

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

May 26, 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
	Ms. Mary Pat Angelini, Trustee	Dr. Yesenia Madas
	Mr. Steve Clayton, Trustee	Mr. Kornipibob Kanthanjan
	Mr. Paul Crupi, Trustee	Dr. Nancy Kegelman
	Dr. Stephanie D’Alessio, Trustee	Ms. Bonnie Passarella, Esq.
	Ms. Dyese Davis, Trustee	Dr. Teresa Manfreda-Foley
	Ms. Stephanie L. Hoitt, Trustee	
	Mr. James McCracken, Trustee	
	Dr. Les Richens, Trustee	Ms. Cynthia Gruskos
	Dr. David Stout, Secretary	
	Mr. Montez Swartz, Trustee	
	Ms. Cyndie Williams, Trustee	
Absent		
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 May 21, 2026 at 10:14 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 the Board in a moment of silence to honor several valued members of the Brookdale community who recently passed away. The Board recognized Laura Cheremisinoff, who retired in 2021 after more than 20 years of dedicated service and was remembered as a respected leader, mentor, and colleague whose professionalism and warmth made a lasting impact on the campus. Genevieve Heckman was also remembered as a longtime member of the Brookdale family, known for her deep devotion to family, faith, and community. The Board further honored Kathleen “Kathie” Poracky, an adjunct mathematics instructor whose passion for teaching and compassion inspired countless students. Dr. Stout also shared the unexpected passing of current employee Julie Murphy, a beloved member of the campus community who served the College for nearly 34 years, first in the Children’s Learning Center and later in the One Stop Center, where she was most recently promoted to an administrative role.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda	A motion to adopt the agenda was made by Trustee Richens and seconded by Trustee McCracken. Motion passed.	
President’s Report Dr. Stout reported that the College’s new strategic plan is nearing completion following nearly two years of campus-wide engagement and will be shared with the campus community shortly. The plan introduces four focused “Bold Priorities,” emphasizing a shift toward fewer, high-impact goals aligned with a central objective of increasing student completion rates to 60 percent, significantly above current levels. To achieve this, the College will prioritize strengthening academic pathways, improving operational efficiency, advancing a culture of care through		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>enhanced student services, and expanding external partnerships and alternative revenue sources. The plan is structured over a five-year period with phased development, implementation, and sustainability, supported by key performance indicators. Dr. Stout underscored a strong commitment to data-informed decision-making, including improved tracking of student outcomes, clearer identification of student intent, and enhanced data governance. He also highlighted strategies to improve student success, such as expanded use of technology in advising, reverse transfer opportunities, and workforce-aligned credentials. All efforts are being guided by a poverty-informed lens to better support student needs, with an emphasis on aligning resources effectively to maximize impact</p>		
<p>Reports from the Board Committees and Liaisons</p> <p>A. Finance & Facilities Committee - May 19, 2026 - Trustee McCracken reported that the Finance and Facilities Committee received a comprehensive facilities update indicating steady progress across projects, and reviewed financials showing that while revenues are increasing, expenses are also rising, with unbudgeted costs such as snow removal significantly impacting the budget. The committee reviewed major expenditures, including necessary laptop replacements, as well as routine payments to vendors, students, employees, and grant and foundation-related activities. Discussion also focused on the College’s structural deficit, noting that recurring expenses are exceeding revenues year over year, with reserves being used to offset the gap. Key cost drivers include rising health benefit expenses and utilities. Leadership is actively developing creative strategies to address the deficit and keep the college on a sound financial path.</p> <p>B. Ad-Hoc Credential Expansion Committee - May 20, 2026 - Trustee Williams reported that the Ad-Hoc Credential Expansion Committee met on May 20 to review the performance and strategic direction of the College’s non-credit programs, with a focus on workforce-aligned credentials and opportunities for scalable growth. She noted that non-credit programs are performing strongly, with completion rates consistently between 95% and 97%, and highlighted key areas such as healthcare, business, and especially educator preparation programs, which generate significant enrollment and revenue through a highly scalable online model. The committee emphasized the importance of aligning program offerings with workforce demand, including leveraging the Eligible Training Provider List to access funding opportunities and position the College for future workforce Pell grants. Looking ahead, the College plans targeted expansion in high-demand sectors such as construction and trades, technology, healthcare, business, and education, guided by labor market data, employer input, and student demand. Improvements to the registration process have enhanced efficiency and scalability, and the committee identified key priorities including strengthening employer partnerships, maintaining alignment with workforce needs, and increasing</p>		

