esports, multimedia production, and event coordination, the program builds a strong foundation in video, audio, and live-stream production while developing essential management and leadership skills. Through hands-on experience in Brookdale's Esports Arena, students learn to plan, organize, and execute tournaments; manage teams and event logistics; and operate professional broadcast and streaming systems. Graduates are prepared for entry-level roles in esports production, digital media, and live-event management across entertainment and communication industries. Unlike the existing Video A.A.S. degree, which focuses primarily on creative video production and post-production, the Esports A.A.S. adds managerial, operational, and logistical training essential to directing live competitive events. It introduces students to streaming-specific technologies, live match broadcast workflows, and the high-demand use of Unreal Engine for virtual and arena-based broadcast production. These are technical areas not addressed in the traditional video curriculum. This makes the program uniquely suited for students seeking a blend of production, technology, and event operations in a rapidly expanding entertainment sector.

Program Learning Outcomes:

1. Apply professional production techniques in video, audio, lighting, and live streaming to plan, produce, and direct high-quality esports events and multimedia content for both broadcast and digital platforms, demonstrating technical proficiency, creativity, and professional production standards. (Technology, Critical Thinking, Professionalism, Communication)
2. Manage the technical, logistical, and production operations of live esports events, including tournament setup, broadcast systems, game servers, and arena infrastructure, while coordinating teams and crews to ensure seamless event execution. (Leadership, Teamwork, Technology, Critical Thinking, Professionalism, Communication)
3. Demonstrate a comprehensive understanding of the Esports industry by analyzing its cultural, communicative, and production foundations, and by evaluating how ethical practices, organizational roles, and audience engagement strategies shape contemporary esports events

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and communities. (Critical Thinking, Equity & Inclusion, Communication, Career & Self-Development)

Admission Requirements and Target Enrollment

There are no special prerequisites or admissions criteria for the Esports Production & Management Option; students enter under standard Brookdale degree-seeking requirements, making the program accessible to a wide range of learners. While the program will attract some continuing students and adult learners seeking technical upskilling, the largest share of enrollment is expected to come from new, first-time students drawn to esports, digital media, and live-event production. Based on projected interest and the anticipated growth of the Esports Arena as a recruitment driver, enrollment is expected to scale steadily over the first five years: 5–10 students in 2026, 10–15 in 2027, 15–20 in 2028, 20–30 in 2029, and 30–45 students by 2030, with the potential for continued expansion as Esports and live-event production gain wider recognition as career pathways.

Accreditation, Licensing and Regulatory Requirements

Presently there are no specialized accreditation requirements/options for this program, nor are the timelines or conditions governing implementation.

Resource and Staffing Needs

The Esports Production & Management Option will eventually require the addition of a full-time faculty position with expertise in live event production, the history of esports, and Esports arena operations. To begin, adjunct faculty will suffice as we build the program up.

An LED Volume for Unreal would be required. An Esports specific computer lab will need to be outfitted. This would include a state-of-the-art PC lab that can run Unreal, as well as a teacher station that could demo various networking and broadcast software that is used in the Esports Arena. As well as ATEM Constellation switcher for classroom demonstrations. Existing Communication Media video and audio equipment inventory could potentially need to be expanded to accommodate increased enrollment.

Fiscal Impact/Budget

An eventual investment of \$60,000-\$100,000 in new equipment might be needed. This should be Perkins-fundable.

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There should not be any ongoing operational costs aside from typical technology refreshes every 3-5 years.

Risk Assessment and Mitigation

Currently, there are no significant anticipated enrollment risks, as student interest in esports, streaming technologies, and live-event production continues to grow both locally and nationally. Similarly, no major space or staffing constraints are expected, as the program can be supported by existing Communication Media facilities alongside the addition of one dedicated faculty member. Several courses will utilize the Brookdale Esports Arena, which offers flexible scheduling options for classes, labs, and live-production exercises, ensuring that instructional needs can be met without disrupting ongoing arena activities.

R E S O L U T I O N

WHEREAS, the Faculty and Administration have proposed an eSports Production & Management Option in the Communication Media Program A.A.S. degree.

WHEREAS, the Communication Media Program, eSports Production & Management Option, A.A.S. will prepare students for careers in live-event production, broadcast media, and the expanding field of competitive gaming; and

WHEREAS, the eSports Production and Management Option in the Communication Media Program, A.A.S. is a career program and not intended for transfer

WHEREAS, the eSports Production & Management Option in the Communication Media Program, A.A.S degree consists of coursework designed to develop students' proficiency in multimedia production, while cultivating leadership and organizational abilities essential to planning and executing live tournaments and digital events. The curriculum blends coursework from Communication Media, Hospitality Management, Digital Animation, and newly developed Esports-specific courses to provide students with both creative and technical versatility. Graduates will demonstrate technical competency in multimedia production and the ability to manage event logistics, staff, and teams; and

WHEREAS, The Communication Media Program, eSports Production & Management Option, A.A.S. degree has been reviewed by the Institute Deans, Academic Council, the Registrar, the Vice President for Academic Affairs, the President, and the Student Success and Educational Excellence Committee of the Board;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Communication Media Program, eSports Production & Management Option, A.A.S. be and is hereby approved.



