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
2026-10-27 17:30 - 2026-10-27 20:30 EDT

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BROOKDALE COMMUNITY COLLEGE

Board of Trustees
Public Business Meeting Minutes

September 22, 2026

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

Chair Horl called the meeting to order at 5:35 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	Mr. Kornipibob Kanthanjan
	Mr. Paul Crupi, Trustee	Dr. Laura Longo
	Dr. Stephanie D'Alessio	
	Ms. Dyese Davis, Trustee	Dr. Teresa Manfreda-Foley
	Ms. Stephanie L. Hoitt, Trustee	
	Dr. Les Richens, Trustee	Ms. Cynthia Gruskos
	Dr. David Stout, Secretary	
	Ms. Jocelyn Fajardo, Trustee	
	Ms. Cyndie Williams, Trustee	
Absent	**Ms. Mary Pat Angelini, Trustee**	
	Mr. James McCracken, Trustee	
College Counsel	**Mr. Mitchell B. 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 September 17, 2026 at 4:30 pm 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 and attendees in a moment of silence in memory of Jerry Friedman, who passed away on September 2 at age 79. Dr. Stout recognized Mr. Friedman's 30 years of service to Brookdale as an adjunct history instructor and noted his commitment to students, learning, and the Brookdale community. He extended condolences to Mr. Friedman's family, friends, former students, and colleague

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda	A motion to adopt the agenda was made by Trustee Clayton and seconded by Trustee Richens. Motion passed.	
Resolution to Hold a Closed Meeting	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. Motion passed.	
Motion to Re-Open the Meeting to the Public	A motion to reopen the meeting to the public was made by Trustee Richens and seconded by Vice Chair Abby-White.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Motion passed.	

President's Report

Dr. Stout thanked the campus community for attending the meeting and expressing support for fellow employees during a difficult period. He acknowledged the impact of the reduction-in-force process on employees and stated that, should the Board approve the reduction in force, the College would proceed with the process as compassionately as possible. He also recognized the leadership team for its work over the preceding months to address the College's structural deficit. He also provided an update on preparations for the upcoming Middle States accreditation visit, noting that the College is conducting professional development related to the self-study and accreditation process and that additional preparation will continue for the Board. He reported that the Middle States site visit is scheduled for November 8 through 11, 2026

Reports from the Board Committees and Liaisons

The Chair noted that the Finance and Facilities Committee's scheduled meeting was replaced by a special public business meeting; therefore, no Finance and Facilities Committee report was presented.

A. Governance Committee - Trustee Davis reported that the Governance Committee met on September 16. 2026 and reviewed policies as part of the regular policy review cycle. The Committee reviewed proposed Policy 2.9005 Artificial Intelligence Governance and Responsible Use, which was developed in preparation for the upcoming Middle States accreditation visit and through collaboration among College leadership, information technology staff, accreditation representatives, and other stakeholders. The discussion addressed responsible use of artificial intelligence, governance, flexibility as the technology evolves, and the application of existing student, employee, and conduct policies to misuse of artificial intelligence. The Committee also reviewed revisions to Policy 4.6000, Auxiliary Services, which were intended primarily to clarify existing language, and Policy 6.1006, Service Animals and the ADA, including revisions addressing definitions, responsibilities, emotional support animals, liability, and activities occurring at third-party or off-campus locations. The Committee supported advancing all three policies for lodging.

Trustee Davis also reported on the President's evaluation process, noting that President Stout submitted his self-evaluation on August 3 and that an ad hoc evaluation committee consisting of Chair Horl and Trustees Davis and Angelini had been appointed. The Committee will obtain feedback from Trustees, prepare a written appraisal, and meet with President Stout on

Topic and Discussion	Votes Taken	Action and Follow-up Actions

October 27, with completion of the evaluation anticipated by November 1. The Board will consider the President's employment extension in February based on the annual evaluation and a mid-year assessment.

The Committee reviewed the process and timeline for nomination and election of Board officers and supported continuing the established process with adjusted dates. Nominations will be solicited beginning October 26, confirmed November 2, and accepted candidates will provide written statements for distribution to the Board prior to the November 24 reorganization meeting.

Trustee Davis also discussed upcoming professional development and conferences, noting that Trustees would continue to cover certain travel-related expenses while the College covers registration during this fiscal year, and that the Committee supported continued assistance for the Graduate Trustee to attend at least one conference. The Committee also began planning for the next Board retreat, including potential topics related to leadership, strategic partnerships, artificial intelligence, and topics raised through the Board self-evaluation.

Finally, Trustee Davis reported on Middle States Standard VII, Governance, Leadership and Administration, and the planned use of a Canvas training shell and a workshop at the October 27 Board meeting to assist Trustees in preparing for the accreditation visit.

B. Student Success & Educational Excellence Committee –Trustee D'Alessio reported that the Committee met on September 17, 2026 and received updates concerning enrollment, academic programming, student support, and preparation for the Middle States visit. The Committee welcomed Dr. Staci Drewson, the newly appointed Dean of Health Sciences. Preliminary enrollment information showed an overall 3.1 percent decline in FTE compared with the prior year, while shorter terms showed increases. The Committee also received updates on student support efforts, including work by enrollment services advisors and text campaigns,

Trustee D'Alessio reported that the Dental Hygiene Applied Sciences Program received approval from the State Academic Issues Committee and is proceeding toward accreditation, with an anticipated Fall 2028 start. The Committee also requested an update concerning the dental radiology program. The Committee reviewed preparations for the Middle States site visit, including the College's self-study and resources being developed to assist employees and Board members. Discussion of Standards III, IV, and V highlighted institutional strengths and areas for continued improvement, including math pathways, analytics and early intervention, professional development, career communities, and the use of artificial intelligence and learning management system analytics. The Committee noted that this work is connected to the College's Strategic Plan 2030 and 60 by 30 goals.

Topic and Discussion	Votes Taken	Action and Follow-up Actions

C. Ad-Hoc Credential Expansion Committee - Trustee Williams reported that the Committee met on September 16, 2026 and received updates regarding expansion of workforce and credential offerings. The Committee reviewed Brookdale's participation as a full implementation partner in the Education Design Lab Community College Engine initiative, coordinated statewide through the New Jersey Council of County Colleges. Brookdale will receive $50,000 to support its participation, with an initial focus on micro-pathways in health services and technology and innovation. The pathways are intended to include stackable and portable credentials connected to degree pathways and aligned with employer needs, regional labor market demand, and employment and wage opportunities.

