

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

April 28, 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.

Present	Trustees	Administration:
	Ms. Barbara Horl, Chair	Dr. Katie Lynch
	Ms. Tracey Abby-White, Trustee, Vice-Chair	Ms. Nancy Kaari
	Mr. Steve Clayton, Trustee	Dr. Yesenia Madas
	Dr. Stephanie D'Alessio, Trustee	Mr. Kornipibob Kanthanjan
	Mr. James McCracken, Trustee	Dr. Nancy Kegelman
	Dr. Les Richens, Trustee	Ms. Bonnie Passarella, Esq.
	Dr. David Stout, Secretary	Dr. Teresa Manfreda-Foley
	Ms. Mary Pat Angelini, Trustee	Ms. Cynthia Gruskos
	Mr. Montez Swartz, Trustee	
	Ms. Cyndie Williams, Trustee	
Absent	Ms. Dyese Davis, Trustee	
	Mr. Paul Crupi, Trustee	
	Ms. Stephanie L. Hoitt, Trustee	
College Counsel	Mr. Mitch Jacobs, Esq., General Counsel	

Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:

On April 22, 2026 at 8:30 AM advance written notice of this meeting was posted on the Brookdale Community College website; posted on the BAC Bulletin Board and filed with the Clerk of the County of Monmouth.

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

Chair 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.

Dr. Stout led a moment of silence in memory of

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda	<p>A motion to adopt the agenda was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p>Motion passed.</p>	
Approval of Resolution Recognizing and Celebrating the month of April as National Community Month	<p>A motion to adopt a resolution that the Board of Trustees recognizes April as National Community College Month and celebrates the College’s enduring service to the residents, businesses and communities of Monmouth County was made by Vice Chair Abby-White and seconded by Trustee Montez.</p> <p>Motion passed.</p>	
<p>Employee Recognition - The Board of Trustees conducted a comprehensive employee recognition segment honoring faculty, staff, and administrators for tenure, promotion, and exemplary performance. The recognition program underscored the College’s commitment to excellence, professional growth, and service aligned with Brookdale’s mission and strategic priorities.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>A. Faculty Tenure Promotion & Recognition</p> <p>1. Tenure Recognition - The Board recognized seven faculty members who were recommended for and granted tenure following a rigorous review process led by Academic Affairs. Dr. Katie Lynch presented the tenure candidates, noting their teaching excellence, service, innovation, and long-term commitment to student success and institutional advancement. The Board formally acknowledged the awarding of tenure as a critical milestone that reinforces academic continuity, intellectual freedom, and sustained excellence at the College.</p> <p>2. Promotion Recognition - The Board recognized faculty recommended for promotion to Associate Professor and Full Professor following evaluation by the College-Wide Promotion Committee. Dr. Katie Lynch and Professor Rob Martins, Chair, College Wide Promotion Committee, highlighted that promotion decisions were grounded in sustained teaching excellence, continued professional growth, meaningful service, and demonstrated leadership with institutional impact. Professor Martins further highlighted each faculty promotion candidate’s individual achievements, emphasizing their instructional excellence, governance participation, scholarly activity, and leadership contributions. The recognition served as a recommendation to approve the promotion of eight faculty members to Associate Professor and two faculty members to Full Professor, in recognition of their significant contributions to instruction, governance, scholarship, and leadership</p> <p>B. Professional Staff Association Performance Recognition & Administrative Association Recognition</p> <p>1. Professional Staff Performance Recognition Committee - The Board recognized the recipients of the Professional Staff Performance Recognition Program, a long-standing, competitive, peer-reviewed initiative honoring support staff who consistently exceed expectations and demonstrate exceptional dedication to the College. The program, presented by Molly Dillon with the Performance Recognition Committee, acknowledged three staff members for their sustained excellence, professional growth, and meaningful contributions to students, colleagues, and institutional operations.</p> <p>2. Administrative Association Promotion within Band - The Board recognized five Administrators selected for promotion within band as part of the second year of the pilot Promotion Within Band program. The program was presented as a structured, merit-based process designed to recognize administrators who demonstrate sustained excellence, leadership, professional development, and impact aligned with the College’s mission. Committee members and program leadership were acknowledged for their collaborative efforts in ensuring a fair, rigorous, and meaningful review process. Susan Scarangella and Victoria Massa, two members of this year’s Promotion Within Band Committee introduced this year’s five successful candidates and highlighted their achievements leading to promotion.</p>		