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Curriculum: Sports Management Option— Hospitality, Event, and Tourism Management A.S Degree

Purpose and Rationale

The Sports Management Program is designed to prepare students for careers in various sectors of the sports industry, including facility management, event coordination, marketing, finance, and administration. The Sports Management Program prepares students for dynamic careers in the sports industry. Combining foundational business principles with specialized knowledge in sports operations, marketing, events management, and leadership, this program equips students with the skills needed to succeed in a variety of roles within professional, collegiate, and recreational sports organizations.

Summary of Labor Market and Community Demands

National Labor Market Data

Salary Ranges:

- Average salary for sports management professionals is \$46,000
- Bachelor's degree holders in sports management average \$55,000
- Bureau of Labor Statistics reports median annual wage for entertainment and sports occupations at \$49,470/year
- For AAS degree holders specifically, entry-level positions typically start between \$35,000-\$45,000 annually.

Job Growth:

- Employment in entertainment and sports occupations is projected to grow 7% through 2029, faster than average for all occupations
- Over 735,600 professionals are currently employed in the sports and fitness management field

New Jersey Market Data

Salary Information:

- The average annual salary for sports management in New Jersey is \$66,043 or \$34 per hour, ranging from \$44,829 to \$82,120

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Job Availability:

- The data shows New Jersey offers above-average compensation for sports management roles compared to national averages, likely due to the state's proximity to major metropolitan markets like New York City and Philadelphia, which have numerous professional sports teams and facilities.
- The need for this credential has been validated through letters of support from local chambers of commerce, and transfer partners including Fairleigh Dickenson University, and Wagner College.
- 151 sports management jobs currently available in New Jersey on Indeed.com

Common Entry-Level Positions for AAS Graduates

With an AAS in sports management, graduates typically enter roles such as:

- Recreation coordinators
- Event coordinators (average \$46,000 per year nationally)
- Assistant facility managers
- Youth sports program coordinators
- Entry-level marketing assistants in sports organizations

Program Description: Curriculum Overview

The Sports Management Program prepares students for careers in the sports industry. Combining foundational business principles with specialized knowledge in sports operations, marketing, events management, and leadership, this program equips students with the skills needed to succeed in a variety of roles within professional, collegiate, and recreational sports organizations.

Program Learning Outcomes

Graduates of the program will be able to:

- Explore a variety of sports organization careers, such as marketing, coaching, sports agencies,
- event planning, athletic program development, facility management and public relations.
- Execute the principles and functions of management to a sport
- management related venue.
- Apply marketing and communication concepts relevant to the field.
- Demonstrate the trends and issues in the areas of ethics and law related to the field
- Integrate the connection between sport and societal issues.
- Define the structure of sports leagues and organizations

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Admission Requirements and Target Enrollment

As of Fall 2025, Brookdale had 1,143 business majors. This new option is part of the Business Department's A.S. offering and falls under the Hospitality, Event and Tourism Management A.S. degree. There are no prerequisites or special admission requirements. We anticipate this will be an area of interest for student athletes, traditional students, as well as adult students. We anticipate 50 students in the first year.

Accreditation, Licensing and Regulatory Requirements

There are no additional accreditation, licensing or regulatory requirements, or timelines governing implementation.

Resource and Staffing Needs

The program is designed for maximum efficiency by leveraging existing institutional resources. We will launch using adjunct faculty from relevant disciplines (Sports Marketing, Sociology of Sports) and transition to one full-time faculty coordinator as enrollment grows to second-year levels. This coordinator will teach upper-level courses and oversee the required field experience component delivered through Brookdale's Athletic and Events Department—eliminating external internship coordination while providing quality, supervised learning. The program requires no new facilities, specialized equipment, technology, or labs, and will utilize existing academic advising and tutoring services. This resource-efficient model generates positive ROI through enrollment revenue while minimizing upfront investment.

