



## **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  
2026-03-24 17:30 - 2026-03-24 20:30 EDT

### **Table of Contents**

**I. Call to Order, Reading of Statement, Roll Call and Announcement of Procedures for Making Public Comment**

**II. Pledge of Allegiance**

**III. Moment of Silence**

**IV. Adoption of Agenda**

**V. President's Report**

**VI. Reports from the Board Committees and Liaisons**

**A. Finance & Facilities Committee - March 17, 2026**

**1. Capital Project Update**

**2. Monthly Financial Reporting**

**B. Audit Committee - March 16, 2026**

**C. Student Success & Educational Excellence Committee - March 18, 2026**

**D. Graduate Trustee Report**

**E. Ad-Hoc Credential Expansion**

**F. NJCCC Update**

**G. Foundation Update**

**1. Distinguished Alumni Awards at Commencement 2026.....4**

3-24-26 Distinguished Alumni 2026.pdf.....4

**VII. Public Comment on Agenda Items**

**VIII. Review of Consent Agenda**

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

**A. Acceptance of Consent Agenda**

**IX. Approval of Public Business Meeting Minutes - February 25, 2026.....6**

BOT PBM Minutes - February 25, 2026 - DRAFT.docx.....6

Attachment A - Res Executive Session Feb 25 2026.pdf.....	17
<b>X. Approval of Executive Session Meeting Minutes - February 25, 2026.....</b>	<b>20</b>
<b>XI. Approval of Consent Agenda</b>	
<b>A. Approval of Human Resources.....</b>	<b>23</b>
BOT HR March 2026 002.docx.....	23
Fac Bios Sabbatical 3 2026.docx.....	28
<b>B. Acceptance of Gifts.....</b>	<b>31</b>
Acceptance of Gifts_March 2026.docx.....	31
<b>C. Submission of Grants.....</b>	<b>32</b>
Board Grant Submissions_March 2026.docx.....	32
<b>D. 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.....</b>	<b>34</b>
3-24-26 4 2 Purchases.pdf.....	34
<b>E. Open Invoice Payment Requests for Vendor, Student and Employee Payments.....</b>	<b>42</b>
3-24-26 4 2c Check Register Summary.pdf.....	42
<b>F. Monthly Financial Reports.....</b>	<b>43</b>
3-24-26 4 1 Financial Report - January 2026.pdf.....	43
<b>G. FY26 Spring Semester Financial Forecast.....</b>	<b>46</b>
FY26 Spring Semester Financial Forecast.pdf.....	46
<b>H. Capital Project Update.....</b>	<b>50</b>
3-17-26 Facilities Project Summary - M Naparło.pdf.....	50
<b>XII. Authorization to present to Siobhan Fallon Hogan and William Salcedo an Honorary Associate Degree at Commencement 2026.....</b>	<b>55</b>
03-24-26 Honorary Degree Nomination Siobhan Fallon Hogan and William Salcedo.pdf.....	55
<b>XIII. Ratification of President's Appointment of an Alternate Public Records Custodian.....</b>	<b>58</b>
Ratifying the Alternative Records Custodian.docx.....	58
<b>XIV. Public Comment</b>	
<b>XV. Old/New Business</b>	
<b>XVI. Resolution to Hold a Closed Meeting</b>	
<b>XVII. Motion to Re-Open the Meeting to the Public</b>	
<b>XVIII. Adjournment</b>	
<b>XIX. Appendix.....</b>	<b>59</b>

Board Schedule, Board Committees

Committees 2026 FINAL 12-12-25.pdf.....	59
2026 BOT Annual Calendar v5 01-22-26.docx.....	60



## Board of Trustees

### Board Brief

#### **Distinguished Alumni: Dr. Oscar R. Diaz & Linda McDonald**

##### **Overview**

This prestigious award is presented to selected alumni (obtained a degree or certificate) whose professional, personal, and/or civic accomplishments and service to the community have earned them unquestionable recognition. This award is being presented at the College's Commencement ceremonies on May 14, 2026.

A "Call for Nominations" was distributed by the Brookdale Community College Alumni Affairs Office to the College community and the community at large, with a nomination deadline of February 9, 2026.

Two alumnae have been selected for 2026: **Dr. Oscar R. Diaz & Linda McDonald**

##### **Dr. Oscar R. Diaz**

Dr. Oscar R. Diaz, an accomplished educational leader, has a special connection to Brookdale Community College, where he earned his associate degree in 2006, was active in the Phi Theta Kappa International Honor Society, received the Outstanding Student Award in Communications, and graduated summa cum laude. He went on to earn his bachelor's, master's, and doctoral degrees in Educational Leadership from Monmouth University. Dr. Diaz currently serves as Administrative Supervisor for Curriculum and Instruction at the Freehold Regional High School District in Monmouth County, New Jersey, overseeing curriculum innovation, teacher development, AP/IB/CTE/STEM programs, ESL/ELL services, and technology integration, impacting thousands of students. As a faculty member and academic coordinator at Brookdale, he mentors aspiring educators and shapes rigorous teacher preparation programs. Inspired by his own immigrant journey, he established the Dr. Oscar R. Diaz Family Perseverance Scholarship to support students overcoming financial and personal barriers. A member of the Brookdale Foundation Board of Trustees, Dr. Diaz exemplifies visionary leadership, community impact, and an unwavering commitment to expanding educational opportunities for all learners.



## Board of Trustees

### Board Brief

#### **Linda McDonald**

Linda McDonald, Class of 1980 from Brookdale Community College's Nursing Program, has devoted her life to service, family, and community. Professionally, she worked as a Registered Nurse at Riverview Medical Center and later as a School Nurse at Little Silver schools, all while raising four children. Alongside her husband Bill, she has helped cultivate Delicious Orchards in Colts Neck into a beloved community landmark, known for its welcoming atmosphere and commitment to customer care. Beyond their business, Linda and her family have a long-standing tradition of community service, including supporting local school and youth sports fundraisers, contributing to charitable events across Monmouth County, partnering with The Barn for the Poorest of the Poor, and regularly donating to area food banks. They have also contributed annually to Brookdale's Culinary Epicurean Club holiday luncheon. Linda's dedication, leadership, and commitment to enriching her community make her an outstanding candidate for Distinguished Alumni recognition.

**BROOKDALE COMMUNITY COLLEGE**

**Board of Trustees  
Public Business Meeting Minutes**

**February 25, 2026**

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

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

<b>Present</b>	<b>Trustees</b>	<b>Administration:</b>
	<b>Ms. Barbara Horl, Chair</b>	Dr. Katie Lynch
	<b>Ms. Tracey Abby-White, Trustee, Vice-Chair</b>	Ms. Nancy Kaari
	<b>Mr. Steve Clayton, Trustee</b>	Dr. Yesenia Madas
	<b>Mr. Paul Crupi, Trustee</b>	Ms. Bonnie Passarella, Esq.
	<b>Dr. Stephanie D'Alessio, Trustee</b>	Mr. Kornipibob Kanthanjan
	<b>Ms. Dyese Davis, Trustee (6:35 pm departed meeting early after closed session)</b>	Ms. Nancy Kegelman
	<b>Ms. Stephanie L. Hoitt, Trustee</b>	Dr. Teresa Manfreda-Foley
	<b>Mr. James McCracken, Trustee</b>	
	<b>Dr. Les Richens, Trustee</b>	
	<b>Dr. David Stout, Secretary</b>	Ms. Cynthia Gruskos
	<b>Ms. Mary Pat Angelini, Trustee</b>	
<b>Absent</b>	<b>Mr. Montez Swartz, Trustee</b>	
	<b>Ms. Cyndie Williams, Trustee</b>	
<b>College Counsel</b>	<b>Mr. Sean Kean, Esq., General Counsel</b> (It should be noted that Mr. Mitch Jacobs, Esq, attended the Closed session only)	

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 February 18, 2026 at 4:30 PM advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press and the Star Ledger* and filed with the Clerk of the County of Monmouth.