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<p>C. Recognition of Emeriti - Dr. Stout presented the formal recognition of the 2026 Emeriti Class, honoring retired professional staff, faculty, and administrators whose careers at Brookdale spanned more than 25 years of distinguished service. A formal proclamation was read recognizing the lifelong contributions of the Emeriti recipients, whose dedication, leadership, teaching excellence, and service helped shape the College’s reputation and impact. The Board acknowledged that each honoree’s name would be permanently inscribed on a plaque housed in the Bankier Library in recognition of their enduring legacy. This year’s Emeriti Class includes the following retired employees:</p> <p>Tara Deedmeyer Professional Staff, Emerita Vivian DeLosSantos Administrator, Emerita Elaine Klett Professor, Emerita Peter Lucyk Professional Staff, Emeritus Marie Maber Professor, Emerita Frank Rother Administrator, Emeritus (posthumously) Patricia Sensi Administrator, Emerita</p>		
<p>Approval of Human Resources</p>	<p>A motion to approve human resources was made by Trustee Richens and seconded by Vice Chair Abby-White.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Angelini, Clayton, D’Alessio, McCracken, Richens, Swartz, Williams, and Chair Horl</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Board Recess</p>	<p>A motion was made to recess by Trustee Richens- and seconded by Vice Chair Abby-White.</p> <p>Motion passed.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Reconvene	A motion to reconvene the meeting was made by Trustee Richens and seconded by Trustee Hoitt. Motion passed.	
<p>President’s Report</p> <p>Dr. Stout delivered his President’s Report, emphasizing progress on the College’s strategic plan, the upcoming Middle States reaccreditation visit, and continued institutional planning efforts. He highlighted preparations for the visiting team chair’s campus visit, noted progress on accreditation documentation, and recognized retiring faculty members for their long service and lasting contributions to Brookdale. Dr. Stout concluded by reaffirming the College’s commitment to transparency, strategic alignment, and student success.</p>		
<p>Reports from the Board Committees and Liaisons</p> <p>A. Finance & Facilities Committee – Trustee McCracken reported on the April 21, 2026 meeting of the Facilities and Finance Committee. The Committee reviewed the College’s February 2026 financial statements, with presentations from senior Finance and Facilities leadership. A comprehensive facilities update was provided, including operational impacts related to winter conditions. The Committee noted approximately \$1.3 million in snow removal expenses incurred during the season and discussed the College’s application for state reimbursement to offset a portion of those costs. The Committee also reviewed the February check register and purchase items included in the Board packet. In addition, the Committee discussed a previously awarded tree grant, which the College elected to decline due to implementation restrictions, timing concerns, and feasibility challenges identified by Facilities staff. The Committee further received an update from Foundation leadership highlighting significant year-over-year growth in revenue and increased programmatic investment supporting institutional priorities</p> <p>B. Student Success & Educational Excellence Committee - Dr. D’Alessio reported on the April 22, 2026 meeting of the Student Success and Educational Excellence Committee, outlining student engagement, academic, and operational highlights. Student Affairs updates included the Spring Open House, which hosted 407 attendees, exceeded five-year participation benchmarks, and was supported by student volunteers and ambassadors. Commencement planning was discussed, noting more than 1,500 graduation applications, with enhanced student experience features scheduled for the ceremonies, including simulcast overflow viewing and digital programming access. Academic Affairs updates included the launch of a 15-week First-Year Experience road-to-graduation model focused on</p>		