Key Resource Requirements:

- One full-time faculty coordinator (phased in based on enrollment growth)
- Adjunct faculty from existing disciplines
- Internal field experience partnership with Athletic and Events Department
- Existing facilities, technology, and student support services

Fiscal Impact/Budget

- Estimated startup costs
- Ongoing operating costs

This program is expected to generate positive ROI by leveraging existing institutional resources—including current course offerings, adjunct faculty, and available facilities—to accommodate projected enrollment growth. The incremental revenue from increased



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enrollment will offset minimal startup costs and adjunct salaries. Once enrollment reaches sustainable levels, it will justify the investment in a dedicated full-time faculty member.

Risk Assessment and Mitigation

- Enrollment risks
- Space or staffing constraints
- Accreditation or facility dependencies
- We do not anticipate enrollment risks for this program due to several factors: the partnership with the Athletic Department, strong interest from student athletes, and the program's appeal to adult learners already working in the field.
- The program requires only standard classroom space; no labs are needed as students can gain experiential learning within the Colleges Arena and athletic facilities.
- The program can begin with existing faculty and adjuncts, with full-time faculty added as demand increases.
- There is no accreditation requirement or facility dependencies at this time

Implementation Plan and Timeline

- Key milestones (state approval, accreditation, curriculum finalization, marketing)
- Target semester for first student cohort

With BOT approval we will begin advertising as soon as Spring '26 open house and receive our first cohort of students in the Fall of 26.

Curriculum Overview for the Sports Management Option within the A.S. Hospitality Management Degree

- Required courses and credit totals
- Sequence or sample two-year plan
- Any required externships, clinical hours, or industry certification

There will be a total of 21 career studies credits. The total credit required to complete the program is 60 credits. All courses have all been approved and are awaiting course number assignments by the Registrar.

- **Required Career Courses**
 - HOSP 130 Intro to Sports Management 3
 - MRKT XXX Sports Marketing 3
 - SOC 235 Sociology of Sport 3



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- HOSP 235 Event Planning 3
- HOSP XXX Contemporary Sports 4
- **Business Studies (choose 15 credits)**
 - HOSP 245 Travel and Tourism 3
 - HESC 115 Nutrition and Health 3
 - ACCT 101 Principles of Accounting I 3
 - ACCT 102 Principles of Accounting II 3
 - ESP XXX Introduction to E Sports 3
 - COMM 125 Sports Broadcasting 3
 - COMM 101 Intro to Communications 3
 - BUSI 205 Principles of Management 3
- There are no required externships, clinical hours, or industry certification

RESOLUTION

WHEREAS, the Faculty and Administration have proposed a Sports Management Option in the Hospitality, Event, and Tourism Management Program A.S degree.

WHEREAS, the Hospitality, Event, and Tourism Management Program, Sports Management Option, A.S. will prepare students for careers in various sectors of the sports industry, including facility management, event coordination, marketing, finance, and administration; and

WHEREAS, the Hospitality, Event and Tourism Management Program, Sports Management Option, A.S. will prepare students for transfer to four-year institutions that offer bachelor's degrees in Sports Management; and

WHEREAS, the Hospitality, Event, and Tourism Management Program, Sports Management Option, A.S. consists of coursework that will provide foundational business principles with specialized knowledge in sports operations, marketing, events management, and leadership, this program equips students with the skills needed to succeed in a variety of roles within professional, collegiate, and recreational sports organizations; and

WHEREAS, the Hospitality, Event, and Tourism Management Program, Sports Management Option, A.S., has been reviewed by the Institute Deans, Academic Council, the Registrar, the Vice President for Academic Affairs, the President, and the Student Success and Educational Excellence Committee of the Board;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Brookdale Community College that Hospitality, Event, and Tourism Management Program, Sports Management Option, A.S. be and is hereby approved

Brookdale Community College College Policy

1.3035 Presidential Screening Search Process

I. Title of Policy

Presidential Screening Search Process

II. Objective of Policy

To establish a searching, screening, interviewing, and hiring process when a vacancy in the Office of the College President occurs.

III. Authority

N.J.S.A. 18A:64A-12, General powers of board and Board Bylaw 1.2050 Duties and Responsibilities

IV. Policy Statement

- A. In the event of a presidential vacancy, the Board of Trustees shall appoint an Interim President who has appropriate credentials and professional experience consistent with the mission of the organization.
- B. This policy is intended to address a vacancy in the position of President. It is not intended to apply to the temporary replacement of a president during a leave of absence, when the Board shall elect to appoint an Acting President.
- C. While interim appointments are not intended to exist for more than a year, in the event circumstances dictate that an interim appointment will exceed a one-year period, a Board evaluation of performance will be conducted.
- D. When a vacancy in the Office of the College President occurs or is anticipated, the Board of Trustees (the "Board") shall appoint a presidential screening interview search committee not to exceed 15 members. The committee shall broadly represent the College community and shall include 3-5 Board members.
- E. The Board has the discretion to determine whether to engage an external search firm. If an external search firm is engaged, the Board shall retain the authority to determine how the firm will be used in the presidential search process, as outlined in this policy.