The Committee also reviewed expanded non-credit workforce programs, with new offerings in business, leadership, accounting, marketing, technology, and information technology support showing positive early results, including an 85 percent increase in enrollment in business-related training. The planned welding program, targeted for fall 2027, was also discussed, as were opportunities to expand healthcare workforce programming in response to regional workforce needs. The Committee emphasized employer outreach, strategic partnerships, internships, experiential learning, and employment placement and will continue to provide updates to the Board

D. Graduate Trustee Report - Trustee Fajardo reported on plans for the Graduate Trustee Advisory Committee, which will consist of current Brookdale students and seek participation from both highly engaged students and students who are less involved in campus activities. She stated that she intends for the Committee to engage students through classroom conversations and participate in hands-on campus activities. Trustee Fajardo also reported on recent student engagement activities, including an involvement fair attended by more than 550 students, with 49 clubs and 11 departments participating. She noted that several clubs reported significant increases in membership. Additional activities included an annual barbecue attended by approximately 400 students and an outdoor movie attended by approximately 100 students.

E. NJCCC Update – Chair Horl reported on the September 14, 2026 meeting of the New Jersey Council of County Colleges at Middlesex County College. She summarized remarks from Secretary of Education Margo Chaly concerning the role of county colleges in talent development and lifelong learning and the importance of trustees providing information regarding conditions on their campuses. Chair Horl reported that a consultant has been retained to study the number of New Jersey high school graduates who leave the state for education or employment and noted the importance of understanding student mobility and retention. Chair Horl also reported that the Council discussed collaboration among the state's 18 community colleges, including efforts related to health insurance, academic issues, student success, best practices, data sharing, and opportunities to expand educational and economic opportunity. The Council adopted priorities for 2026–27, including strengthening

Topic and Discussion	Votes Taken	Action and Follow-up Actions
the Future Ready Coalition, facilitating collaboration among community colleges, supporting academic and student-success initiatives, and connecting New Jersey community colleges with national philanthropic and funding opportunities. Chair Horl will continue to serve on the Council's legislative and executive committees. **F. Foundation Update –** Vice Chair Abby-White provided an update on Foundation activities, including the upcoming Education Open, the Feed the Future campaign scheduled for October 1 through October 31 with a fundraising goal of $12,500, and Breakfast with Brookdale scheduled for November 17. She encouraged Trustees and members of the community to participate in these activities and thanked the Board for its support		
Public Comment on Agenda Items Chair Horl opened the public comment section on agenda items only requesting commenter(s) to provide public comment in accordance with the instructions given by Mr. Jacobs. She further announced that public comment would be limited to 5 minutes per commenter. **Cameron Mount, President, Brookdale Faculty Association.** Mr. Mount spoke on behalf of the three local unions, noting the presence of the presidents of the Brookdale Administrative Association and Brookdale Professional Staff Association. He acknowledged the financial challenges facing the College and the efforts of College leadership to communicate with the associations throughout the process. He stated that the unions understood the financial circumstances and that the decisions before the Board were not being made lightly, while emphasizing the impact of the reduction in force on employees, students, and the College community. Mr. Mount described the roles of professional staff, administrators, and faculty in supporting students and maintaining College operations and expressed concern regarding the potential loss of institutional knowledge, services, and capacity. He asked the Board to consider the longer-term impact of eliminating positions in addition to the immediate financial savings and to consider the future needs of students and the community. **Jack Ryan, Brookdale Faculty Member.** Mr. Ryan addressed the anticipated impact of the reduction in force on affected employees and discussed the emotional and practical challenges associated with leaving the College. He suggested that the College consider simplifying the employee clearance process by coordinating required departmental clearances through Human Resources. He also encouraged the College and unions to maintain contact with affected employees and provide personal assistance and resources related to future employment opportunities. Mr. Ryan acknowledged the importance of resume workshops and similar resources while emphasizing the value of personal attention and continued support for affected employee		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
No written public comments were submitted, and no additional remote speakers requested an opportunity to speak. Vice Chair Abby-White thanked Mr. Mount, Mr. Brennan, Ms. Paci, and Mr. Ryan for attending and speaking on behalf of the affected employees and the broader College community. She acknowledged the difficulty of the decision before the Board and expressed appreciation for the compassion reflected in the comments and in the College's approach to the process. Chair Horl acknowledged the difficulty experienced by employees who would be affected by the reduction in force and expressed hope that the College community could proceed with compassion and care. She referenced the broader financial challenges facing county colleges and the impact of State Health Benefits costs, noting that other county colleges have faced similar circumstances. She thanked those who attended and expressed regret that the Board could not further ease the burden on affected employees. Seeing no additional public comment, Chair Horl closed the public comment portion of the meeting.		
Review of Consent Agenda • *Any item may be removed from the consent **agenda** for discussion by any voting member of the Board of Trustees.* **A. Acceptance of Consent Agenda**	A motion to adopt the consent agenda was made by Trustee Richens and seconded by Vice Chair Abby-White. Motion approved.	
Approval of Public Business Meeting Minutes - August 25, 2026	A motion to approve the minutes from the Public Business Meeting on August 25, 2026, was made by Trustee Clayton and seconded by Vice Chair Abby-White. Minutes approved.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of Executive Session Minutes – August 25, 2026	A motion to approve the Executive Session Minutes on August 25, 2026, was made by Trustee Richens and seconded by Vice Chair Abby-White. Minutes approved.	
Approval of Special Public Business Meeting Minutes - September 15, 2026	A motion to approve the minutes from the Special Public Business Meeting on September 15, 2026 was made by Trustee Richens and seconded by Vice Chair Abby-White. Minutes approved.	
Approval of Executive Session Minutes - September 15, 2026	A motion to approve the minutes from the Executive Session on September 15, 2026 was made by Vice Chair Abby-White and seconded by Trustee Hoitt. Minutes approved.	
Approval of Consent Agenda **A. Approval of Human Resources** **B. Acceptance of Gifts** **C. Submission of Grants** **D. Acceptance of Grants**	A motion to approve the consent agenda was made by Trustee Richens and seconded by Vice Chair Abby-White.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
E. Purchases in Excess of $44,900 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of $17,500 **F. Open Invoice Payment Requests for Vendor, Student and Employee Payments** **G. Monthly Financial Reports** **H. Capital Project Update**	**YES**: Trustees Abby-White, Clayton, Crupi, D'Alessio, Davis, Fajardo, Hoitt, Richens, Williams and Chair Horl **NO**: None **ABSTENTIONS**: None **Motion approved.**	
Lodging of New or Revised Policy **A. Revised Policy - 4.6000 Auxiliary Services** **B. Revised Policy - 6.1006 Service Animals and the ADA** **C. New Policy - 2.9005 Artificial Intelligence Governance And Responsible Use Policy**	A motion to the lodging of the new and revised policies listed below was made by Trustee Richens and seconded by Vice Chair Abby-White. A. Revised Policy - 4.6000 Auxiliary Services B. Revised Policy - 6.1006 Service Animals and the ADA C. New Policy - 2.9005 Artificial Intelligence Governance And Responsible Use Policy **YES**: Trustees Abby-White, Clayton, Crupi, D'Alessio, Davis, Fajardo, Hoitt, Richens, Williams and Chair Horl **NO**: None **ABSTENTIONS**: None **Motion approved.**	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of the Reduction in Force Plan for Strategic Reorganization and Authorization of the Terms of Voluntary Separation Agreements	A motion to approve by resolution the reduction in force plan for strategic reorganization and authorization of the terms of voluntary separation agreements was made by Trustee Clayton and seconded by Vice Chair Abby-White. **YES**: Trustees Abby-White, Clayton, Crupi, D'Alessio, Davis, Fajardo, Hoitt, Richens, Williams and Chair Horl **NO**: None **ABSTENTIONS**: None **Motion approved.**	