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<p>engagement, wellness, readiness, and completion, as well as exploration of a student-led language bank to support multilingual learners. Faculty advancement highlights were reviewed, including the granting of tenure, multiple faculty promotions, professional staff performance recognition, and administrator promotions within band. Programmatic and institutional updates included new and renewed clinical partnerships, proposed adjustments to Nursing program credit requirements pending Board approval, progress toward Dental Hygiene accreditation, and strategic assessments of regional locations resulting in paused operations or transitioned use to reduce costs while maintaining access.</p> <p>C. Graduate Trustee Report – The Graduate Trustee provided a student-focused report highlighting campus engagement, achievement, and community building throughout April. Trustee Swartz noted student participation in advising, transfer, and financial aid events, as well as student success stories including full-ride scholarship awards and acceptances to highly competitive institutions. Major student life milestones included the Wilbur Ray Scholarship Celebration, recognition of Brookdale NASA interns presenting research projects in partnership with NASA and the New Jersey Grant Consortium, Business Club success at the statewide case competition, and cultural and wellness programming such as Shakespeare events, spring performances, and Anti-Stress Week activities. The report emphasized that these initiatives reflect Brookdale’s commitment to leadership development, scholarship, wellness, and holistic student success.</p> <p>A. NJCCC Update – Chair Horl reported on her recent activities with the New Jersey Council of Community Colleges (NJCCC), focusing on statewide advocacy related to funding and rising operational costs impacting community colleges. She described multiple meetings held with state legislators, members of the Governor’s Office, and higher education stakeholders to advocate for continued support of community colleges and to address escalating state health benefits costs affecting all institutions across the sector. Chair Hall noted that while Brookdale was flat-funded in the current state budget, increasing benefits expenses continue to place significant financial pressure on community colleges statewide.</p> <p>Chair Horl reported that NJCCC is working collaboratively with legislative partners and statewide organizations to pursue potential relief measures, including discussion of a proposed supplemental appropriation that would provide proportional assistance to community colleges. She also noted participation in NJCCC executive and legislative committee meetings and attendance at a recent Assembly budget hearing, where testimony from higher education leaders underscored shared fiscal challenges. Chair Horl concluded by emphasizing the importance of continued advocacy leading up to the June 30 budget deadline and reaffirmed Brookdale’s active role in statewide efforts through NJCCC.</p>		