B. The Board shall appoint a search firm to assist the screening interview committee and the Board.

F. C. The Board shall establish a timetable for the screening search, which will ensure that the Office of the President is filled in a timely manner.

G. D. In conjunction with a search firm and the College's Human Resources Office, the screening interview search committee shall arrange for and provide appropriate opportunities for the College community to comment upon the needs of the College and the development of criteria for selection of a new president.

H. E. The Board may adopt, modify, or reject the screening search committee's assessment of the needs of the College and will determine the final criteria for selection of a new president.

I. F. After a needs assessment is complete and a profile is finalized, the Board shall charge the screening search committee interview committee to initiate the presidential search process.

A. G. Based upon the selection criteria established by the Board, the screening search committee interview committee shall initiate a national search through a search firm, and arrange for appropriate, professional, public advertisement of the vacant position in conjunction with the College's Human Resources Office. The search firm will pre-qualify applicants and provide a candidate pool to the interviewing committee who The interview screening committee shall select candidates to be interviewed. The screening interview committee may coordinate with the search firm to pre-qualify candidates or they may elect to review all applications. The screening committee shall work with a search firm to review all applications received, and select candidates to be interviewed by the screening committee.

B. H. The search search committee firm will may conduct preliminary media reviews and reference checking for all on candidates selected for interviews, prior to checks for all candidates selected for interviews before the extending interview invitations.

J. The search interview search committee committee will interview selected candidates and recommend finalists to advance to the College Forums.

C. Candidates invited to participate in the College Forums must successfully complete a comprehensive background check, as permitted by law, prior to their

campus visit; only those who pass the screening background check will be permitted to participate in the Forums.

- I. In conjunction with the College's Human Resources Office, the screening committee search committee interview committee will arrange College Forums to have the College constituents meet the finalists and to provide input to the screening committee Search Committee interview committee through a pre-arranged, publicized information-gathering method.
- K. J. In depth background checks will be conducted on finalist(s) before a recommendation is made to the full Board.
- L. K. The screening committee search committee interview committee shall recommend to the Board in unranked order the candidates deemed most qualified for appointment. Only applicants interviewed by the screening committee search committee interview committee shall be recommended and considered by the Board.
- M. L. The Board shall interview candidates recommended by the screening committee search committee interview committee and shall make such further inquiries as the Board deems appropriate. If the Board determines not to appoint any of the candidates recommended by the screening search committee, interview committee it shall direct the screening interview search committee to return to continue "G" to identify a new pool the search process and from which to recommend additional candidates.
- N. M. All interviews, evaluations of applicants, and deliberations thereon by the interview search committee or by the Board shall be kept confidential and be conducted in private. Interviews of applicants by the screening interview committee and interviews of recommended candidates or by the Board shall be conducted in private. The screening interview committee and Board evaluations of applicants and deliberations thereon shall be kept confidential and shall be conducted in private.
- O. N. The Board shall provide appropriate resources to enable the screening interview search committee to discharge its responsibilities effectively.
- P. O. In accordance with N.J.S.A. 18A:64A-12, the Board of Trustees has the final sole authority to select a president.
- Q. P. The Board shall comply with all appropriate laws and policies regarding Equal Employment and Educational Opportunity to conform to the non-discriminatory position of the College.

Q. If there is insufficient time to complete a national search, or for any other reason the Board deems desirable or necessary, In the event of a presidential vacancy, the Board of Trustees may shall name appoint an Interim President who will possess the requirements for the position of president.

R. This policy is intended to address a vacancy in the position of President. It is not intended to apply to the temporary replacement of a president during a leave of absence, when the Board may shall elect to appoint an Acting President.

S. While interim appointments are not intended to exist for more than a year, in the event circumstances dictate that an interim appointment will exceed a one-year period, a Board evaluation of performance will be conducted.

V. Responsibility for Implementation

Board of Trustees

Approved: Board of Trustees, 6/29/95
Revision: February 2014
Approved: Board of Trustees, 2/23/2021
Revision: December 2025

Brookdale Community College College Policy

1.3035 Presidential Search Process

I. Title of Policy

Presidential Search Process

II. Objective of Policy

To establish a searching, screening, interviewing, and hiring process when a vacancy in the Office of the College President occurs.