Public Comment

Chair Horl opened the public comment section requesting commenter(s) to provide public comment in accordance with the instructions given by Mr. Jacobs. She further announced that public comment would be limited to 5 minutes per commenter.

No public comment was made and Ms. Gruskos confirmed no written public comments were submitted.

Seeing no public comment, Chair Horl closed the public comment portion of the meeting.

Old/New Business –

Under old and new business, Dr. Stout reflected on the differences between the College's previous reduction-in-force process and the current process, noting changes in Board culture and the Board's relationship with the College community. He thanked the Board for its willingness to make difficult decisions while recognizing the impact those decisions have on employees.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Under new business, Chair Horl requested that the Board's meeting scheduled for Tuesday, November 24, before Thanksgiving be moved to the preceding Monday evening, November 23. She noted that a room was available and that the change would provide additional time for Trustees and others who travel to prepare and make arrangements prior to Thanksgiving. There were no objections, and Ms. Gruskos was instructed to make the change of date to November 23.		
Adjournment **Meeting adjourned at 7:09 pm**	A motion to adjourn the meeting was made by Trustee Richens and seconded by Vice Chair Abby-White. Motion approved.	

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 issue is permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on September 22, 2026 at approximately 5:35 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 –

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

☐ "(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 _30 to 60 __ minutes after which the public meeting of the Brookdale Community College Board of Trustees shall (select one) ☐ reconvene and immediately adjourn or

x 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.

BROOKDALE COMMUNITY COLLEGE

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

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 6 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires	**Recommendations**
Non-Supervisor – Administrative Operations	1
Adjunct Faculty	2

B. Change of Status	**Recommendations**
Supervisor – Direct Student Contact	1
Support Staff	1

C. Separations	**Recommendations**
Support Staff	1

BROOKDALE COMMUNITY COLLEGE

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

A. HIRES

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Grace Hill
   Department: Planning and Institutional Effectiveness
   Position: Senior Analyst, Institutional Research
   Salary: $77,753, to be prorated accordingly
   Effective: 11/16/26, subject to completion of all final contingencies

ADJUNCT FACULTY

1. Name: Aparajita Sahoo
   Department: Psychology

2. Name: Sarah McElroy
   Department: College Success

ADJUNCT DEGREE SUMMARY

Doctoral	Masters
1	1

B. CHANGE OF STATUS

SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Carmen Mora
   Department: Wellness Center
   Position: Licensed Clinical Social Worker (LCSW)
   Action: Title change only
   New Salary: No change
   Effective: 11/1/26

SUPPORT STAFF

1. Name: Mildred Rodriguez
   Department: Adult & Youth Literacy
   Position: Program Coordinator, Adult & Youth Literacy
   Action: Change in title and move from N4 to A2 position through reorganization
   New Salary: $63,831, to be prorated accordingly
   Effective: 11/1/26

BROOKDALE COMMUNITY COLLEGE

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

C. SEPARATIONS

SUPPORT STAFF

1. Name: Maria Vespa
   Department: Student Accounts
   Position: Specialist, Student Accounts
   Action: Retirement
   Effective: 11/30/26, with retirement on 12/1/26

1.51 Acceptance of Gifts
Background

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

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

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

DATE	DONOR	ITEM
10/6/26	Dr. Mark Quarto – FutureTech Auto LLC	Nineteen (19) 10'' Android Tablets

2.2 Acceptance of Grants
Executive Summary

A. **Funding Agency:** Substance Abuse and Mental Health Administration (SAMHSA)
Funding Opportunity: GLS Campus Suicide Prevention Grant
Program Title: N/A
Short Title: GLS Campus

Goal/Purpose: The SAMHSA GLS Campus Suicide Prevention Grant will support the college's Thrive Program, a hub of coordinated services designed to support students' mental health, stability, and well-being. Thrive will strengthen suicide prevention infrastructure and increase access to resources for more than 10,000 BCC students and thousands of community members. Thrive will foster a campus culture where students feel supported, connected, and empowered to seek help.