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

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

Chair Horl 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 remembrance of retired employee, Joyce Harris.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<b>Adoption of Agenda</b>	A motion to adopt the agenda was made by Trustee McCracken and seconded by Trustee Crupi.  <b>Motion passed.</b>	
<b>Resolution to Hold a Closed Meeting</b>	A motion to approve by resolution ( <b>Attachment A</b> ) to hold an Executive Session was made by Vice Chair Abby-White and seconded by Trustee Richens.  <b>Motion passed.</b>	
<b>Motion to Re-Open the Meeting to the Public</b>	A motion to reopen the meeting to the public was made by Vice Chair Abby-White and seconded by Trustee Crupi.  <b>Motion passed.</b>	
<p><b>Report on College's Financial Aid Program</b></p> <p>The Board received a comprehensive annual update on the College’s financial aid operations delivered by Mr. Jonathan Ng, Director of Financial Aid. The presentation outlined that more than \$28 million in aid was disbursed across federal, state, institutional, and private sources during the 2024–2025 academic year, with a significant portion attributed to Pell Grants and state Tuition Aid Grants. Mr. Ng described staffing structure, compliance performance—including zero audit findings for federal aid programs—and continued participation in state and federal audits. He highlighted operational improvements such as increased automation, streamlined verification processes, enhanced use of technology, and expanded peer-to-peer support initiatives. The Board also heard about emerging challenges, including FAFSA</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>simplification delays, increased fraudulent applications (“ghost students”), anticipated regulatory changes, and the upcoming implementation of Workforce Pell. Priorities for the coming year include financial literacy outreach, targeted student communications, and strengthened collaboration across student support services. Trustees commended the improvements and asked questions regarding loan default monitoring, parent engagement, and clarity of aid requirements.</p>		
<p><b>Presentation on FY27 Budget and Tuition and Fees</b></p> <p>The Dr. Manfreda-Foley, Vice President for Finance &amp; Operations and Dr. Stout, President, presented the proposed FY27 tuition, fees, and operating budget recommendations. The budget was developed under assumptions of flat county aid, a modest state aid increase of approximately 1%, and level enrollment projections. The administration proposed a \$25 per-credit tuition increase for in-county students (a 13.7% increase), while keeping required fees flat, citing unprecedented cost pressures, especially a nearly \$5 million increase in employee health benefit expenses. The Board reviewed comparative tuition data across New Jersey community colleges and four-year institutions, revenue and expenditure projections, the growing revenue contribution of Continuing &amp; Professional Studies programs, and the planned use of institutional reserves as a temporary bridge. Trustees discussed long-term affordability concerns, the need for multi-year tuition planning, and the College’s commitment to developing a three-year financial stabilization and restructuring plan. Dr. Stout emphasized that the cost drivers, particularly state health benefits, left limited alternatives to raising tuition without risking deep reductions to staff, services, or programs.</p>		
<p><b>Public Hearing on Tuition and Fees</b></p> <p>Chair Horl opened the meeting to public comment on tuition and fees and directed the public to do so in accordance with the instructions for making comment provided by Mr. Kean at the beginning of the meeting.</p> <p>No public comment was made on tuition and fees and Ms. Gruskos confirmed that no written public comment was submitted.</p> <p>Public comment on tuition and fees was closed.</p>		
<p><b>Reports from the Board Committees and Liaisons</b></p> <p><b>A. Finance &amp; Facilities Committee</b> – Trustee McCracken reported out on the Finance &amp; Facilities Committee meeting held on February 17. The report from the Finance &amp; Facilities Committee, delivered by Trustee McCracken, provided an expanded context to the College’s financial landscape and highlighted ongoing concerns and areas of operational focus. The Committee’s work over the past several months has centered heavily on the development and analysis of the FY27 operating budget, which constituted the committee’s most significant area of review this cycle.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Trustee McCracken noted that routine monthly financial indicators, including income, expenditures, purchases, capital projects, and foundation financial activity, appeared normal and without irregularities during the committee’s review.</p> <p>However, the committee’s attention during this period was overwhelmingly shaped by the extraordinary rise in employee health benefit costs, which has placed significant and unprecedented pressure on the operating budget. Trustees discussed in depth how this cost escalation—more than \$5 million in new obligations for FY27—has constrained financial flexibility and contributed directly to the need for the College’s proposed tuition increase. The report emphasized that these increases are structural and external, not tied to any enhancement in employee benefits, and mirror statewide and national trends affecting educational institutions.</p> <p>Trustee McCracken reiterated the committee’s view that the College cannot sustain year-over-year benefit cost growth of this magnitude, and stressed the importance of pursuing state-level benefit reform. The committee encouraged continued advocacy with state legislators and regulatory agencies to address the inequities and instability of the current State Health Benefits Program, noting that multiple stakeholder groups—including school districts, county governments, and other colleges—face similar fiscal strain.</p> <p>Beyond budget pressures, the committee highlighted areas of strategic growth, particularly within Continuing &amp; Professional Studies (CPS). Trustee McCracken expressed optimism about CPS as a significant revenue-generating opportunity, citing successful expansions in workforce and healthcare offerings. He pointed to the College’s culinary program as another promising area for future investment and growth, noting the potential for program expansion and the committee’s enthusiasm for pursuing those opportunities.</p> <p>Looking forward, Trustee McCracken emphasized the importance of receiving regular monthly updates on the College’s forthcoming institution-wide restructuring plan, which the President committed to developing. This plan is intended to stabilize the institution’s fiscal trajectory over the next three years which will be critical in reducing long-term reliance on tuition increases and in addressing the structural challenges that have emerged from external cost pressures. The committee reaffirmed its commitment to working closely with the administration as this plan develops and to continuing its financial oversight role to ensure sustainable operations.</p> <p><b>B. Student Success &amp; Educational Excellence Committee</b> - The Student Success &amp; Educational Excellence Committee reported on enrollment trends, student engagement initiatives, and fraud-mitigation processes, including a cross-departmental team addressing fraudulent applications. The committee reviewed the academic program evaluation for Respiratory Care, which demonstrated strong retention, employment placement, and accreditation preparation. Institutional Learning Outcomes assessment results were presented, showing high levels of student achievement across STEM and Communications, and Middle States self-study preparations remain on schedule.</p> <p><b>C. ACCT National Legislative Summit</b> – Chair Horl reported on participation in the 2026 ACCT National Legislative Summit, highlighting her engagement in ACCT committee work focused on ACCT’s three-year strategic priorities related to advocacy, student success, and communication. ACCT Committee members assisted in coaching students on how to effectively present their personal</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>stories and educational challenges to federal representatives, emphasizing the importance of first-person narratives in conveying the impact of federal aid programs. During Capitol Hill visits with members of Congress and their staff, the college delegation which included Dr. Stout, Trustees Clayton, Swartz and Horl, discussed issues including the taxation of Pell Grants, support for federal workforce development initiatives, and the role of community colleges in delivering industry-aligned credentials. She and Trustee Clayton noted the value of maintaining strong relationships with federal representatives and the importance of monitoring ongoing federal policy discussions impacting funding and student support programs. Trustee Clayton commented on the notable speakers at the conference.</p> <p><b>D. NJCCC</b> -The New Jersey Council of Community Colleges (NJCCC) report summarized statewide concerns shared during the Council’s recent meeting, including the substantial increases in the State Health Benefits Program costs affecting all New Jersey community colleges. The Council has been actively engaging the Governor’s Office and legislators to advocate for increased operating support, including a proposed 3% increase in state aid and a one-year \$30 million supplemental allocation to offset benefit-related budget pressures. Additional advocacy topics included progress on bills from the Community College Opportunity Agenda, changes to the state funding formula that now incorporate demographic and completion-based metrics, and anticipated state guidance on industry-valued credentials that will determine eligibility for certain workforce-related funding streams. Trustees were briefed on upcoming budget deliberations, planned meetings with the Monmouth County legislative delegation, and the need for continued coordinated advocacy to protect institutional stability.</p> <p><b>E. Foundation Update</b> - The Foundation report focused on board development efforts and ongoing planning for the annual Scholarship Bash. Trustees were informed that Foundation leadership is actively identifying prospective board members who can support the organization’s mission to raise scholarship funds, particularly as student financial needs continue to grow. The Scholarship Bash planning committee has begun securing sponsorships and donations, with the goal of attracting approximately 300 attendees and maximizing revenue through auction items and event participation. Trustees were encouraged to assist by contributing to the Board’s traditional shared digital advertisement and by recommending potential donors or supporters. Recent donations—including high-value items such as golf outings, culinary experiences, and esports arena sessions—were highlighted as examples of contributions that enhance the event’s fundraising potential.</p>		
<p><b>Public Comment on Agenda Items</b></p> <p>Chair Horl opened the meeting to public comment on agenda items only and directed the public to do so in accordance with the instructions for making comment provided by Mr. Kean at the beginning of the meeting.</p> <p>No public comment was made and Ms. Gruskos confirmed that no public comments were submitted in writing.</p> <p>Public comment on agenda items only was closed.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Review of Consent Agenda</b></p> <ul style="list-style-type: none"> <li>Any item may be removed from the consent <b>agenda</b> for discussion by any voting member of the Board of Trustees.</li> </ul> <p><b>A. Acceptance of Consent Agenda</b></p>	<p>A motion to adopt the consent agenda was made by Trustee Richens and seconded by Crupi.</p> <p><b>Motion passed.</b></p>	
<p><b>Approval of Public Business Meeting Minutes - January 27, 2026</b></p>	<p>A motion to approve the minutes from the Public Business Meeting on January 27, 2026, was made by Trustee D’Alessio and seconded by Vice Chair Abby-White.</p> <p><b>Minutes Adopted.</b></p> <p><b>ABSTENTIONS:</b> Trustee McCracken</p>	
<p><b>Approval of Executive Session Minutes - January 27, 2026</b></p>	<p>A motion to approve the Executive Session Minutes on January 27, 2026, was made by Trustee Richens and seconded by Vice Chair Abby-White.</p> <p><b>Minutes Adopted.</b></p> <p><b>ABSTENTIONS:</b> Trustee McCracken</p>	
<p><b>Approval of Consent Agenda</b></p> <p><b>A. Approval of Human Resources</b></p> <p><b>B. Acceptance of Grants</b></p> <p><b>C. Submission of Grants</b></p>	<p>A motion to approve the consent agenda was made by Trustee Richens and seconded by Vice Chair Abby-White.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>D. Emergency Purchase in Excess of \$44,900 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500 Purchase(s)</b></p> <p><b>E. Purchases in Excess of \$44,900 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500</b></p> <p><b>F. Open Invoice Payment Requests for Vendor, Student and Employee Payments</b></p> <p><b>G. Monthly Financial Reports</b></p> <p><b>H. Capital Project Update</b></p>	<p><b>Motion Passed.</b></p> <p><b>YES:</b> Trustees Abby-White, Angelini, Clayton, Crupi, D’Alessio, Hoitt, McCracken, Richens and Chair Horl</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Approval of FY27 Schedule of Tuition and Fees</b></p>	<p>A motion to approve the FY27 Schedule of Tuition and Fees was made by Trustee Richens and seconded by Vice Chair Abby-White.</p> <p><b>Motion Passed.</b></p> <p><b>YES:</b> Trustees Abby-White, Angelini, Clayton, Crupi, D’Alessio, Hoitt, McCracken, Richens and Chair Horl</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Approval of FY27 Operating &amp; Capital Budgets</b></p>	<p>A motion to approve FY27 Operating &amp; Capital Budgets was made by Trustee Hoitt and seconded by Trustee McCracken.</p> <p><b>Motion Passed.</b></p> <p><b>YES:</b> Trustees Abby-White, Angelini, Clayton, Crupi, D’Alessio, Hoitt, McCracken, Richens and Chair Horl</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Approval of FY27 Chapter 12 Projects</b></p>	<p>A motion to approve FY27 Chapter 12 Projects was made by Trustee McCracken and seconded by Trustee Crupi.</p> <p><b>Motion Passed.</b></p> <p><b>YES:</b> Trustees Abby-White, Angelini, Clayton, Crupi, D’Alessio, Hoitt, McCracken, Richens and Chair Horl</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Approval of the Associated Students of Brookdale Community College (ASBCC) FY27 Budget</b></p>	<p>A motion to approve the Associated Students of Brookdale Community College (ASBCC) FY27 Budget was made by Trustee Hoitt and seconded by Vice Chair Abby-White.</p> <p><b>Motion Passed.</b></p> <p><b>YES:</b> Trustees Abby-White, Angelini, Clayton, Crupi, D’Alessio, Hoitt, McCracken, Richens and Chair Horl</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Approval of the Auxiliary Services FY27 Budget</b></p>	<p>A motion to approve the Auxiliary Services FY27 Budget was made by Vice Chair Abby-White and seconded by Trustee Crupi.</p> <p><b>Motion Passed.</b></p> <p><b>YES:</b> Trustees Abby-White, Angelini, Clayton, Crupi, D’Alessio, Hoitt, McCracken, Richens and Chair Horl</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Approval of MOU with Thomas Jefferson University</b></p>	<p>A motion to approve the MOU with Thomas Jefferson University was made by Trustee Richens and seconded by Vice Chair Abby-White.</p> <p><b>Motion Passed.</b></p> <p><b>YES:</b> Trustees Abby-White, Angelini, Clayton, Crupi, D’Alessio, Hoitt, McCracken, Richens and Chair Horl</p> <p><b>NO:</b> None</p> <p><b>ABSTENTIONS:</b> None</p>	
<p><b>Approval of Designation of Qualifying Online News Source for Required Bi-Monthly Legal Notice</b></p>	<p>A motion to approve by resolution the Designation of the Asbury Park Press, app.com, as our Qualifying Online News publication for printing required Bi-Monthly Legal Notice was made by</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Trustee Crupi and seconded by Vice Chair Abby-White.  <b>Motion passed.</b>	
<b>Approval of Rescinding Policy 2.1003 COVID-19 Vaccination or Weekly Testing Requirement</b>	A motion to approve the rescinding of Policy 2.1003 COVID-19 Vaccination or Weekly Testing Requirement was made by Trustee Hoitt and seconded by Trustee Crupi.  <b>Motion passed</b>  <b>YES:</b> Trustees Abby-White, Angelini, Clayton, Crupi, D’Alessio, Hoitt, McCracken, Richens and Chair Horl  <b>NO:</b> None  <b>ABSTENTIONS:</b> None	
<b>Approval of Revised Policy 6.9000 Athletic Policy</b>	A motion to approve revised policy 6.9000 Athletic Policy was made by Trustee Hoitt and seconded by Vice Chair Abby-White.  <b>Motion Passed.</b>  <b>YES:</b> Trustees Abby-White, Angelini, Clayton, Crupi, D’Alessio, Hoitt, McCracken, Richens and Chair Horl  <b>NO:</b> None  <b>ABSTENTIONS:</b> None	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Public Comment -</b>  Chair Horl opened the meeting to public comment and directed the public to do so in accordance with the instructions for making comment provided by Mr. Kean at the beginning of the meeting.</p> <p>No public comment was made and Ms. Gruskos confirmed that no public comments were submitted in writing.</p>		
<p><b>Old/New Business –</b></p> <p>Trustee Crupi reported attending the Shore Conference basketball tournament hosted at Brookdale. He highlighted the positive impact of bringing the tournament back to the College, noting that the event was well attended and show cased Brookdale’s facilities to visiting families and students. He described a conversation overheard among local high school students who expressed surprise at the quality of the College’s athletic facility, underscoring the value of hosting community events that increase public awareness of campus resources. The Board extended appreciation to the President and College staff for their efforts in securing and coordinating the tournament.</p> <p>Dr. Stout offered closing remarks, thanking the Trustees for their thoughtful deliberation throughout the fiscal planning process and noting the difficulty and importance of the decisions made during recent budget development discussions. He reaffirmed the College’s commitment to implementing the “find a million, save a million” initiative and to delivering a comprehensive three-year financial stabilization plan in the months ahead. He also expressed gratitude to staff members, particularly the finance team, for their sustained effort and dedication during the budget preparation period</p>		
<p><b>Adjournment</b></p> <p><b>Meeting adjourned at 8:14 pm</b></p>	<p>A motion to adjourn the meeting was made by Vice Chair Abby-White and seconded by Trustee Crupi.</p> <p>Meeting adjourned.</p>	

**BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES**

**RESOLUTION AUTHORIZING EXECUTIVE SESSION**

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that **1** issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **February 25, 2026 at approximately 5:45 PM** the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

---

---

---

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

"(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed." The nature of the matter, described as specifically as possible without undermining the need for confidentiality – **real estate: consideration of selling or leasing real property**

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

a) "(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is:

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

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

---

---

---

WHEREAS, the length of the Executive Session is estimated to be 60 minutes after which the public (select one)  meeting of the Brookdale Community College Board of Trustees shall reconvene and immediately adjourn or

reconvene and proceed with business where formal action will be taken.

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

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

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

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

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 16 recommended items. A summary of the action items is listed below with supporting documentation attached.

<b>A. Hires</b>	<b>Recommendations</b>
Support Staff	1
Adjunct Faculty	1
Coaches	1
<b>B. Change of Status</b>	<b>Recommendations</b>
Supervisor – Administrative Operations	1
Support Staff	3
<b>C. Separations</b>	<b>Recommendations</b>
Executive	1
Faculty	3
Non-Supervisor – Administrative Operations	2
Support Staff	1
<b>D. Sabbaticals</b>	<b>Recommendations</b>
Faculty	2

**A. HIRES**

**SUPPORT STAFF**

1. Name: Edward Lafontaine  
Department: Automotive Technology  
Position: Laboratory/Studio Assistant  
Salary: \$46,194  
Effective: 9/1/26, subject to completion of all final contingencies

**ADJUNCT FACULTY**

1. Name: Ryan Goscinski  
Department: Computer Science

**ADJUNCT DEGREE SUMMARY**

Masters  
1

**COACHES**

1. Name: Lyndsay Truchan  
Department: Athletics  
Position: Men's Assistant Volleyball Coach  
Compensation: \$4,400  
Dates: 4/1/26

**B. CHANGE OF STATUS**

**SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Wendy Ramos  
Department: Human Resources  
Position: Administrator, Employment  
Action: Change in status from N4 to A3 through bona fide search  
New Salary: \$66,144, to be prorated accordingly  
Effective: 4/1/26, subject to completion of all final contingencies



**SUPPORT STAFF**

1. Name: Dennis Brown  
Department: Central Utility Plant  
Position: Operating Engineer, Central Utility Plant  
Action: Rescinding retirement date of 4/30/26  
New Salary: No change  
Effective: 3/12/26
  
2. Name: Maria Maccanico  
Department: Academic Advising  
Position: Associate, Academic Advising  
Action: Contractual bumping placement  
New salary: No change  
Effective: 6/1/26
  
3. Name: Denise Vigil  
Department: Enrollment Services  
Position: One Stop Specialist  
Action: Contractual bumping placement  
New salary: No change  
Effective: 6/1/26

**C. SEPARATIONS**

**EXECUTIVE**

1. Name: Jayne Edman  
Department: Dean, Health Sciences  
Position: Health Sciences Institute  
Action: Retirement  
Effective: 7/31/26, with retirement on 8/1/26

**FACULTY**

1. Name: Helen Heinmets  
Department: Nursing  
Position: Professor/Assistant Dean  
Action: Retirement  
Effective: 6/30/26, with retirement on 7/1/26

2. Name: Barbara Jones  
Department: Anthropology  
Position: Professor  
Action: 6/30/26 retirement followed by Faculty Transition to Retirement Program  
Effective: 9/1/26 – 6/30/27
  
3. Name: Martin McDermott  
Department: Speech Communication  
Position: Associate Professor  
Action: 6/30/26 retirement followed by Faculty Transition to Retirement Program  
Effective: 9/1/26 – 6/30/27

**NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS**

1. Name: Helen Loori  
Department: Finance & Operations  
Position: Assistant to the Vice President, Finance & Operations  
Action: Retirement  
Effective: 7/31/26, with retirement on 8/1/26
  
2. Name: Kathleen Stamboni  
Department: Human Resources  
Position: Confidential Administrator  
Action: Retirement  
Effective: 8/31/26, with retirement on 9/1/26

**SUPPORT STAFF**

1. Name: Robert Cuoccio  
Department: Central Utility Plant  
Position: Senior Specialist, Central Utility Plant  
Action: Separation  
Effective: 3/16/26

**D. SABBATICALS**

**FACULTY**

1. Name: Kelsey Maki  
Department: English  
Length of Sabbatical: One-Full Year  
Effective: 9/1/26 – 6/30/27



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

2. Name: Suzanne Parker  
Department: English  
Length of Sabbatical: One-Full Year  
Effective: 9/1/26 – 6/30/27

## **FACULTY SABBATICAL**

### **Kelsey Maki, Professor, English Department 2026 Fall and 2027 Spring Terms**

Kelsey Maki was hired full-time at Brookdale Community College to teach English. She earned a bachelor's degree in literature, with academic honors, from the University of California at Santa Cruz, and a master's degree, with distinction, in English from Rutgers University. She is currently pursuing a doctoral degree in medical and health humanities at Drew University.