III. Authority

N.J.S.A. 18A:64A-12, General powers of board and Board Bylaw 1.2050 Duties and Responsibilities

IV. Policy Statement

- A. In the event of a presidential vacancy, the Board of Trustees shall appoint an Interim President who has appropriate credentials and professional experience consistent with the mission of the organization.
- B. This policy is intended to address a vacancy in the position of President. It is not intended to apply to the temporary replacement of a president during a leave of absence, when the Board shall elect to appoint an Acting President.
- C. While interim appointments are not intended to exist for more than a year, in the event circumstances dictate that an interim appointment will exceed a one-year period, a Board evaluation of performance will be conducted.
- D. The Board of Trustees (the “Board”) shall appoint a presidential search committee not to exceed 15 members. The committee shall broadly represent the College community and shall include 3-5 Board members.
- E. The Board has the discretion to determine whether to engage an external search firm. If an external search firm is engaged, the Board shall retain the authority to determine how the firm will be used in the presidential search process, as outlined in this policy.
- F. The Board shall establish a timetable for the search, which will ensure that the Office of the President is filled in a timely manner.

- G. In conjunction with the College's Human Resources Office, the search committee shall arrange for and provide appropriate opportunities for the College community to comment upon the needs of the College and the development of criteria for selection of a new president.
- H. The Board may adopt, modify, or reject the search committee's assessment of the needs of the College and will determine the final criteria for selection of a new president.
- I. After a needs assessment is complete and a profile is finalized, the Board shall charge the search committee to initiate the presidential search process.
- J. Based upon the selection criteria established by the Board, the search committee shall initiate a search and arrange for appropriate, professional, public advertisement of the vacant position in conjunction with the College's Human Resources Office.
- K. The search committee may conduct preliminary media reviews and reference checks for all candidates selected for interviews before extending interview invitations
- L. The search committee will interview selected candidates and recommend finalists to advance to the College Forums.
- M. Candidates invited to participate in the College Forums must successfully complete a comprehensive background check, as permitted by law, prior to their campus visit; only those who pass the background check will be permitted to participate in the Forums.
- N. In conjunction with the College's Human Resources Office, the search committee will arrange College Forums to have College constituents meet the finalists and to provide input to the Search Committee through a pre-arranged, publicized information-gathering method.
- O. The search committee shall recommend to the Board in unranked order the candidates deemed most qualified for appointment. Only applicants interviewed by the search committee shall be recommended and considered by the Board.
- P. The Board shall interview candidates recommended by the search committee and shall make such further inquiries as the Board deems appropriate. If the Board determines not to appoint any of the candidates recommended by the search committee, it shall direct the search committee to identify a new pool from which to recommend candidates.

- Q. All interviews, evaluations of applicants, and deliberations thereon by the search committee or by the Board shall be kept confidential and be conducted in private.
- R. The Board shall provide appropriate resources to enable the search committee to discharge its responsibilities effectively.
- S. In accordance with N.J.S.A. 18A:64A-12, the Board of Trustees has the sole authority to select a president.
- T. The Board shall comply with all appropriate laws and policies regarding Equal Employment and Educational Opportunity to conform to the non-discriminatory position of the College.

V. Responsibility for Implementation

Board of Trustees

Approved: Board of Trustees, 6/29/95
Revision: February 2014
Approved: Board of Trustees, 2/23/2021
Approved: Board of Trustees, XX/XX/XXXX

Brookdale Community College College Policy

4.1000 Tuition and Fees

I. Title of Policy

Tuition and Fees

II. Objective of Policy

~~To set a tuition and fee schedule and structure to ensure that revenue from tuition and fees is sufficient to achieve the budget set for the school year. To establish a tuition and fee schedule and structure that generates sufficient revenue to support the College's annual operating budget.~~

III. Authority

New Jersey Statutes 18A: 3B-6(c), 18A:64A-12; the Board of Trustees Bylaw 1.3054, and its own policies and regulations, including 2.0003, Policy Items Requiring Action by the President and 2.0004R, Action by the Board of Trustees.

IV. Policy Statement

~~A tuition and fee schedule shall be proposed by the President in furtherance of the annual budget process. The President shall propose a tuition and fee schedule as part of the development of the College's annual operating budget.~~ The tuition schedule may ~~shall~~ include separate rates for residents of Monmouth County, residents of other New Jersey counties, out-of-state residents, and students enrolled in special programs. The schedule will be developed to provide budgeted revenue not estimated to be met from state, county and other sources.

A schedule of tuition and fees shall be adopted by the Board of Trustees when it approves the College budget, and revised from time to time, when appropriate and necessary.

The President shall have the responsibility of informing students and the general public of all tuition and fees so adopted in a timely fashion.

Revisions to the schedule of tuition and fees may, under extraordinary circumstances be proposed by the President during the academic year. Such revisions must be approved by the Board of Trustees.

Discounts can be applied to select groups as approved by the President and Board of Trustees.