Total $ Received: $488,364
Institutional Match: N/A
Project Timeline: September 30, 2026 – September 29, 2030
Program Administrator: Summer Deaver

Recommendation:

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

R E S O L U T I O N

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

Funding Agency	**Name**	**Amount**
Substance Abuse and Mental Health Administration (SAMHSA)	GLS Campus Suicide Prevention Grant	$488,364

WHEREAS, the College has been notified that the funds have been approved; and
WHEREAS, Board Policy 2.0000 requires Board acceptance of all grants received by Brookdale Community College; and
WHEREAS, the President recommends acceptance of said grant funds;

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

2.1 Submission of Grants
Executive Summary

A. Funding Agency: New Jersey Community College Consortium for Workforce and Economic Development
Funding Opportunity: New Jersey Pathways to Career Opportunities (Year 5/FY27)
Program Title: N/A
Short Title: NJ Pathways

Goal/Purpose: Brookdale Community College submitted proposals for or partnered with other community colleges for the following NJ Pathways to Career Opportunities initiatives:

A Statewide Framework for Recognizing Prior Learning
Project Lead: Brookdale Community College - Susan Pagano
Total Allocated to BCC: $35,000

Applied Industry Training Initiative for Film & TV
Project Lead: Brookdale Community College - Diane Raver, New Jersey Film Academy
Total Allocated to BCC: $395,000

Certified Montessori Dementia Care Professional
Project Lead: Essex County College
Total Allocated to BCC: $5,500
BCC Lead: Scott Shanes

Lab Specimen Technician
Project Lead: Hudson County Community College
Total Allocated to BCC: $47,000
BCC Lead: Scott Shanes

Entrepreneurship for the Trades
Project Lead: Hudson County Community College
Total Allocated to BCC: $29,750
BCC Lead: Jackeline MeijasFuertes

Workforce Humanized: Building Career-Ready Pathways Through the Humanities
Project Lead: County College of Morris
Total Allocated to BCC: $19,000
BCC Lead: Joan Scocco

Industrial Welding & Fabrication
Project Lead: Raritan Valley Community College
Total Allocated to BCC: $31,000
BCC Lead: Susan Pagano

Total $ Requested: $562,250
Institutional Match: N/A
Date to be Submitted: September 25, 2026
Project Timeline: January 1, 2027 – December 31, 2027
Program Administrator: Listed under corresponding projects

B. Funding Agency: NJ Office of the Secretary of Higher Education
Funding Opportunity: Community College Opportunity Grant
Program Title: N/A
Short Title: CCOG

Goal/Purpose: The CCOG grant award supports outreach, retention, and student success programs and services. Specific activities include community access and outreach, FAFSA completion assistance, career exploration programming, financial resilience, and interpersonal skills building. Each program component emphasizes communication and community building.

Total $ Requested: $165,722
Institutional Match: N/A
Date to be Submitted: September 29, 2026
Project Timeline: July 1, 2026 – June 30, 2027
Program Administrator: Ed Johnson

C. Funding Agency: Swipe Out Hunger
Funding Opportunity: Swipe Grant
Program Title: Nutrition Hub
Short Title: N/A

Goal/Purpose: Swipe Grants provide up to $10,000 to campus partners to support food security initiatives. This grant will support the Nutrition Hub at the Wellness Center to purchase hygiene items and items not easily provided through the Feeding America partnership such as can openers, salt, pepper, oil for cooking, high protein options, fresh produce and dairy products.

Total $ Requested: Up to $10,000

Institutional Match: N/A
Date to be Submitted: October 2, 2026
Project Timeline: November 2026 – May 2027
Program Administrators: Summer Deaver

D. Funding Agency: Office of the Secretary of Higher Education (OSHE)
Lead Institute: The College of New Jersey
Funding Opportunity: Higher Education AI Readiness Grant
Program Title: Higher Education AI Readiness Grant
Short Title: N/A

Goal/Purpose: The purpose of this grant opportunity is to promote cross-institutional collaboration, to support directed investment across commonly prioritized goals, and to develop shared assets that institutions may utilize immediately and into the future as they adopt AI policies substantively and operationally. Brookdale is partnering with TCNJ and Mercer County Community College to apply under the Student AI Literacy priority area.

Total $ Requested: Up to $75,000
Institutional Match: N/A
Date to be Submitted: October 30, 2026
Project Timeline: January 1, 2027 – December 31, 2027
Program Administrators: Jim Crowder

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, the Finance & Facilities Committee, and Executive Committee of the Board of Trustees.

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
October 27, 2026

Board Item	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase	
Chapter 12					
1	Modern Security Solutions Inc.	**On-Call Locksmith Services, Bid No. 27-04** / Notice was sent to 1 vendor, received 1 reply. This is an 8-month contract with an option for a 2nd year renewal for on-call locksmith services. This contract is funded by Chapter 12.	Bid	$ 30,000.00	*
2	KC Sign & Awnings	**LED Signage - Newman Springs Road** / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the removal, replacement, and relocation of LED signage at the Newman Springs Road and Phalanx Road entrances to the Lincroft Campus. This contract is funded by Chapter 12.	Exempt	$ 370,105.00	
Grants					
3	New Jersey Transit Corporation	**Student Bus Passes** / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for the purchase of monthly student bus passes and is funded by the OSHE Community Partnerships Grant and the Foundation Office.	Exempt	$ 95,000.00	*
4	Ocean County Vocational Technical School	**Apprentice Program** / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for the payment of apprentice wage reimbursements and is funded by the New Jersey Department of Labor GAINS Grant.	Exempt	$ 30,000.00	*
5	Parisi & Venturini Corp., dba, GT Simulators by Global Technologies	**Torso Adult Training Model** / Exempt Pay-to-Play (P2P)**.** This contract is for the supply and delivery of an adult torso training model to support X-ray, CT, and MRI training for students enrolled in the Radiologic Technology degree program. This contract is funded by the Perkins Grant.	P2P	$ 22,067.00	