The purpose of Professor Maki's sabbatical is threefold: to complete her doctoral coursework, to write her dissertation, and to eventually develop medical humanities offerings at Brookdale. While the specific focus of her dissertation continues to evolve, Professor Maki plans to conduct original research culminating in a book-length manuscript that addresses aspects of mental health. Her research may be particularly relevant to community college students, as surveys indicate that 70% of community college students who struggle academically report that mental or emotional difficulties have negatively affected their academic performance (CCSSE, 2024). Professor Maki's doctoral coursework and scholarly research underscore her commitment to addressing students' mental health and promoting their general well-being.

In addition to her scholarly work, Professor Maki seeks to position Brookdale as a statewide leader in the growing interdisciplinary field of medical and health humanities, which examines health, healthcare, illness, and well-being through humanistic inquiry. While enrollment in traditional humanities disciplines has declined at many four-year institutions, the interdisciplinary field of health humanities has expanded rapidly, growing by over 1000% in the past twenty years (Case Western Reserve, 2022). Currently, many of Brookdale's four-year transfer partners are expanding their offerings in this area, yet no community college in New Jersey offers an approved general education course in this subject area, creating a significant opportunity for Brookdale to establish itself as a statewide leader.

During her sabbatical year, Professor Maki expects to complete her doctoral coursework and defend her dissertation. Her doctoral degree is necessary for her to achieve her long-term goal of creating courses and an academic certificate program in medical and health humanities for students and working professionals. Sabbaticals—particularly one-year sabbaticals, which also offer a cost-savings benefit to the College—allow faculty the time necessary to pursue advanced study and research that will ultimately benefit students and the broader community. Professor Maki is grateful for the College's consideration of her sabbatical proposal and for its continued commitment to supporting scholarship and professional development at Brookdale.

## FACULTY SABBATICAL

### **Suzanne Parker, Professor, English Department 2026 Fall and 2027 Spring Terms**

Professor Suzanne Parker was hired full-time at Brookdale Community College to teach English. She earned bachelor's degrees in Literature and Public Communications from American University and a master's degree in Creative Writing: Poetry from CUNY, City College. She also earned an MFA in Creative Writing: Poetry from Manhattanville College.

The purpose of Professor Parker's sabbatical is to build on the long-standing success of the Dr. Carl Calendar Visiting Writers Series (VWS), a program that, since 2001, has brought a wide range of acclaimed writers, scholars, and artists to Brookdale. The series has been very successful and has, to date, brought over 195 authors to campus, taped over 134 Brookdale TV interview shows, and produced 141 author readings. These readings have been attended by over 10,000 students and community members. The series is a collaboration with Brookdale TV, producing the *Dr. Carl Calendar Author Interview Show* and a separate *Dr. Carl Calendar VWS Reading Show*. While the "live" ongoing series is highly successful, the recorded programs are an untapped resource as their digital presence, uploaded to YouTube, remains underdeveloped and difficult to access. Thousands of people have come to the series and enjoyed it; however, on YouTube, even the most famous authors — Pulitzer Prize winners, bestselling authors, or Oscar-nominees — have minimal views. For example, author Neil Hilburn, who read at Brookdale two years ago, is the "most watched poet ever" with over 150 million views. People drove from PA to hear him read. In contrast, on our YouTube channel, this "most watched poet ever" has only 295 views. People are simply not finding the series online. For those who do find it, it is still a difficult resource to navigate as the shows have been uploaded simply for storage and with no larger plan. My sabbatical project seeks to transform this underutilized resource into a cohesive, user-friendly digital archive by organizing, editing, tagging, and enhancing existing recordings with clear descriptions and navigational tools such as chapters and content notes. In addition, the project will create different curated indices aligned with themes and disciplines. These will be searchable and housed on Brookdale's website, thus transforming what was a "storage" solution into a user-friendly archive available to students, faculty, and the larger public.

The anticipated benefits of this project are wide-ranging and extend the value of an already significant institutional investment. It would support student retention by providing faculty with accessible, interdisciplinary materials to engage students. It would advance equity by amplifying a range of voices and experiences that reflect our student body. By removing barriers tied to

access to the live series, the archive would support the College's mission to embody inclusive, poverty-informed practices. The archive would also serve as a dynamic tool for enrollment and promotion. The project includes developing a template for using the archive for targeted outreach through social media that would continue beyond the sabbatical. Also, the project would develop materials for incorporating it into our literature classes such as Short Story that are taught in high schools, thus bringing students virtually onto campus and strengthening student interest in Brookdale and enrollment efforts. Finally, the project includes a plan for greater integration into continuing education with the development of a pilot VWS course for CPS that could become an on-ramp to our for-credit courses. Ultimately, the VWS archive project would take something that the College has already significantly invested in through student activities fees, which cover the overhead of the live series, and extend the value of that investment. By positioning the series not simply as a live event, but as an evolving, multi-purpose academic and cultural resource, the archive will offer sustained benefits to our students, the College, and the community beyond.

- 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:

<b>DATE</b>	<b>DONOR</b>	<b>ITEM</b>
2/17/26	General Motors	2025 Chevy Traverse for student training in Automotive Technology
3/5/26	Deborah MacArthur	Jewelry tools, materials, and jewelry studio furniture for Art Department
3/11/26	McGinley Transportation Systems, Inc.	Five (5) Haworth X99 Seminar Chairs and 15 Stacking Chairs

## 2.1 Submission of Grants Executive Summary

### A. **Funding Agency:** US Department of Transportation, Housing and Urban Development, and Related Agencies

**Funding Opportunity:** FY27 Congressionally Directed Spending Requests – Senators Booker and Kim and Congressman Smith

**Program Title:** Brookdale Community College’s Trades Center Project

**Short Title:** CDS – Trades Center

**Goal/Purpose:** The proposed project will allow BCC to expand its workforce training capacity and expand technical training across multiple high-demand trades. The funds will support specialized instructional lab spaces and equipment.

This request is being submitted to both Senators Cory Booker and Andy Kim and Congressman Chris Smith.

**Total \$ Requested:** Up to \$2,000,000

**Institutional Match:** N/A

**Date to be Submitted:** March 13, 2026

**Project Timeline:** Federal fiscal year 2027

**Program Administrator:** Susan Pagano

### B. **Funding Agency:** Lowe’s Foundation

**Funding Opportunity:** Gable Grants Program

**Program Title:** N/A

**Short Title:** N/A

**Goal/Purpose:** The Lowe’s Gable Grants Program supports community and technical colleges in addressing the labor shortages in the skilled trades industry. Brookdale’s Office of Continuing & Professional Studies intends to use the funding to enhance the existing construction program with the addition of welding. The funds will be used to build-out a welding lab that can be used for both credit and non-credit programs. This program will fill a need in Monmouth County for a welding program and address the growing interest in the field.

**Total \$ Requested:** Up to \$1,000,000

**Institutional Match:** N/A

**Date to be Submitted:** March 31, 2026

**Project Timeline:** July 1, 2026 – June 30, 2027

**Program Administrator:** Susan Pagano

**C. Funding Agency:** New Jersey Economic Development Authority

**Funding Opportunity:** New Jersey Green Workforce Training Grant Challenge Phase 2

**Program Title:** Green Workforce

**Short Title:** N/A

**Goal/Purpose:** The NJ Green Workforce Training Grant Challenge supports the implementation of new or existing programs that will allow New Jerseyans to access workforce opportunities in high-growth and in-demand occupations in green economy industries, by providing tangible skills and industry recognized credentials sought by employers in those industries. Components of programs must include direct workforce training/skill development, and, where relevant, support services such as access to career services, mentorship, family services (such as childcare, eldercare, or other similar services), counseling, transportation, etc.

Applicants must focus on one or more green economy industry and one priority occupation. Brookdale is applying for the new Welding program which supports career pathways in the Green Design and Construction industry.

**Total \$ Requested:** up to \$800,000

**Institutional Match:** N/A

**Date to be Submitted:** April 20, 2026

**Project Timeline:** 30 months - approximately October 2026 – April 2029

**Program Administrator:** Susan Pagano

**Recommendation:**

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



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 March 17, 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**

**March 24, 2026**

<b>Board Item No.</b>	<b>Vendor/Contractor</b>	<b>Category / Description</b>	<b>Basis of Award</b>	<b>Amount of Purchase</b>
<b>Grants</b>				
1	Ladacin Network; Monmouth County Vocational School; Community Affairs and Resource Center; Literacy New Jersey, Inc.	<b>Adult Basic Education Skills/Literacy Program (FY27)</b> / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). These contracts are for the reimbursement to the individual entities, which form the Monmouth County Adult Basic Skills Consortium. The Consortium was established to provide and support the adult basic education program. As the lead agency, the College reports to the New Jersey Department of Labor and is directed by the “Workforce Innovation and Opportunity Act”/Title II Program. These contracts are funded by the ABE/Literacy Grant. FY26 YTD \$50,915.	Exempt	\$ 186,000.00 *
<b>Operating</b>				
2	National Public Radio	<b>Programming Services and Membership Fees (FY27)</b> / Exempt 18A:64A-25.5.a.(16) (Entertainment). This annual contract is for the payment of programming fees, interconnect fees, and membership dues to the National Public Radio. The membership is used exclusively for the acquisition, production, promotion and distribution of national programming of high quality, diversity, creativity, excellence and innovation, with strict adherence to objectivity and balance of programs. This contract is funded by the Radio Station Budget. FY26 YTD \$0.	Exempt	\$ 35,000.00 *
3	Delta Dental of New Jersey, Inc.	<b>Dental Insurance (FY27)</b> / Exempt 18A:64A-25.5.a.(11) (Insurance). This is the 2nd year of a 2-year contract with a guaranteed zero percent rate increase from current plan rates in both contract years for basic and enhanced dental insurance for College employees. The basic coverage is funded by the Operating Budget; the enhanced insurance is provided as an option for employees who pay the difference between basic and the enhanced coverage, which is approximately \$74,000 of the total cost. This is estimated for reference, as monthly payments vary on employee headcount. FY26 YTD \$295,292.	Exempt	\$ 470,000.00 *