The requirements for refunds of tuition and/or fees are outlined in the College's regulations which are developed by the Administration and approved by the President. Such regulations shall ensure that the College retains funds adequate to cover its direct and indirect costs for services rendered.

V. Responsibility for Implementation

President and Board of Trustees

Approved: Board of Trustees 5/24/1973

Revised: 10/24/1996

Addendum: January 15, 2004

Approved: 12/11/2003

Approved: Board of Trustees, 10/27/2020

Updated: X/X/2025

TMF 8.26.2025

Brookdale Community College College Policy

4.1000 Tuition and Fees

I. Title of Policy

Tuition and Fees

II. Objective of Policy

To establish a tuition and fee schedule and structure that generates sufficient revenue to support the College's annual operating budget.

III. Authority

New Jersey Statutes 18A: 3B- 6(c) 18A:64A-12; the Board of Trustees Bylaw 1.3054, and its own policies and regulations, including 2.0003, Policy Items Requiring Action by the President and 2.0004R, Action by the Board of Trustees.

IV. Policy Statement

The President shall propose a tuition and fee schedule as part of the development of the College's annual operating budget. The tuition schedule may include separate rates for residents of Monmouth County, residents of other New Jersey counties, out-of-state residents, and students enrolled in special programs. The schedule will be developed to provide budgeted revenue not estimated to be met from state, county and other sources.

A schedule of tuition and fees shall be adopted by the Board of Trustees when it approves the College budget, and revised from time to time, when appropriate and necessary.

Tuition waivers for designated groups may also be granted in accordance with applicable College policies, collective bargaining agreements, or state-mandated programs, as approved by the Board of Trustees.

The President shall have the responsibility of informing students and the general public of all tuition and fees so adopted in a timely fashion.

Revisions to the schedule of tuition and fees may, under extraordinary circumstances be proposed by the President during the academic year. Such revisions must be approved by the Board of Trustees.

Discounts can be applied to select groups as approved by the President and Board of Trustees.

The requirements for refunds of tuition and/or fees are outlined in the College's regulations which are developed by the Administration and approved by the President. Such regulations shall ensure that the College retains funds adequate to cover its direct and indirect costs for services rendered.

V. Responsibility for Implementation

President and Board of Trustees

Approved: Board of Trustees 5/24/1973

Revised: 10/24/1996

Addendum: January 15, 2004

Approved: 12/11/2003

Approved: Board of Trustees, 10/27/2020

Approved: Board of Trustees, XX/XX/XXXX

TMF 8.26.2025

Brookdale Community College College Policy

2.1003 COVID-19 Vaccination or Weekly Testing Requirement Policy

I. Title of Policy

COVID-19 Vaccination or Weekly Testing Requirement Policy

II. Objective of Policy

In order to comply with State and Federal requirements to maintain a learning environment and workplace that is free from recognized hazards that are causing or likely to cause death or serious physical harm to the College community and to best protect College employees and continue to fulfill the College's obligations to its students, it is the College's Policy that, in order to access College buildings, classrooms, offices and indoor areas, College students and employees must be fully vaccinated against COVID-19 and provide documentation to verify proof of vaccination status or test weekly and produce negative results as of the dates prescribed by the President

III. Authority

U.S. Center for Disease Control and Prevention ("CDC Guidelines"); Executive Orders #242 and 243; N.J.S.A. 26:13-14; the Americans with Disabilities Act of 1990 (the "ADA"); the New Jersey Law Against Discrimination ("NJLAD"); Title VII of the Civil Rights Act of 1964 ("Title VII"); 29 C.F.R. 1630.2(r); *Bd. of Educ. of Mountain Lakes v. Maas*, 56 N.J. Super. 245 (App. Div. 1959); and N.J.S.A. 34:15-31.6

IV. Policy Statement

In support of Brookdale Community College's commitment to health and safety for members of its community, students and staff are to be fully COVID-19 vaccinated or opt for weekly testing by the dates prescribed by the President in order to access all indoor areas of the College. See related Regulation 2.1003R COVID-19 Vaccination and Weekly Testing Requirement for additional information.

The College reserves the right to suspend or amend this Policy as needed in the sole discretion of the College.

V. Responsibility for Implementation

President

Approved: Board of Trustees 12/14/2021

Related Regulation 2.1003R COVID-19 Vaccination or Weekly Testing Requirement

Submitted for lodging: January 27, 2026

Lodging Policy to Rescind: 2.1003 COVID-19 Vaccination or Weekly Testing Requirement Policy

Page **2 of 2**

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

6.9000 Athletic Policy

I. Title of Policy

6.9000 Athletic Policy

II. Objective of Policy

To establish the framework within which the College provides and administers a comprehensive, inclusive, and compliant athletic program that enhances students' physical, social, and intellectual development.