6	B&H Photo and Video	**Audio Visual Equipment and Supplies** / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the supply and delivery of various audio visual equipment and supplies for the Communication Media Department. This contract is funded by the Perkins Grant.	Exempt	NTE $25,000.00	
7	Culinart LLC Compass Group USA	**Food Services** / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract provides school lunch services for dual enrollment students. This contract is funded by the GearUp for Success Grant.	Exempt	$ 29,250.00	*
8	MOESC	**Transportation Services** / Exempt 18A:64A-25.5.b. (Contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This contract is for transportation services for students in grades 6 through 12 from Asbury Park who are enrolled in the Saturday Academy Program. This contract is funded by the GearUp for Success Grant.	Exempt	$ 17,500.00	*
9	ezCaterer; Jersey Mike's; Turning Point; Five Guys; Toast; Chick-fil-A; Playa Bowls; Saker ShopRite	**Food Services** / Exempt 18A:64A-25.5.a.(7)(Food Supplies). These contracts are for the purchase of meals for students in grades 6 through 12 from Asbury Park who participate in the Saturday Academy Program. These contracts are funded by the GearUp for Success Grant.	Exempt	$ 32,000.00	*
10	FutureTech Auto LLC	**AutoTech Instructional Software and Training** / Exempt 18A:64A-25.5.a.(3) (Sole Source). This contract is for the purchase of instructional software and training services for the Electric Vehicle Systems program. This contract is funded by the EVE-NJ Grant.	Exempt	$ 29,925.00	
Operating					
11	LinkedIn Corporation	**Software** / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a three-year software license for Job Slot. This software posts and promotes a specific number of job openings, manages hiring needs, and integrates with an Applicant Tracking System. This contract is funded by the Human Resources Budget.	Exempt	$ 21,105.00	

12	Violante Consultation (Dr. Staci Violante, DHSc, RDH)	**Professional Consulting Services** / Exempt 18A:64A-25.5.a.(1) (Professional Services). This contract provides professional consulting services for the curriculum development and design of a dental hygiene program governed by the Commission on Dental Accreditation (CODA) standards. This contract is funded by the Office of Health Science Budget.	Exempt	NTE $28,000.00	
13	Modern Security Solutions Inc.	**On-Call Locksmith Services, Bid No. 27-04** / Notice was sent to 1 vendor, received 1 reply. This is an 8-month contract with an option for a 2nd year renewal for on-call locksmith services. This contract is funded by the Facilities Budget.	Bid	$ 30,000.00	*

*** Estimated expense based on historical data**
Unless otherwise exempt, bids were publicly advertised according to law.

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending August 31, 2026, which totaled $4,331,039.91. 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 October 13, 2026.

4.3 *Legal Costs, Government Relations, and Public Relations*

In accordance with Section 6 (k) of the Higher Education Restructuring Act of 1994, the governing board of each public institution of higher education must prepare and make available to the public no later than November 1 each year, "an annual Financial Statement, and a statement setting forth generally the monies expended for Legal Costs, Government Relations, and Public Relations."

This report was reviewed by the President and the Audit Committee of the Board of Trustees at a meeting held October 15, 2026.

Brookdale Community College
Report of Legal Fees, Government Relations, and Public Relations
For Fiscal Years 2026 and 2025

	FY26	FY25
Legal Fees	$ 136,973	$ 100,912
Government Relations	36,000	36,000
Public Relations	26,924	28,941
Total	**$ 199,897**	**$ 165,853**

4.1 *Financial Report*

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

This report was reviewed by the President, Finance & Facilities Committee and the Executive Committee of the Board of Trustees at the October 13, 2026 meeting.

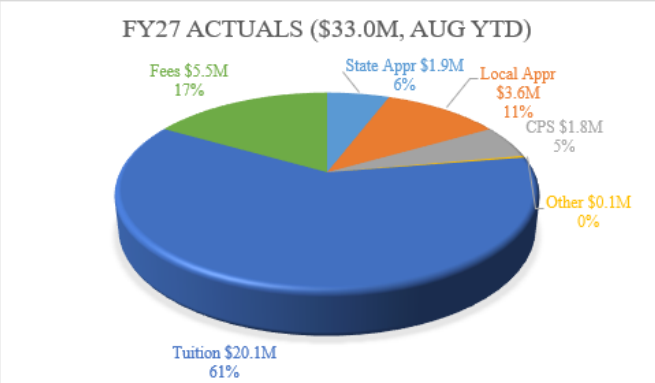
The President recommends that the Financial Report be accepted by the Board of Trustees as submitted.

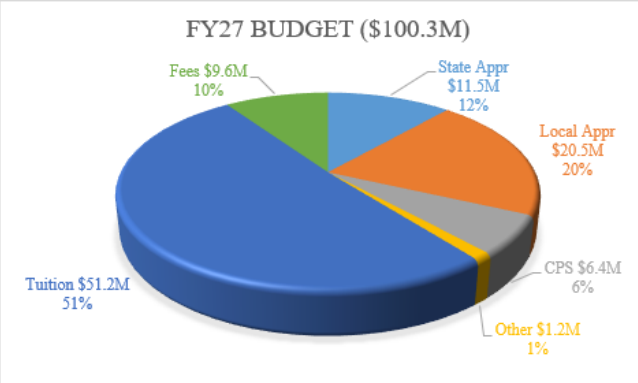
Financial Overview
August 31, 2026

The following financial summary provides an overview of year-to-date financial performance at August 2026 compared to the FY27 budget, and to the same period last year.

REVENUE

Budget to Actual
Total operating revenue through August 2026 was $33.0M and represents 32.9% of the $100.3M FY27 budget.

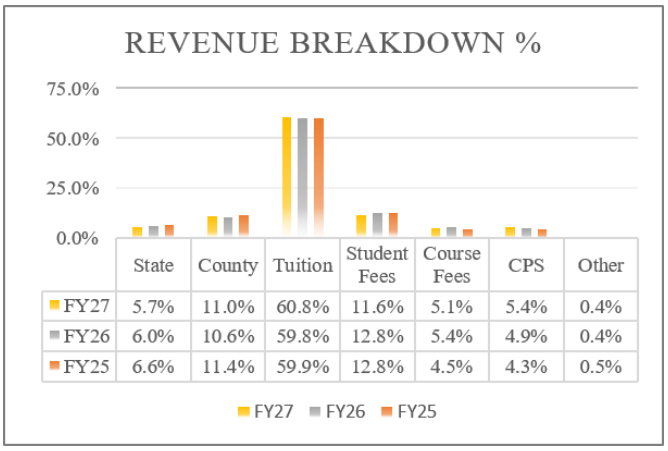




Compared to Prior Year
Operating revenue through August 2026 was 3.5% higher than the same time last year. Of the $1.1M increase, $0.7K is in tuition & fee revenue and $0.4M is from all other operating revenue sources.