4	SD Gameday LLC	<b>Athletic Training, Sports Medicine, and Team Physician Services, RFP No. 03-25 (FY27)</b> / This is the 2nd year of a 2-year contract for athletic training, sports medicine, and team physician services. This contract is funded by the Athletics Budget. FY26 \$91,000.	RFP	\$ 96,000.00
5	Ascend Learning Holdings, LLC	<b>Nursing Comprehensive Assessment &amp; Review Program, Student Exams, and Other Assessment Exams (FY27)</b> / Exempt 18A:64A-25.5.a.(19)(Software peripherals). This is the 1st year of a 3-year contract for an online comprehensive assessment, tutorial review programs, and EHR Tutor for nursing students. This contract also includes various assessment exams for other areas of the College. This contract is funded by Student Lab Fees, Testing Center's Revenue Generating Programs, Testing Center's Operating Budget, grants, and various departmental budgets. FY26 YTD \$343,966.	Exempt	\$ 515,000.00 *
6	NCS Pearson, Inc.	<b>Exam Forms, Testing Material, and Online Testing Software (FY27)</b> / Exempt 18A:64A-25.5.a.(3) (Materials or supplies which are not available from more than one potential bidder; included without limitation materials or supplies which are patented or copyrighted). This is a one-year contract for the supply and delivery of CompTIA exam vouchers, GED testing forms, other test/voucher forms, and software for online testing. This contract is funded by CPS' Revenue Generating Programs, Testing Center's Revenue Generating Programs, Testing Center's Operating Budget, grants, and various departmental budgets. FY26 YTD \$4,650.	Exempt	\$ 45,000.00 *
7	Follett	<b>Educational Supplies, Books, and Miscellaneous Articles (FY27)</b> / Exempt 18:64A-25.5.a.(21) (Educational supplies, books, and miscellaneous articles for re-sale to students and employees). This is a one-year contract for the supply and delivery of educational supplies, books, and miscellaneous articles. This contract is funded by CPS' Revenue Generating Programs, grants, student financial aid, and various departmental budgets. FY26 YTD \$444,860.	Exempt	\$ 540,000.00 *

8	W.B. Mason Co., Inc.	<b>Office Supplies (FY27)</b> / Exempt 18A:64A.25.9 (State Contract). This is a one-year State Contract for the supply and delivery of office supplies and is funded by various departmental budgets. FY26 YTD \$13,698.	Exempt	\$ 55,500.00 *
9	Konica Minolta Business Solutions USA, Inc.	<b>Lease of Multifunctional Devices and Production Equipment, Maintenance, Supplies, Print Management, RFP No. 03-23 (FY27)</b> / This is the 4th year of a 5-year contract for the lease of multifunctional devices (copiers) and production equipment, maintenance, supplies, and print management services. This contract is funded by the Printing Services Budget. FY26 YTD \$195,088.	RFP	\$ 286,000.00 *
10	Amazon Business	<b>Books and Miscellaneous Merchandise (FY27)</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one-year contract for the purchase of books, miscellaneous merchandise, and food supplies. This contract is funded by various departmental budgets and grants. FY26 YTD \$98,671.	Exempt	\$ 195,000.00 *
11	Consolidus Inc. NJCCPROMOS.com	<b>Promotional/Recruitment Merchandise and Giveaways (FY27)</b> / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one-year co-op agreement with the New Jersey County College Joint Purchasing Consortium (NJCCJPC) for the supply and delivery of promotional/recruitment merchandise and giveaways. This contract is funded by College Relations, Institutional Marketing, grants, and various departmental budgets. FY26 YTD \$76,269.	Exempt	\$ 180,000.00 *
12	ACCSES New Jersey, Inc.	<b>Promotional/Recruitment Merchandise and Giveaways (FY27)</b> / Exempt 18A:64A.25.9 (State Contract). This is a one-year State Contract for the supply and delivery of promotional/recruitment merchandise and giveaways. This contract is funded by College Relations, Institutional Marketing, grants, and various departmental budgets. FY26 YTD \$0.	Exempt	\$ 25,000.00 *

13	Natural Languages LLC; Christine Martin; Cheryl Lepple-Huber; Nicole Safford; Sign 4U Interpreting Service LLC; Sign Glasses, LLC; Karasch & Associates	<b>Sign Language Interpreters, RFQ No. 01-2026 (FY27)</b> / This is the 2nd year of a 2-year contract for pre-qualified vendors to provide sign language interpretation services for students who have requested this service through the Office of Accessibility Services. Provision of services is in compliance with Subpart E of Section 504 of the Rehabilitation Act of 1973, which states it is the institution's responsibility to provide auxiliary aids and services in a timely manner to ensure effective participation by students with disabilities. These contracts are funded by the Accessibility Services Budget. FY26 YTD \$6,936.	RFQ	\$ 125,000.00 *
14	Access Resource LLC; Archive Captioning & Interpreting; Karasch & Associates; Natural Languages LLC; The Viscardi Center; Classroom Captioning; SignGlasses, LLC; Aberdeen Broadcast Services; MAIG Solutions	<b>Communication Access Realtime Translation (CART) Services, RFQ No. 02-2026 (FY27)</b> / This is the 2nd year of a 2-year contract for pre-qualified vendors to provide translation services for students who have requested this service through the Office of Accessibility Services. Provision of services is in compliance with Subpart E of Section 504 of the Rehabilitation Act of 1973, which states it is the institution's responsibility to provide auxiliary aids and services in a timely manner to ensure effective participation by students with disabilities. These contracts are funded by the Accessibility Services Budget. FY26 YTD \$58,563.	RFQ	\$ 140,000.00 *
15	Branches	<b>Catering Services for Student Reception</b> / Exempt 18:64A-25.5.a.(7) (Food supplies and services). This contract is for catering services for the Gold Stars Student Awards Reception. This contract is funded by the Student Life and Activities Budget.	Exempt	NTE \$23,000.00
16	CDW Government LLC	<b>IT Hardware Maintenance</b> / Exempt 18A:64A.25.9 (State Contract). This is a 39-month State Contract for hardware maintenance on various IT equipment. This contract is funded by the IT Budget.	Exempt	\$ 42,653.05

17	Salary.com. LLC	<b>Software License Subscription</b> / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a 5-year subscription to a cloud based JobArchitect platform that delivers a centralized solution for building, maintaining, and updating job descriptions in alignment with current market data, industry benchmarks, and legal requirements. The platform includes automated FLSA classification audits and compliance checks. By standardizing job content and labor market insights, this system streamlines workflows, reduces administrative time, and supports more strategic organization structuring, workforce planning, and compensation integrity. This contract is funded by the Human Resources Budget.	Exempt	\$	36,750.00
18	ReadSpeaker	<b>Software License Subscription</b> / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is a 3-year co-op agreement with the New Jersey County College Joint Purchasing Consortium (NJCCJPC) for the renewal of ReadSpeaker which is a cloud-based text-to-speech (TTS) tool that converts written text on websites, apps, and learning management systems into natural-sounding audio. This contract is funded by the Teaching and Learning Center Budget.	Exempt	\$	18,651.00
19	Gaumard Scientific Co., Inc.	<b>Airway and Lung Simulator</b> / Exempt 18A:64A-25.5.a.(3) (Materials or supplies which are not available from more than one potential bidder; included without limitation materials or supplies which are patented or copyrighted). This contract is for the supply and delivery of an airway and lung simulator. This contract is funded by the Respiratory Therapy Budget.	Exempt	\$	27,810.00
20	Foundation for Educational	<b>Professional Consulting Services</b> / Exempt 18A:64A-25.5.a.(15) (Professional Consulting Services). This contract is for consulting services for the Alternate Route to Teaching programs. This contract is funded by CPS' Revenue Generating Programs.	Exempt	\$	30,000.00 *
21	Holmes Corporation	<b>Course Materials</b> / Exempt 18A:64A-25.5.a.(3) (Materials or supplies which are not available from more than one potential bidder; included without limitation materials or supplies which are patented or copyrighted). This is a 2-year contract for the supply and delivery of course materials for Society for Human Resource Management (SHRM) and Project Management courses. This contract is funded by CPS' Revenue Generating Programs.	Exempt	\$	22,000.00 *

22	Winning Strategies Washington, LLC	<b>Professional Representation with Federal Departments/Agencies and Congress to Secure Federal Grant Funding, RFP No. 05-26 (FY27)</b> / Notice was sent to 8 firms, received 1 reply. This is a one-year contract with an option for a 2nd year renewal for professional representation with federal departments/agencies and congress to secure federal grant funding. This contract is funded by the Operating Budget. FY26 \$36,000.	RFP	\$ 48,000.00
23	CBRE, Inc.	<b>Real Estate Brokerage Services, RFP No. 06-26 (FY27)</b> / Notice was sent to 4 vendors, received 1 reply. This is a one-year contract with an option for a 2nd year renewal for real estate brokerage services. This contract is funded by the Operating Budget.	RFP	Commission Rate 5%
24	Allied Account Services, Inc.; Eastern Revenue	<b>Student Account Collection Services, RFP No. 07-26 (FY27)</b> / Notice was sent to 24 vendors, received 8 replies. This is a one-year contract with an option for a 2nd year renewal for student account collection services. This contract is funded by the Operating Budget.	RFP	\$ 120,000.00 *
25	Ellucian Company LLC	<b>IT Managed Services, RFP No. 03-26 (FY27)</b> / Notice was sent to 70 vendors, received 5 replies. This is the 1st year of a 5-year contract for IT Managed Services and is funded by the IT Budget. FY26 \$2,980,831.	RFP	\$ 3,149,988.00
26		<b>Sponsorship and Naming Rights Opportunities, RFP 04-26</b> / Notice was sent to 6 vendors, received 2 replies. This RFP is being rejected due to revision of specifications.	RFP	

**\* 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 January 31, 2026, which totaled \$2,465,193.41. 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 March 17, 2026.