III. Authority

New Jersey Statute 18A:64A-12, the National Junior College Athletic Association (NJCAA) Handbook, and applicable federal and state laws governing collegiate athletics, nondiscrimination, safety, and student participation.

IV. Policy Statement

Brookdale Community College provides a comprehensive athletic program designed to enhance students physical, social, and intellectual development. As the County College of Monmouth, Brookdale is committed to maintaining an athletic program that reflects excellence, integrity and quality.

To advance these objectives, Brookdale offers an integrated program of intramural and intercollegiate athletics including men's, women's, and co-ed teams, as well as intramurals open to all enrolled students. The program shall be administered in accordance with applicable state and federal regulations and institutional policies. The Director of Athletics is responsible for the development of the program, subject to oversight by the Chief Student Affairs Officer and approval by the President.

The overall program will be assessed on a five-year cycle, or more frequently as directed by the President, with a written report and recommendations submitted to the President and Board of Trustees.

Athletic programs will support team participation, academic success, student safety, fair and equitable competition, and alignment with the College's institutional mission.

A. Scope of Athletics Program

Brookdale offers intercollegiate athletics, intramurals open to all enrolled students, and designated co-ed teams such as cheer. Team designations follow NJCAA classifications and competitive structure.

B. Eligibility for Participation

Participation in intercollegiate athletics requires compliance with NJCAA eligibility rules, academic progress standards, conduct regulations, and medical clearance requirements. Additional evaluation may be required when medically indicated. Requirements apply equally to all students. Intramural participation is open to all enrolled students.

C. Team Participation

Brookdale provides equitable and inclusive athletic opportunities consistent with New Jersey anti-discrimination laws, federal law, and NJCAA regulations. Student-athletes may participate on teams subject to eligibility rules, safety standards, and medical clearance. Requests will be reviewed confidentially.

D. Compliance Obligations

The program shall comply with NJCAA bylaws, Title IX, New Jersey Law Against Discrimination, applicable College policies, and federal and state laws. The College will ensure equitable treatment and benefits for all student-athletes.

F. Administration and Oversight

The Director of Athletics manages day-to-day operations and compliance. The Chief Student Affairs Officer provides program oversight. The President holds ultimate authority and approval responsibility.

V. Responsibility for Implementation

The President, with administrative oversight from the Chief Student Affairs Officer and operational management by the Director of the Athletics Department, is responsible for implementing this policy.

Approved: Board of Trustees, 6/29/1995

Revised: 8/8/2017

Revision Lodged: Board of Trustees, 11/14/2017

Revised: Board of Trustees, 12/19/2017

Approved: Board of Trustees, XX/XX/XXXX

BROOKDALE COMMUNITY COLLEGE COLLEGE POLICY

6.9000 Athletic Policy

I. Title of Policy

Athletic Policy

II. Objective of Policy **NOTE:** Additions are in **bold**, deletions are strikethrough.

To establish the framework within which the College ~~will provide~~ **provides and administers** a comprehensive, inclusive, and compliant athletic program ~~that~~ **that** enhances students' physical, social, and intellectual development.

III. Authority

New Jersey Statute 18A:64A-12, the National Junior College Athletic Association (NJCAA) Handbook, and applicable federal and state laws governing collegiate athletics, nondiscrimination, safety, and student participation.

IV. Policy Statement

Brookdale Community College provides a comprehensive athletic program designed to enhance students physical, social, and intellectual development. As the County College of Monmouth, Brookdale is committed to maintaining an athletic program that reflects excellence, integrity and quality.

To advance these objectives, Brookdale ~~will offer~~ **offers** an integrated program of intramural and intercollegiate athletics ~~that is accessible to all eligible students, both full- and part-time~~. **including men's, women's, and co-ed teams, as well as intramurals open to all enrolled students**. The program shall be administered in accordance with applicable state and federal regulations and institutional policies. The Director of Athletics is responsible for the development of the program, which is reviewed and approved by the President, **subject to oversight by the Vice President of Chief Student Affairs Officer** and approval by the President.

~~The overall program will be assessed on a five-year cycle determined by the Vice President of Student Affairs or as directed by the President, with a report and recommendations to the President and Board of Trustees.~~

The overall program will be assessed on a five-year cycle, or more frequently as directed by the President, with a written report and recommendations submitted to the President and Board of Trustees.

Where appropriate, the athletic program will align with the College's academic program offerings and institutional mission to support student engagement and overall development.

Athletic programs will support ~~student engagement~~team participation, academic success, student safety, ~~competitive fairness~~fair and equitable competition, and alignment with the College's institutional mission.