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

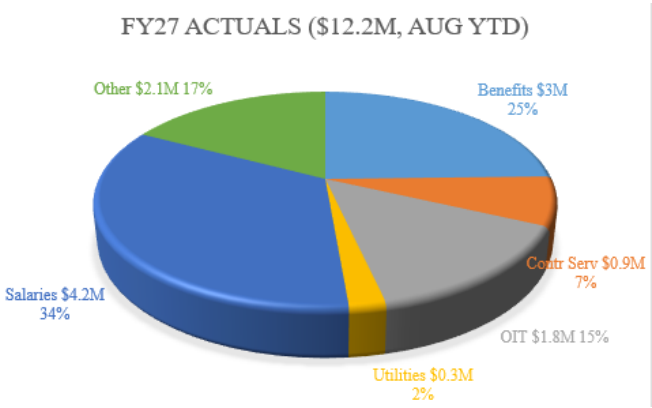
Revenue	FY27	FY26	FY25
State	$ 1,893	$ 1,924	$ 1,954
County	3,630	3,380	3,380
Tuition	20,064	19,083	17,747
Student Fees	3,834	4,087	3,778
Course Fees	1,672	1,726	1,332
CPS	1,781	1,569	1,261
Other	133	126	159
	$ 33,007	$ 31,895	$ 29,611
Tuition	$ 20,064	$ 19,083	$ 17,747
Student Fees	3,834	4,087	3,778
Total	$ 23,898	$ 23,170	$ 21,525

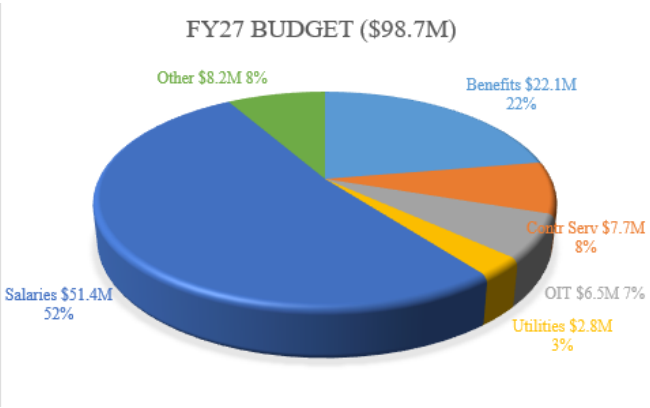


EXPENDITURES

Budget to Actual

Total operating expenditures through August 2026 were $12.2M, representing 12.4% of the $98.7M FY27 budget.





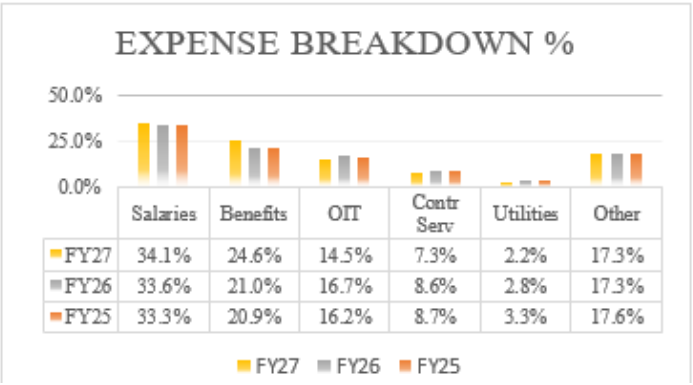
Other Expenses	Actuals	Budget
Insurance (GI)	$ 756,733	$ 2,302,000
Tuition Waivers	686,534	1,215,300
Program Rental	181,532	356,927
Memberships	171,234	240,129
Supplies	112,847	838,806
Audit/Legal	15,356	241,250
Printing/Paper	13,360	197,204
Postage	13,077	176,248
Advertising	9,459	362,050
Overnight Travel	6,746	102,026
Vehicles	883	23,126
Bank Service Charges	506	85,000
Other	144,783	1,426,117
	$ 2,113,049	$ 8,196,183

Division	Actuals	Budget
President/BOT	$ 98,209	$ 505,148
Human Resources	171,445	938,800
Planning & Institute Effect	101,420	409,255
Advancement	431,434	1,996,358
Finance & Operations	2,863,950	17,035,270
Academic Affairs	1,825,203	35,365,902
Student Affairs	1,047,367	7,546,036
Continuing & Prof Studies	461,724	4,461,553
Utilities	267,017	2,813,989
Benefits	3,013,095	22,089,419
General Expenses	1,959,962	5,516,422
	$ 12,240,827	$ 98,678,152

Compared to Prior Year

Total operating expenses for the same period last year were $11.9M compared to $12.4M this year, indicating an increase in operating costs of $0.4M or 3.1%.

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



Expenses	FY27	FY26	FY25
Salaries	$ 4,174	$ 3,987	$ 3,853
Benefits	3,013	2,493	2,418
OIT	1,777	1,988	1,867
Contr Serv	897	1,020	1,000
Utilities	267	328	386
Other	2,113	2,052	2,034
	$ 12,241	$ 11,867	$ 11,558

Increase	$ 374

Project Summary: Facilities Overview as of October 13, 2026

Updates are reported in red text

1. 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. Theatrical lighting has been completed; a walk-through inspection was held on June 5, 2026, with the engineer. Finalizing the closeout documentation.

2. HVAC Upgrades at various buildings
Cost: *157,200*
Architect/Engineer: *T&M Associates*
PO Date: *9/7/26*
Contractor: *TBD*
PO Date: *TBD*

A request for proposals was sent to mechanical engineering firms for the design drawings and construction documents. Once the proposals are received, they will be reviewed and submitted to the June board for approval. The proposal submitted by T&M Associates will be presented at the June meeting for approval by the Board. Kick off meeting was held on Monday, July 12, 2026. Meeting held on August 5, 2026, with engineer to review scope of work and conduct a preliminary walkthrough of the site. Construction drawings are currently being developed.