#### 4.1 *Financial Report*

The following is the unaudited Financial Report for the month ending January 31, 2026.

**This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at the March 17, 2026 meeting.**

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

## Financial Overview

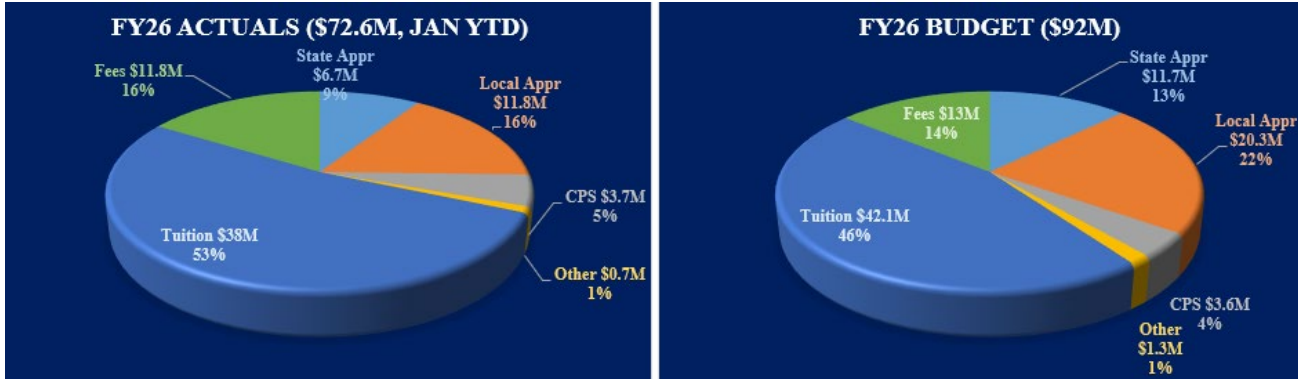
January 31, 2026

The following financial summary provides an overview of year-to-date financial performance at January 2026 compared to the FY26 budget, and to the same period last year.

### REVENUE

#### Budget to Actual

Total operating revenue through January 2026 was \$72.6M and represents 79.1% of the \$92M FY26 budget.

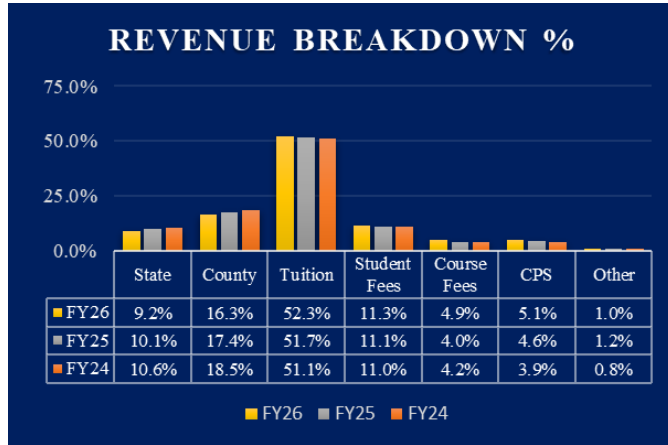


#### Compared to Prior Year

Operating revenue through January 2026 was 6.9% higher than the same time last year. Of the \$4.7M increase, \$4.4M is in tuition & fee revenue and \$0.3M from all other operating revenue sources.

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

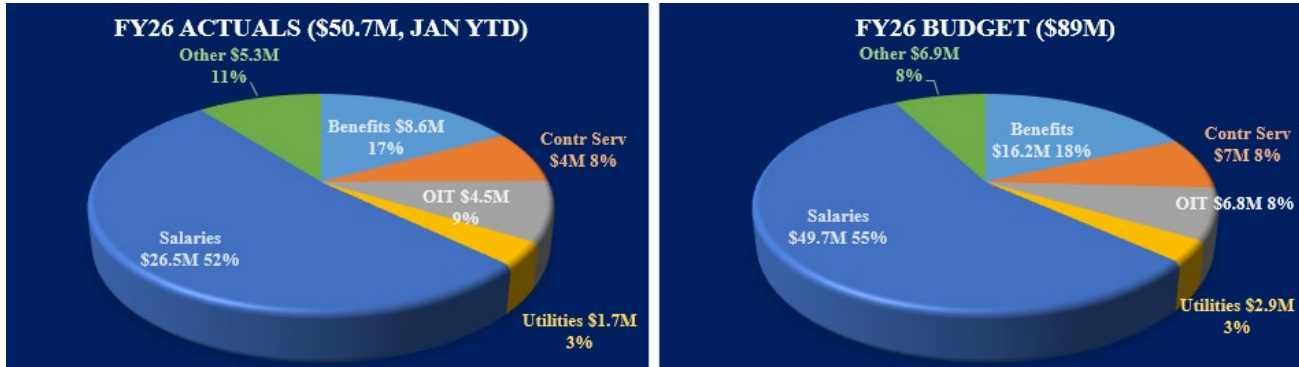
Revenue	FY26	FY25	FY24
State	\$ 6,655	\$ 6,840	\$ 6,809
County	11,828	11,828	11,828
Tuition	37,964	35,103	32,741
Student Fees	8,197	7,556	7,056
Course Fees	3,587	2,688	2,674
CPS	3,715	3,134	2,477
Other	698	794	502
	<b>\$ 72,644</b>	<b>\$ 67,943</b>	<b>\$ 64,087</b>
Tuition	\$ 37,964	\$ 35,103	\$ 32,741
Student Fees	8,197	7,556	7,056
Total	<b>\$ 46,161</b>	<b>\$ 42,659</b>	<b>\$ 39,797</b>



## EXPENDITURES

### Budget to Actual

Total operating expenditures through January 2026 were \$50.7M, representing 56.7% of the \$89M FY26 budget.

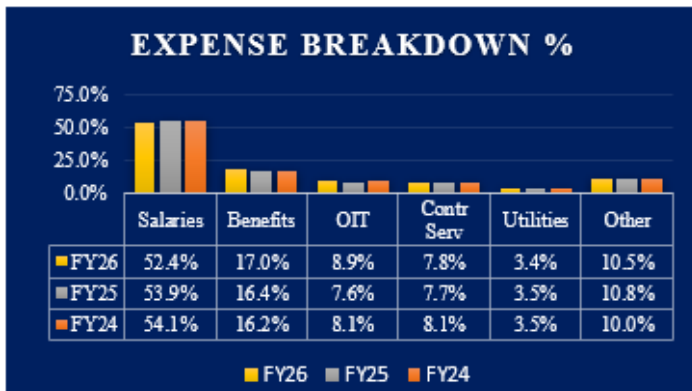


Other Expenses	Actuals	Budget	Division	Actuals	Budget
Insurance (GI)	\$ 1,680,312	\$ 2,202,000	President/BOT	\$ 363,712	\$ 631,502
Tuition Waivers	1,348,982	1,295,000	Human Resources	551,929	965,173
Supplies	311,510	649,420	Planning & Institute Effect	314,235	541,908
Program Rental	302,361	370,138	Advancement	1,012,840	1,539,738
Snow Removal	260,407	450,000	Finance & Operations	10,485,090	16,756,583
Memberships	208,807	241,752	Academic Affairs	17,753,400	33,840,000
Vehicles	151,252	21,765	Student Affairs	3,877,539	7,006,701
Audit/Legal	130,831	176,036	Continuing & Prof Studies	1,934,864	3,006,205
Advertising	121,720	341,300	Utilities	1,737,610	2,856,344
Lease of Facilities	120,000	180,000	Benefits	8,603,402	16,185,635
Printing/Paper	91,637	212,895	General Expenses	4,048,290	6,078,823
Bank Service Charges	77,829	77,210		\$ 50,682,913	\$ 89,408,612
Postage	77,796	185,507			
Overnight Travel	68,455	138,001			
Other	350,170	377,967			
	<b>\$ 5,302,070</b>	<b>\$ 6,918,991</b>			

### Compared to Prior Year

Total operating expenses for the same period last year were \$47.0M compared to \$50.7M this year, indicating an increase in operating costs of 7.8% or \$3.6M.

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



Expenses	FY26	FY25	FY24
Salaries	\$ 26,536	\$ 25,374	\$ 24,121
Benefits	8,603	7,727	7,219
OIT	4,529	3,596	3,620
Contr Serv	3,975	3,641	3,610
Utilities	1,738	1,631	1,553
Other	5,302	5,065	4,436
	<b>\$ 50,683</b>	<b>\$ 47,035</b>	<b>\$ 44,560</b>

**Increase \$ 3,648**

## **FY26 Spring Semester Financial Forecast**

### **General Overview:**

The FY26 Spring Semester Financial Forecast for Brookdale Community College has been completed, incorporating actual data through January 31, 2026, and projected data through June 30, 2026. This forecast comprehensively reviews enrollment, revenues, and expenses for the Operating, Auxiliary, ASBCC, and Capital funds.