Added Sections to YM's version 11/13/2025

A. Scope of Athletics Program

Brookdale offers intercollegiate athletics, intramurals open to all enrolled students, and designated co-ed teams such as cheer. Team designations follow NJCAA classifications and competitive structure.

B. Eligibility for Participation

Participation in intercollegiate athletics requires compliance with NJCAA eligibility rules, academic progress standards, conduct regulations, and medical clearance requirements. Additional evaluation may be required when medically indicated. Requirements apply equally to all students. Intramural participation is open to all enrolled students. ~~regardless of gender or gender identity.~~

C. Gender Identity and Team Participation

Brookdale provides equitable and inclusive athletic opportunities consistent with New Jersey anti-discrimination laws, federal law, and NJCAA regulations. Student-athletes may participate on teams ~~aligned with their gender identity~~, subject to eligibility rules, safety standards, and medical clearance. Requests will be reviewed confidentially.

D. Medical Clearance

~~All intercollegiate student-athletes must obtain medical clearance prior to participation. Additional evaluation may be required when medically indicated. Requirements apply equally to all students.~~

E. Compliance Obligations

The program shall comply with NJCAA bylaws, Title IX, New Jersey Law Against Discrimination, ~~and applicable College policies, and federal and state laws~~. The College will ensure equitable treatment and benefits for all student-athletes.

F. Administration and Oversight

The Director of Athletics manages day-to-day operations and compliance. The ~~Vice President of~~Chief Student Affairs Officer provides program oversight. The President holds ultimate authority and approval responsibility.

V. Responsibility for Implementation

President

The President, with administrative oversight from the Chief Student Affairs Officer and operational management by the Director of the Athletics Department, is responsible for implementing this policy.

Approved: Board of Trustees, 6/29/1995

Revised: 8/8/2017

Revision Lodged: Board of Trustees, 11/14/2017

Revised: Board of Trustees, 12/19/2017

11/13/25

12/2/2025 12/12/2025

12/15/2025 Version

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2026 Committee Appointments

Board Bylaw 1.4010, appointments to Standing Committee

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

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

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2026 – 01-22-26

2026 Public Business Meetings (PBM)	Executive	Finance & Facilities	Governance	Student Success & Educational Excellence	Audit	Ad-Hoc Credential Expansion	NJCCC Council	Foundation
DATES/LOCATIONS Public Business Meeting 5:30 PM/ All Meetings will be	Shall meet monthly	Shall meet monthly	Shall meet a minimum of four times per year or as needed	Shall meet a minimum of four times per year or as needed	Shall meet a minimum of four times per year or as needed			
Tuesday, January 27, 2026	Jan. 20 4:30 PM	Jan. 20 5:30 PM	Jan. 21 5 PM	Jan. 22 5:30 PM		Jan 21 6 PM		Jan 15 4 PM
Wednesday, February 25, 2026	Feb.17 4:30 PM	Feb. 17 5:30 PM		Feb. 18 5:30 PM			Feb. 23, 5 PM Middlesex	
Tuesday, March 24, 2026	March 17 4:30 PM	March 17 5:30 PM		March 18 5:30 PM	March 16 5 PM			March 19 4 PM
Saturday, April 18, 2026 BOARD RETREAT								
Tuesday, April 28, 2026	April 21 4:30 PM	April 21 5:30 PM		April 22 5:30 PM				
Tuesday, May 26, 2026	May 19 4:30 PM	May 19 5:30 PM	May 20 5 PM	May 21 5:30 PM		May 20 6 PM		May 19 4 PM
Tuesday, June 23, 2026	June 16 4:30 PM	June 16 5:30 PM		June 18 5:30 PM	June 17 5 PM		June 15, 6 PM virtual	
NO Public Board Meeting	July 21 6:30 PM	July 21 5:30 PM						
Tuesday, August 25, 2026	August 18 4:30 PM	August 18 5:30 PM						
Tuesday, September 22, 2026	Sept. 15 4:30 PM	Sept. 15 5:30 PM	Sept. 16 5 PM	Sept. 17 5:30 PM		Sept. 16 6 PM	Sept. 14, 5 PM Middlesex	
Tuesday, October 27, 2026	Oct. 13 4:30 PM	Oct. 13 5:30 PM		Oct. 14 5:30 PM	Oct. 15 5 PM			
Tuesday, November 24, 2026	Nov.16* Monday 4:30 PM	Nov. 16 Monday 5:30 PM		Nov. 19 5:30 PM			Nov. 16, 5 PM Middlesex Reorg	
Tuesday, December 15, 2026	Dec. 8 4:30 PM	Dec. 8 5:30 PM	Dec 2 5 PM		Dec. 7 5 PM	Dec. 2 6 PM		