3. Building Automation Control upgrade
Cost: **$***970,045*
Architect/Engineer: *PS&S*
PO Date: *9/2/25*
Contractor: *Automated Building Controls*
PO Date: *6/12/26*

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. Contract to be awarded to Automated Building Controls for $878,845 pending April Board approval. Once the required

documents are finalized, the purchase order will be issued to contractor. A kick-off meeting is scheduled in June. Work is underway in various buildings

4. **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. 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. Work will be scheduled to start August 15, 2026, and completed by September 7, 2026. This work has been postponed and is now scheduled to take place during the 2026 holiday break.

5. **ADA Upgrades**
Cost: *$41,316*
Architect/Engineer: *N/A*
PO Date: *N/A*
Contractor: *GPC*
PO Date: *8/18/26*

This project is a targeted infrastructure improvement initiative aimed at enhancing pedestrian accessibility and safety throughout the College. Concrete repair at Freehold is scheduled for Saturday, April 18, 2026. Site walk through to identify areas that need to be repaired or replaced was conducted in May. The work is scheduled to start in June. Work is in progress. After another site walkthrough we are continuing to replace damaged concrete at the Lincroft campus.

6. **Freehold Basement Water Remediation Project**
Cost: *TBD*
Architect/Engineer: *Artheon Inc.*
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. CME is now Artheon Inc.

7. Print Shop Building Renovation for Welding Program
Cost: *264,000*
Architect/Engineer: *PS&S*
PO Date: *5/12/26*
Contractor: *TBD*
PO Date: *TBD*

An on-site meeting was held with PS&S, an architectural firm, to show them the space and review the scope of work. A proposal was submitted and it is expected to go to the April Board meeting for approval. A purchase order was issued on May 12 to PS&S. Kick-off meeting was held on May 15, 2026. Biweekly project status meetings will be held to address issues and ensure the project completion remains on target. Construction drawings should be completed for review by July 22, 2026. Construction drawings are complete and we are finalizing a few remaining details. Once the details are finalized, the project will be sent to our Purchasing department and issued for public bid.

8. New Bloomberg Program – Larrison Hall
Cost: *99,176*
Architect/Engineer: *N/A*
PO Date: *N/A*
Contractor: *GPC*
PO Date: *8/2/26*

The Facilities, IT and Business departments met on June 2, 2026, to discuss the needs, requirements, and design of the space. The Facilities department is currently developing a layout that incorporates needs and requirements while ensuring ADA compliance. The proposed layout includes the placement of furniture within space. Purchase order issued to contractor on August 4, 2026. The work is expected to start the week of August 10. The construction is still under way.

9. Fireworks Program (Digital Map of all smoke heads at Lincroft)
Cost: *137,000*
Architect/Engineer: *N/A*
PO Date: *N/A*
Contractor: *Fire Security Technologies*
PO Date: *7/2/26*

We are working with the contractor to digitally map out all smoke head locations on the Lincroft Campus.

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BROOKDALE COMMUNITY COLLEGE, NJ

AGREED UPON PROCEDURES REPORT ON
SCHEDULE OF TOTAL CREDIT HOUR ENROLLMENTS

YEAR ENDED JUNE 30, 2026

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BROOKDALE COMMUNITY COLLEGE, NJ
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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Members of the Board of Trustees
Brookdale Community College, NJ

We have performed the procedures enumerated below on the reporting requirements, as set forth in the FY2026 Statement of Auditing and Accounting Standards for County Colleges recommended by the New Jersey Council of County Colleges (NJCCC) (the Standards) for use by the Department of Treasury, for the fiscal year ended June 30, 2026. Brookdale Community College, NJ (the College) management is responsible for meeting those requirements and maintaining records in accordance with these Standards.

The College has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the Standards reporting requirements. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and the associated findings are as follows:

1. Obtained and read the FY2026 Statement of Auditing and Accounting Standards for County Colleges recommended by the New Jersey Council of County Colleges (the Standards) for use by the Department of Treasury to compare the agreed upon procedures.

   No exceptions noted as a result of this procedure.

2. From the College's master list of fundable credit courses, we selected a sample of 25 courses and chose one student from each course during fiscal year ended June 30, 2026, and performed the following procedures:

   a. Sent positive confirmation letters to all students included in the sample. The letters specifically attempted to confirm the student's enrollment in the particular course sampled, the amount billed for the semester, the amount paid for the semester, and the remaining balance due.

      Information concerning the methodology and results of this procedure is included in Schedule B of this report.

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b. Traced the courses sampled to the NJCCC's list of approved credit courses and agreed that (a) the courses were approved for funding in FY2026; and (b) the number of credit hours claimed by the College agreed to the number of credit hours approved by the NJCCC.

No exceptions noted as a result of this procedure.

c. Inspected source documentation for each course/student (e.g. registration records, grade assignments, payment records, class rosters, attendance records, etc.) to (a) observe evidence of the quantitative representations made on the client-prepared schedules; (b) observe descriptions and course outlines were available for each course, in accordance with State funding requirements; and (c) observe documentation for certification of the Schedule of Credit Hour Enrollments and Base Chargeback Rate per In-County Credit Hour.

No exceptions noted as a result of this procedure.

3. Multiplied reported credit hours by appropriate standard tuition charges per credit hour and compared the result to tuition income per the relevant general ledger tuition income accounts.

No exceptions noted as a result of this procedure.

4. Recalculated the eligible portion of grant funded courses and compared to the amount reported.

No exceptions noted as a result of this procedure.

5. Obtained supporting documentation for the delivery of community college courses that were claimed for state aid and agreed that the College demonstrated direct costs and control of the courses defined by the Standards.

No exceptions noted as a result of this procedure.

6. Obtained the accompanying Schedule A – Total Credit Hour Enrollments, for the year ended June 30, 2026, as prepared by management of the College. We obtained the calculation and supporting documentation for such calculation of credit-hour enrollments and observed mathematical accuracy of amounts reported in the Schedule both horizontally and vertically to re-compute mathematical accuracy.

No exceptions noted as a result of this procedure.