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<p>awareness of high-performing programs to support continued enrollment growth and institutional leadership in workforce development.</p> <p>C. Governance Committee - May 20, 2026 - Trustee Davis reported that the Governance Committee met on May 20 and completed a comprehensive review and update of several key policies to strengthen institutional oversight and alignment with audit and accreditation expectations. This included advancing a centralized contract management framework to ensure consistent tracking and monitoring of agreements, revising institutional membership practices to improve purchasing controls, and refining the educational program effectiveness policy to better align with state learning standards and reinforce ongoing assessment of student outcomes. The Committee also discussed outcomes from the Board Retreat, identifying priorities such as developing a framework to address the structural deficit, increasing focus on strategic discussions at board meetings, and enhancing communication among trustees and leadership. Additional discussions addressed Trustee professional development with attention to cost management, implementation of a biannual board self-evaluation process, and clarification of timelines for establishing and evaluating presidential goals. The Committee also reviewed preparations for the upcoming Middle States accreditation visit.</p> <p>D. Graduate Trustee Report - Trustee Swartz reported on a number of recent student-focused milestones and achievements that highlight the vitality of the Brookdale community. He recognized the 12th cohort of Brookdale’s NASA interns for their outstanding accomplishments and representation of the College, and highlighted the Honors Symposium, where graduating honors students demonstrated strong academic achievement and research excellence. He also acknowledged the Outstanding Student Award recipients across multiple academic divisions and celebrated graduating students for their contributions and success. Additionally, Trustee Swartz formally introduced and commended the incoming Graduate Trustee, Jocelyn Fajardo, noting her leadership, service, and impact on campus through student government and student engagement initiatives. He concluded by emphasizing that these student achievements reflect the broader excellence, resilience, and supportive community that define the College.</p> <p>E. NJCCC Update - Chair Horl reported on recent activities of the New Jersey Council of County Colleges (NJCCC), noting that the Executive Committee met on May 18 and approved several policies, including updates to bylaws, business practices, and statutory responsibilities in response to recent legislative changes. A significant portion of the discussion focused on statewide budget strategies and ongoing advocacy efforts with legislators at the State House, particularly in response to rising costs. She emphasized that increasing health benefits expenses continue to be a major challenge for community colleges, with discussions underway regarding potential supplemental state aid, though no sponsor had yet been identified. Chair Horl also referenced concerns about possible mid-year increases in state health benefit costs. She highlighted the upcoming NJCCC Pathways Summit in June as an</p>		

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<p>important convening for collaboration and dialogue, where leadership will further address shared financial challenges, including healthcare costs and potential collective solutions such as alternative insurance structures. Additionally, she noted her participation in the national ACCT Student Success Committee work, focused on strengthening student advocacy by empowering student leaders to effectively communicate their experiences to policymakers.</p> <p>F. Foundation Update - Vice Chair Abby White reported on recent Foundation activities, noting ongoing planning for the College’s upcoming 60th anniversary gala, including consideration of a new date, location, and format to enhance engagement. She shared that, despite slightly lower attendance, the most recent fundraising event was successful, generating over \$100,000 to support student scholarships. She emphasized the importance of continued fundraising efforts, particularly in light of the College’s financial challenges, and noted that the Foundation will need to expand its support for students. Looking ahead, she highlighted early planning for next year’s gala and the upcoming golf outing, while also discussing the potential opportunity to host future events on campus to showcase facilities and reduce costs.</p>		
<p>Public Comment on Agenda Items</p> <p>Chair Horl opened public comment on agenda items and no one in attendance offered comments. Ms. Gruskos confirmed no public 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>A. Acceptance of Consent Agenda</p>	<p>A motion to adopt the consent agenda was made by Trustee Richens and seconded by Trustee Clayton.</p> <p>Motion passed.</p>	
<p>Approval of Public Business Meeting Minutes - April 28, 2026</p>	<p>A motion to approve the minutes from the Public Business Meeting on April 28, 2026, was made by Vice Chair Abby-White and</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>seconded by Trustee D'Alessio.</p> <p>Minutes approved.</p> <p>Abstentions: Trustees Crupi, Davis and Hoitt.</p>	
<p>Approval of Executive Session Minutes – April 28, 2026</p>	<p>A motion to approve the Executive Session Minutes on April 28, 2026, was made by Trustee Clayton and seconded by Vice Chair Abby-White.</p> <p>Minutes approved.</p> <p>Abstentions: Trustees Crupi, Davis and Hoitt</p>	
<p>Approval of Special Public Business Meeting Minutes (Board Retreat) - April 18, 2026</p>	<p>A motion to approve the minutes from the Special Public Business Meeting (Board Retreat) on April 18, 2026, was made by Trustee Richens and seconded by Trustee Clayton.</p> <p>Minutes approved.</p> <p>Abstentions: Trustee D'Alessio</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Approval of Special Public Business Meeting Minutes - May 5, 2026</p>	<p>A motion to approve the minutes from the Special Public Business Meeting on May 5, 2026, was made by Trustee Richens and seconded by Trustee Davis.</p> <p>Minutes approved.</p>	
<p>Approval of Consent Agenda</p> <ul style="list-style-type: none"> A. Approval of Human Resources B. Acceptance of Gifts C. Acceptance of Grants 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 E. Open Invoice Payment Requests for Vendor, Student and Employee Payments F. Monthly Financial Reports G. Capital Project Update 	<p>A motion to approve the consent agenda was made by Vice Chair Abby-White and seconded by Trustee clayton.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Angelini, Clayton, Crupi, D'Alessio, Davis, Hoitt, McCracken, Richens, Swartz, Williams and Chair Horl.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Lodging of New or Revised Policy</p> <ul style="list-style-type: none"> A. New Policy - 4.2003 Contract Management and Third Party Providers B. Revised Policy - 2.0015 Institutional Memberships C. Revised Policy - 5.0006 Effectiveness of Educational Programs 	<p>A motion to approve the lodging of the new or revised polies listed below was made by</p> <ul style="list-style-type: none"> A. New Policy - 4.2003 Contract Management and Third Party Providers 	