### **Comments:**

Enrollment projections remain essentially in line with the FY26 budget, with a slight favorable variance of 0.26% in credit FTEs. The College is projecting an enrollment of 7,249 credit FTEs, compared with the budget of 7,230 credit FTEs, including dual-enrollment FTEs.

When developing the FY26 budget, the College initially anticipated using a total of \$818,061 from reserves, comprising \$705,382 from the operating fund and \$112,679 from the Auxiliary fund. Current forecasts indicate a total reserve draw of \$2,939,628, which breaks down as follows: \$3,125,637 from the Operating fund and debt service, \$2,824 from the Capital fund, offset by a \$188,833 surplus from the Auxiliary fund.

The increase in reserve usage is primarily driven by several major cost pressures that emerged after the FY26 budget was adopted. The largest variance relates to employee health insurance, which is projected to exceed the original budget by approximately \$1,495,709, representing about 51% of the total reserve draw. Additional increases include adjunct instruction costs of approximately \$1,038,488 (35% of the reserve draw), driven by higher course demand, winter storm response costs of approximately \$942,000 (32%), and utilities of approximately \$148,656 (5%). In addition, the College experienced a \$339,014 reduction in State aid, representing approximately 11% of the reserve draw.

To mitigate these pressures, the College implemented \$780,670 in spending reductions and reduced debt service costs through the Strategic Plan 2030 grant.

Continuing and Professional Studies (CPS) operations are performing significantly better than budgeted projections. CPS originally budgeted a profit of \$549,169 but is currently projecting a profit of approximately \$1,250,000, representing a favorable variance of roughly \$701,000. This increase reflects higher program activity and enrollment across several workforce and professional training programs, which required approximately \$544,169 in additional instructional and program delivery expenses above budget. Even with these additional investments, CPS is generating substantially higher net revenue than originally anticipated and helping offset operating pressures elsewhere in the budget.

**FY26 Spring Financial Forecast- Key Financial Indicators:**

<b>Metric</b>	<b>Budget</b>	<b>Forecast</b>	<b>Status</b>
<b>Enrollment</b>			
Credit FTE Enrollment	7,230	7,249	● Stable
<b>Financial Pressures</b>			
Reserve Usage	\$818K	\$2.94M	● Higher than planned
Health Insurance	\$11,895,000	\$13,390,709	● Major cost pressure
State Aid	\$11,725,991	\$11,386,977	● Reduction
<b>Management Actions &amp; Offsets</b>			
Cost Controls		\$780,670 savings	● Mitigating
CPS, net	\$549,169	\$1,250,000	● Favorable
Auxiliary Operations, net	(\$112,679)	\$188,833	● Favorable

*Operational cost pressures include adjunct instruction, utilities, and winter weather expenses.*

**Summary:**

The administration will continue to provide regular updates to the Board of Trustees Finance & Facilities Committee and will actively pursue additional revenue opportunities and cost management strategies as the fiscal year progresses. The Spring Semester Forecast projects a total reserve draw of \$2,939,628 across all funds, which exceeds the originally budgeted amount. Brookdale remains committed to careful financial management, targeted cost containment, and sustainable planning to navigate current challenges and protect the institution’s long-term financial health.

**Brookdale Community College  
FTE Enrollment Projection**

	<b>FY23 Actuals</b>	<b>FY24 Actuals</b>	<b>FY25 Actuals</b>	<b>FY26 Budget</b>	<b>FY26 Projected</b>
<b><u>Summer III Term:</u></b>					
Summer III	174	189	208	194	205
<b><u>Fall Terms:</u></b>					
Fall 15	2,888	2,881	2,899	2,955	2,953
Fall 7A	12	15	15	14	16
Fall 11	333	385	398	379	348
Fall 7B	17	20	18	18	22
Total	3,250	3,301	3,330	3,366	3,339
<b><u>Winterim Terms:</u></b>					
Winterim	55	62	65	59	71
<b><u>Spring Terms:</u></b>					
Spring 15	2,537	2,529	2,581	2,620	2,510
Spring 7A	12	13	12	12	12
Spring 11	336	353	375	310	421
Spring 7B	20	25	22	24	39
Total	2,905	2,920	2,991	2,966	2,982
<b><u>Summer I &amp; II Terms:</u></b>					
Summer I	304	319	313	317	321
Summer II	320	350	331	328	331
Total	624	669	644	645	652
<b>Total Credit FTE</b>	<b>7,008</b>	<b>7,140</b>	<b>7,237</b>	<b>7,230</b>	<b>7,249</b>

*Adjusted to include Dual Enrollment FTEs in Fall 11 and Spring 11 terms.*

**Brookdale Community College**  
**Preliminary Analysis and Forecast of the Operating, Auxiliary, & Capital Funds**  
**Positions at January 31, 2026**

	FY26 Budget	1/31/26	Favorable/ (Unfavorable)	FY26 Projected
<b>Operating</b>				
<b>Revenues:</b>				
Tuition	\$ 42,063,675	37,964,141	65,458	\$ 42,129,133
State	11,725,991	6,655,245	(339,014)	11,386,977
County	20,277,019	11,828,261	-	20,277,019
Fees	12,968,190	11,783,939	(108,270)	12,859,920
Continuing & Professional Studies	3,555,000	3,714,911	1,245,000	4,800,000
Reserves	705,382	-	(705,382)	-
Other Income	1,255,000	698,162	-	1,255,000
<b>Total Revenue</b>	<b>\$ 92,550,257</b>	<b>72,644,659</b>	<b>157,792</b>	<b>\$ 92,708,049</b>
<b>Expenditures:</b>				
Academic Affairs	33,803,174	17,753,400	(844,035)	34,647,209
Benefits	16,185,635	8,603,402	(1,734,796)	17,920,431
Finance & Operations	16,794,313	10,485,090	(617,270)	17,411,583
Student Affairs	6,961,343	3,877,539	115,000	6,846,343
General Expenses	6,161,816	4,048,290	40,987	6,120,829
Continuing & Professional Studies	3,005,831	1,934,864	(544,169)	3,550,000
Utilities	2,856,344	1,737,610	(148,656)	3,005,000
Human Resources	934,208	551,929	26,000	908,208
Advancement	1,539,738	1,012,840	(190,000)	1,729,738
Planning & Institutional Effectiveness	541,908	314,235	2,500	539,408
President & Board of Trustees	624,302	363,712	17,000	607,302
<b>Total Expenditures</b>	<b>\$ 89,408,612</b>	<b>50,682,911</b>	<b>(3,877,439)</b>	<b>\$ 93,286,051</b>
<b>Debt Obligations</b>				
Debt Principal	2,212,057	1,618,047	594,010	1,618,047
Interest Expense	929,588	546,100	-	929,588
	<b>\$ 3,141,645</b>	<b>2,164,147</b>	<b>594,010</b>	<b>\$ 2,547,635</b>
<b>Surplus/(deficit) projected - Operating fund incl. debt obligations</b>				<b>\$ (3,125,637)</b>
<b>Auxiliary</b>				
Receipts	1,953,488	1,222,047	136,512	2,090,000
Disbursements	2,066,167	1,195,571	165,000	1,901,167
<b>Profit/(loss) Auxiliary</b>	<b>\$ (112,679)</b>	<b>26,476</b>	<b>(28,488)</b>	<b>\$ 188,833</b>
<b>Surplus/(deficit) projected - Auxiliary fund</b>				<b>\$ 188,833</b>
<b>ASBCC</b>				
Receipts	380,324	398,528	52,176	432,500
Disbursements	380,324	254,887	52,176	432,500
	<b>\$ -</b>	<b>143,641</b>	<b>-</b>	<b>\$ -</b>
<b>Excess Revenue/(Expenditures) - ASBCC fund</b>				<b>\$ -</b>
<b>Capital</b>				
<b>Revenues:</b>				
State Chapter 12	3,575,231	1,170,560	-	3,575,231
County Chapter 12	3,575,231	1,170,560	-	3,575,231
Risk Management	-	7,176	7,176	7,176
<b>Total Revenue</b>	<b>\$ 7,150,462</b>	<b>2,348,296</b>	<b>7,176</b>	<b>\$ 7,157,638</b>
<b>Expenditures:</b>				
State Chapter 12	3,575,231	1,170,560	-	3,575,231
County Chapter 12	3,575,231	1,170,560	-	3,575,231
Risk Management	-	7,685	(10,000)	10,000
<b>Total Expenditures</b>	<b>\$ 7,150,462</b>	<b>2,348,805</b>	<b>(10,000)</b>	<b>\$ 7,160,462</b>
<b>Surplus/(deficit) projected - Capital fund</b>				<b>\$ (2,824)</b>
<b>Total Surplus/(deficit) projected - all * including Reserves accounted for in operating revenue</b>				<b>\$ (2,939,628)</b>

**Project Summary: Facilities Overview as of March 17, 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***PO Date:** *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. **We met with another electrical contractor on Friday 3/6 to request another quote to replace the existing transformer/switch gear.**

**2. Culinary School at Lincroft****Cost:** \$822,000**Architect/Engineer:** *Colliers Engineering***PO Date:** 11/3/23**Contractor:** *TBD***PO Date:** *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

**PO Date:** 9/9/25

---

Contractor received submittals for the house lighting and work expected to start January 12. Contractor is working on removing the house lighting and installing the house lighting as shipments arrive. An onsite meeting was held on Thursday February 5 to review progress and the construction drawings. **Continuing the removal of existing lights, electrical components, theatre lights. New LED house lights installation is underway.**

**4. HVAC Upgrades at various buildings**

**Cost:** TBD

**Architect/Engineer:** TBD

**PO Date:** TBD

**Contractor:** TBD

**PO Date:** 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. **A request for proposal was sent to mechanical engineering firms for the design drawings and construction documents.**