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<p>B. President’s Advisory Council - Trustee Clayton reported on the April meeting of the President’s Community Advisory Council, held at the Culinary Education Center in Asbury Park. The meeting highlighted the College’s continued community engagement and partnerships, including an update from Dr. Stout regarding the planned sale of the Long Branch location while maintaining strong service connections within the community. Trustee Clayton noted that the Advisory Council featured a spotlight presentation from the Fashion Design and Merchandising Program, which emphasized student outcomes, transfer success to nationally recognized institutions, experiential learning opportunities, and the upcoming student fashion show. The meeting was described as well attended, informative, and reflective of Brookdale’s role as a regional workforce and educational leader.</p> <p>C. Foundation Update - Vice Chair Abby-White provided a brief Foundation update, echoing appreciation for the successful Scholarship event and the collaborative efforts of trustees, staff, donors, and volunteers. She advised that finalized fundraising and revenue figures would be shared with the Board at a subsequent meeting, noting the Foundation’s continued momentum and impact in advancing student scholarships and College initiatives.</p>		
<p>Public Comment on Agenda Items</p> <p>Chair Horl opened the meeting for public comment on agenda items only and no one in attendance or online requested to speak. Ms. Gruskos confirmed no written comments were submitted.</p>		
<p>Review of Consent Agenda</p> <ul style="list-style-type: none"> Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees. <p>Chair McCracken requested that #33 of Purchases, Independent Auditors be removed from the Consent Agenda for a separate vote.</p> <p>A. Acceptance of Consent Agenda</p>	<p>A motion to adopt the revised consent agenda was made by Vice Chair Abby-White and seconded by Trustee Angelini.</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Motion passed.	
Approval of Public Business Meeting Minutes - March 24, 2026	A motion to approve the minutes from the Public Business Meeting on March 24, 2026, was made by Trustee Richens and seconded by Vice Chair Abby-White. Minutes Approved.	
Approval of Executive Session Minutes - March 24, 2026	A motion to approve the Executive Session Minutes on March 24, 2026, was made by Trustee Angelini and seconded by Vice Chair Abby-White. Minutes Approved.	
Approval of Consent Agenda A. Submission of Grants B. Acceptance of Grants C. Withdrawal of Grant 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 (#33 removed) E. Open Invoice Payment Requests for Vendor, Student and Employee Payments F. Monthly Financial Reports G. Capital Project Update	A motion to approve the revised consent agenda was made by Trustee Richens and seconded by Vice Chair Abby-White. Motion passed YES: Trustees Abby-White, Angelini, Clayton, D'Alessio, McCracken, Richens, Swartz, Williams, and Chair Horl NO: None ABSTENTIONS: None	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>H. Clinical Contracts, MOUs for Credit & Professional Studies, Clinicals & Internships</p> <p>I. Recognition of Student Employees and their Supervisors</p>		
<p>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 - Purchase #33 - Independent Audit Services, RFP NO. 08-26 (FY27)</p>	<p>A motion was made to approve Purchase #33 – Independent Audit Services to be awarded to CliftonLarsonAllen LLP in the amount of \$75,600 was made by Vice Chair Abby-White and seconded by Trustee Angelini.</p> <p>Motion passed</p> <p>YES: Trustees Abby-White, Angelini, Clayton, D’Alessio, Richens, Swartz, Williams, and Chair Horl</p> <p>NO: None</p> <p>ABSTENTIONS: Trustee McCracken</p>	
<p>Approval to increase the authorized credit limit for the Nursing Program, Associate in Applied Science (A.A.S.) from 64 credits to 65 credits</p>	<p>A motion to approve by resolution to increase the authorized credit limit for the Nursing Program, Associate in Applied Science (A.A.S.) from 64 credits to 65 credits was made by Trustee Richens and seconded by Vice Chair Abby-White.</p> <p>Motion passed</p> <p>YES: Trustees Abby-White, Angelini, Clayton,</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	D'Alessio, McCracken, Richens, Swartz, Williams, and Chair Horl NO: None ABSTENTIONS: None	
<p>Public Comment</p> <p>Chair Horl opened the meeting for public comment and no one in attendance or online requested to speak. Ms. Gruskos confirmed no written comments were submitted.</p>		
<p>Resolution to Hold a Closed Meeting</p>	<p>A motion to approve by resolution (Attachment A) to hold an Executive Session was made by Trustee Richens and seconded by Vice Chair Abby-White.</p> <p>Motion passed</p>	
<p>Motion to Re-Open the Meeting to the Public</p>	<p>A motion to reopen the meeting to the public was made by Trustee Richens and seconded by Trustee Hoitt.</p> <p>Motion passed.</p>	
<p>Approval of the closure of Additional Location - Eastern Monmouth Higher Education Center at 61 Neptune Boulevard, Neptune, NJ and authorize Classroom Use Agreement at Neptune High School</p>	<p>A motion to approve by resolution the closure of Additional Location - Eastern Monmouth Higher Education Center at 61 Neptune Boulevard, Neptune, NJ and authorize Classroom Use Agreement at Neptune High School</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>was made by Trustee Angelini and seconded by Vice Chair Abby-White.</p> <p>Motion passed</p> <p>YES: Trustees Abby-White, Angelini, Clayton, D’Alessio, McCracken, Richens, Swartz, Williams, and Chair Horl</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Approval of sale of property located at 195 Broadway, Long Branch, NJ and Authorization for Lease Agreement of 131 Bath Ave, Long Branch, NJ</p>	<p>A motion to approve by resolution authorizing the President of Brookdale Community College to negotiate the final terms of a purchase and sale agreement and lease agreement, and to take all actions necessary to effectuate the sale of the property (195 Broadway, Long Branch) to in leasing of the property (131 Bath Ave., Long Branch) from the City of Long Branch, including but not limited to executing any documents related thereto on the College's behalf was made by Vice Chair Abby-White and seconded by Trustee Richens.</p> <p>Motion passed</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>YES: Trustees Abby-White, Angelini, Clayton, D’Alessio, McCracken, Richens, Swartz, Williams, and Chair Horl</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Old/New Business – Chair Horl announced that our Middle States Self-Study Team Chair, Dr. McGorry will be visiting the campus on May 5. The Board will be meeting with her in the Student Life Center, Ft. Hancock Roo at 4 pm.</p> <p>Chair Horl announced that Trustee Richens resigned from the Audit Committee and Trustee Clayton was appointed as Chair of the Audit Committee.</p>		
<p>Adjournment Meeting adjourned at 8:45 pm</p>	<p>A motion to adjourn the meeting was made by Trustee Clayton and seconded by Vice Chair Abby-White.</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 2 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 **April 28, 2026 at approximately 7:40 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 _____

Approved: April 28, 2026 - RESOLUTION

"(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 – **consideration of leasing real property, as well as negotiations of a contract for the sale of 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: **two matters of attorney client privilege**

"(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 45 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.