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	<p>B. Revised Policy - 2.0015 Institutional Memberships</p> <p>C. Revised Policy - 5.0006 Effectiveness of Educational Programs</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Angelini, Clayton, Crupi, D’Alessio, Davis, Hoitt, McCracken, Richens, Swartz, Williams and Chair Horl.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Public Comment</p> <p>Chair Horl opened public comment and no one in attendance offered comments. Ms. Gruskos confirmed no public comments were submitted.</p>		
<p>Old/New Business –</p> <p>Vice Chair Abby-White shared a personal anecdote highlighting the transformative impact of the College, describing the story of a former student who, after emigrating with limited resources and English proficiency, was supported by the College in becoming a U.S. citizen and pursuing a successful nursing career, with her family also benefiting from educational opportunities. The Board acknowledged the story as a meaningful reflection of the institution’s mission and impact on student lives.</p> <p>Chair Horl announced that the Board Self-Evaluation is in process and all Trustees are requested to complete it by May 28. Cynthia has sent out the link to the Board Self-Evaluation and has requested that you confirm with her once you have completed it.</p>		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Chair Horl announced that the next Audit Committee on June 17 is being rescheduled and the tentative date is July 8 at 5 PM</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 Clayton and seconded by Trustee Abby-White.</p> <p>Motion approved.</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 Clayton and seconded by Trustee Abby-White.</p> <p>Motion approved.</p>	
<p>Ratification of Purchase and Sale Agreement - 195 Broadway, Long Branch and Lease Agreement of 131 Bath Ave., Long Branch</p>	<p>A motion to approve by resolution to ratify the execution and delivery of the Purchase and Sale Agreement for Real Property between the College and the City of Long Branch for the sale of the College's property located at 195 Broadway, Long Branch, New Jersey which includes a lease arrangement for space at 131 Bath Ave., Long Branch for a 15 year term, and authorizes the President of Brookdale</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	<p>Community College and other officers of the College to take all actions necessary to carry out the terms of the agreement, including but not limited to finalizing and executing the related lease agreement and closing documents for the conveyance of title to the property was made by Trustee Crupi and seconded by Vice Chair Abby-White.</p> <p>Motion passed.</p> <p>YES: Trustees Abby-White, Angelini, Clayton, Crupi, D’Alessio, Davis, Hoitt, McCracken, Richens, Swartz, Williams and Chair Horl.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
<p>Adjournment</p> <p>Meeting adjourned at 8:11 pm</p>	<p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Vice Chair Abby-White.</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 4 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 **May 26, 2026 at approximately 6:45 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 _____

Approved: May 26, 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 – **negotiations of a contract for the sale of property and consideration of leasing real property, contract negotiations for an easement on Freehold 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: **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..: **discussion of President's employment contract.**

"(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.