**5. Building Automation Control upgrade**

**Cost:** \$91,200

**Architect/Engineer:** PS&S

**PO Date:** 9/2/25

**Contractor:** TBD

**PO Date:** 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. 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. Providing no changes are necessary, we will submit the drawings to Purchasing to initiate the bid process. Bid documents are coordinated with Purchasing, Facilities, and the Engineering firm and are in the development stage. **Bid documents were advertised on February 25, 2026, and pre-bid meeting was held on March 4, 2026. Bid opening is scheduled for March 24, 2026.**

**6. Installation of Carbon Monoxide Detectors**

**Cost:** 27,000

**Architect/Engineer:** N/A

**PO Date:** N/A

**Contractor:** Fire Security Technologies

**PO Date:** 3/2/26

---

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. A proposal for the MAS building is scheduled to go to the February Board Meeting for approval with Chapter 12 funding. **Purchase order was issued to contractor on March 4, 2026.**

**7. ADA Upgrades**

**Cost:** \$136,186

**Architect/Engineer:** N/A

**PO Date:** N/A

**Contractor:** Garden State Sealing

**PO Date:** 9/2/25

---

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. **On-site meeting was held on March 13 to review the work that needs to be done at Freehold.**

**8. Freehold Basement Water Remediation Project**

**Cost:** TBD

**Architect/Engineer:** Colliers Engineering

**PO Date:** TBD

**Contractor:** TBD

**PO Date:** 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. **We are now working with CME Engineering firm to continue the investigative work and direct the College in the best course of action for resolving the issue.**

**9. 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. This project has been put on hold.

**10. Central Utility Plant Energy Efficiency Project Statement**

**Cost:** *\$102,720*

**Architect/Engineer:** *N/A*

**PO Date:** *N/A*

**Contractor:** *Automated Building Controls*

**PO Date:** *10/29/25*

---

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.

**11. Lighting Upgrade Project – Interior and Exterior**

**Cost:** *\$133,036*

**Architect/Engineer:** *N/A*

**PO Date:** *N/A*

**Contractor:** *Magic Touch Construction*

**PO Date:** *10/29/25*

---

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.**

**12. Old Wall Building – HVAC Unit Equipment**

**Cost:** \$255,000

**Architect/Engineer:** N/A

**PO Date:** N/A

**Contractor:** Automated Building Controls

**PO Date:** 9/29/25

---

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. **We anticipate the unit installation in March. We have been waiting for the snow to melt before the concrete is poured to extend the existing concrete pad.**

**13. Parker Family Health Center Dental Clinic (old police station)**

**Cost:** N/A

**Architect/Engineer:** N/A

**PO Date:** N/A

**Contractor:** N/A

**PO Date:** N/A

---

Demolition of the interior is complete. Fire suppression piping has been installed. Plumbing and electrical are underway. Roof installation will start in 3-4 weeks. The interior framing work will start after the plumbing and electrical rough-in work is inspected. **Construction work remains underway, which includes plumbing, electrical, HVAC and exterior framing. The rubber roof for the new entrance was installed the week of March 9, 2026.**



## Board of Trustees

### Board Brief

#### **Honorary Degree Nomination: Siobhan Fallon Hogan**

#### **Official Recognition of Members of the Community**

In accordance with college regulation 2.0012R, Official Recognition of Members of Community and Guests of the College, nominations for honorary degree recipients were solicited and evaluated, after which the President's Cabinet voted on proposed candidates.

The public and the college community (Employees, Students, Trustees, and Alumni) were notified and encouraged to nominate a candidate worthy of this honor. The deadline for nominations was January 31, 2025.

To be eligible for consideration, a nominee needs to have achieved excellence in one or more of the following:

- ✓ Professional Accomplishments
- ✓ Community/Public Service
- ✓ Personal Accomplishments
- ✓ Inspirational Life Achievements: whereby the candidate would serve to inspire Brookdale students.

#### **Recommendation**

The President recommends to the Board of Trustees that he be authorized to present to candidates Siobhan Fallon Hogan and William Salcedo an honorary associate degree at Commencement 2026.

#### **Siobhan Fallon Hogan**



Siobhan Fallon Hogan is an accomplished actress, writer, producer, and comedian whose distinguished career spans film, television, stage, and independent film production. She has delivered widely recognized performances in major motion pictures such as *Forrest Gump* (1994), *Men in Black* (1997), *Holes* (2003), *Dogville* (2003), and *Dancer in the Dark* (2000), along with notable television roles on *Saturday Night Live*, *Seinfeld*, and *Law & Order: Special Victims Unit*. Her versatility, artistic excellence, and enduring presence in the industry exemplify the highest level of professional accomplishment.



## Board of Trustees

### Board Brief

Beyond her screen work, Fallon Hogan has demonstrated remarkable creativity and leadership as a writer and producer. She founded her independent film company, Emerald Caz, and has written and produced socially relevant films including *Rushed* and *Shelter in Solitude*. These works address pressing issues, such as the dangers of college hazing and the emotional impact of societal isolation using storytelling as a means to illuminate complex human experiences and encourage dialogue.

Siobhan Fallon Hogan's personal background, rooted in a strong moral and ethical foundation, has guided her throughout her career. Her values have consistently informed the roles she accepts and the themes she chooses to explore. This values-driven approach reflects compassion for the human condition, respect for personal dignity, and a commitment to creating work that uplifts, challenges, and contributes meaningfully to society.

Her career is also distinguished by notable courage and resilience. Early on, after facing barriers breaking into Broadway, she responded not with retreat but with ingenuity, writing and performing her own one-woman shows. These self-created opportunities ultimately led to national recognition and opened doors that shaped the trajectory of her career. Her decades-long evolution across multiple disciplines in an exceptionally competitive industry underscores her perseverance and inner strength.

Finally, Fallon Hogan's collaborative spirit has been a hallmark of her artistic journey. Her long-standing relationships with fellow performers, dating back to her ensemble work on *Saturday Night Live* and her ability to foster creative synergy across productions reflect a genuine commitment to collaboration as a guiding principle in her craft.

Through her achievements, impactful creative work, resilience, and alignment with Brookdale's values of Creativity, Courage, Compassion and Collaboration, Siobhan Fallon Hogan is recommended to be honored with a Brookdale Community College's Honorary Associate Degree. She stands as an inspiring model for students, artists, and community members dedicated to using their talents with integrity and purpose.



Board of Trustees  
Board Brief

**William Salcedo**



William Salcedo is an accomplished nonprofit executive, youth-development leader, and U.S. Navy veteran whose career reflects transformational service, strategic growth, and an unwavering commitment to empowering young people across New Jersey. As Executive Director of Big Brothers Big Sisters of Coastal & Northern New Jersey since 2008, he has expanded the organization from serving 300 youth annually to more than 2,000, now spanning ten counties with a \$3.8 million operating budget, while earning national recognition for quality, safety, and evidence-based outcomes.

His extensive community service includes leadership roles on advisory boards in human services, trauma-informed practice, violence prevention, and statewide ACEs initiatives. He is a long-standing contributor to the Brookdale President's Community Advisory Council and an advocate for higher-education access as a driver of economic mobility. William's personal achievements including his military service, lifelong mentoring work, and commitment to developing next-generation nonprofit leaders reflect resilience, integrity, and compassion.

Through his transformational leadership, steadfast commitment to youth and families, and profound alignment with Brookdale's values of Creativity, Courage, Compassion, and Collaboration, William Salcedo is recommended to be honored with a Brookdale Community College Honorary Associate Degree. He stands as an inspiring model for students, community leaders, and all who strive to serve others with integrity, vision, and a deep belief in the power of opportunity.

## Ratifying the President's Appointment of an Alternate Public Records Custodian

### RESOLUTION

**WHEREAS**, the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.) (“OPRA”) requires government agencies, including Brookdale Community College, to designate a Custodian of Government Records responsible for receiving, reviewing, and responding to requests for access to government records; and

**WHEREAS**, *Brookdale Community College Policy 2.0002 — Public Access to Government Records* authorizes the President to appoint the Custodian of Government Records and to develop and implement regulations and procedures ensuring College compliance with OPRA;

**WHEREAS**, OPRA requires timely responses to public records requests, generally within seven (7) business days unless an extension is otherwise permitted by law; and

**WHEREAS**, the absence of the Records Custodian due to official leave may impede the College’s ability to comply with OPRA’s statutory deadlines; and

**WHEREAS**, pursuant to the authority granted under Policy 2.0002, the President has appointed the Senior Assistant to the President and the Board of Trustees to serve as the Alternate Public Records Custodian to maintain continuity of operations and ensure timely responses to OPRA requests;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees hereby ratifies and affirms the President’s appointment of the Senior Assistant to the President and the Board of Trustees as the Alternate Public Records Custodian; and

**BE IT FURTHER RESOLVED**, that the Alternate Public Records Custodian is authorized to exercise all duties, responsibilities, and authority of the Records Custodian during any period in which the Records Custodian is on leave, unavailable, or otherwise unable to perform such duties; and

**BE IT FINALLY RESOLVED**, that this designation shall remain in effect unless amended or rescinded by further Board action

**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.

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

<b>2026 Public Business Meetings (PBM)</b>	<b>Executive</b>	<b>Finance &amp; Facilities</b>	<b>Governance</b>	<b>Student Success &amp; Educational Excellence</b>	<b>Audit</b>	<b>Ad-Hoc Credential Expansion</b>	<b>NJCCC Council</b>	<b>Foundation</b>
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	Shall meet a minimum of four times per year or as needed	Shall meet a minimum of four times per year or as			
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
<b>Wednesday,</b> 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
<b>Saturday, April 18, 2026 BOARD RETREAT</b>								
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	<del>May 21</del> 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 <b>6:30 PM</b>	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		