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Members of the Board of Trustees
Brookdale Community College, NJ

We are engaged by the College to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants (AICPA). We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the Standards. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of Brookdale Community College, NJ's management and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of Brookdale Community College, NJ, New Jersey; the New Jersey Department of the Treasury, Office of Management and Budget; and the New Jersey Council of County Colleges and is not intended to be and should not be used by anyone other than these specified parties.

CliftonLarsonAllen LLP

King of Prussia, Pennsylvania
REPORT DATE

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BROOKDALE COMMUNITY COLLEGE, NJ
TOTAL CREDIT HOUR ENROLLMENTS—SCHEDULE A
YEAR ENDED JUNE 30, 2026
(SEE INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES)

	Summer III 2025	Fall 2025	Winter & Spring 2026	Summer I & II 2026	Total Fiscal Year
Credit Hours - Regular	6,151	100,175	91,376	18,735	216,437
				In-County Credit Hours	176,211
				Out of County Credit Hours	40,226
					216,437

Draft 10-18-26
For Discussion Purposes Only
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BROOKDALE COMMUNITY COLLEGE, NJ
SAMPLING METHODOLOGY AND RESULTS
FOR CONFIRMATION OF STUDENT ENROLLMENT—SCHEDULE B
YEAR ENDED JUNE 30, 2026
(SEE INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES)

Methodology:

A sample of 25 students was arrived at using the following parameters:

Confidence Level	90 %
Tolerable Control Deviation Rate	10 %

Results:

Mailed	25
Returned	7
Returned Correct	4
Returned with Exceptions - Cleared	3
Returned with Exceptions - Not Cleared	0
Returned Undelivered	0

Other procedures were applied to the confirmations that had no responses to determine course enrollments. See step 2c.

BROOKDALE
COMMUNITY COLLEGE

Board of Trustees
Board Brief

Curriculum: Fashion Photography Certificate

Purpose and Rationale
The Fashion Photography Certificate offers a focused career credential designed to prepare students for employment and entrepreneurial opportunities in fashion media, digital content creation, photography, merchandising, and related creative industries. The curriculum combines technical photography skills with fashion business knowledge, digital marketing concepts, and portfolio development. Students who complete the certificate will be able to produce professional-quality fashion imagery and digital content that reflects current industry expectations.

Summary of Labor Market and Community Demands
Brookdale identified demand for a credential that integrates photography, fashion, and digital marketing in response to student interest, employer expectations, and the College's commitment to developing innovative educational pathways. Student surveys conducted among Fashion Design and Merchandising and Photography majors demonstrated strong interest in the proposed certificate. Labor market analysis identified demand for skills including Adobe Creative Suite, Canva, and Adobe Photoshop across numerous regional job postings. The certificate provides students with industry-relevant competencies that support employment in Monmouth County and the broader tri-state region.

Program Description
The Fashion Photography Certificate is a 21-credit academic certificate designed to develop professional competencies in digital photography, fashion business, textiles, visual merchandising, and digital marketing. Students complete coursework in photographic techniques, lighting, composition, image editing, fashion industry fundamentals, and portfolio development. The program culminates in a professional portfolio showcasing fashion-focused photographic and digital marketing work suitable for internships, freelance opportunities, and entry-level positions within the fashion and creative industries.

Program Learning Outcomes
- Apply foundational and intermediate digital photography techniques, including exposure control, lighting, composition, and post-production workflows, to create professional-quality fashion imagery.

- Analyze textile characteristics, fashion products, and brand objectives to determine appropriate styling and photographic approaches.

- Create fashion-focused digital marketing content that integrates visual strategy, brand identity, and audience engagement principles.

- Develop and evaluate a professional portfolio that demonstrates industry-ready photographic and digital marketing work.

Admission Requirements and Target Enrollment
There are no special admission requirements beyond standard college enrollment criteria. Initial enrollment is projected at 5 to 10 students, with anticipated growth through recruitment of current students, degree completers, industry professionals, and students seeking supplemental career credentials.

Accreditation, Licensing and Regulatory Requirements
There are no specialized accreditation, licensing, or regulatory requirements associated with this certificate.

Resource and Staffing Needs
No additional facilities, equipment, staffing, or instructional resources are required because the certificate utilizes existing courses within the Fashion and Photography curricula. Additional support will primarily involve program marketing and student recruitment efforts.

Fiscal Impact/Budget
No significant additional budgetary expenditures are anticipated because the certificate is built entirely from existing courses and instructional resources.

Risk Assessment and Mitigation
Implementation risk is low because the certificate relies on existing coursework, faculty expertise, facilities, and equipment. The program supports institutional goals related to innovative educational pathways and workforce preparation while providing students with a distinctive credential not currently available elsewhere in New Jersey.

The President recommends that the Board of Trustees adopt a resolution approving the Fashion Photography Certificate.

R E S O L U T I O N

Approval of Fashion Photography Certificate

WHEREAS, the Faculty and Administration have proposed the Fashion Photography Certificate; and

WHEREAS, the Fashion Photography Certificate is designed to prepare students for careers and entrepreneurial opportunities in fashion media, digital content creation, merchandising, photography, and related creative industries through the integration of photography, fashion business, and digital marketing coursework; and

WHEREAS, the Fashion Photography Certificate provides students with a focused academic credential that develops competencies in digital photography, visual storytelling, fashion merchandising concepts, digital marketing strategies, portfolio development, and professional content creation; and

WHEREAS, the Fashion Photography Certificate consists of 21 credits of coursework, including Digital Photography, Portfolio Development, Fashion Business, Digital Marketing in Fashion, and related studies in textiles, apparel construction, visual merchandising, or fashion illustration. The program is designed to provide students with industry-relevant skills that support employment and advancement opportunities within the fashion and creative sectors; and

WHEREAS, student surveys, advisory committee discussions, and labor market data have demonstrated support for the development of a credential that combines photography, fashion, and digital marketing in order to meet evolving workforce demands; and

WHEREAS, the Fashion Photography Certificate supports the College's mission to provide relevant, innovative, and in-demand educational offerings and advances the institutional priority of developing innovative educational pathways; and

WHEREAS, the Fashion Photography Certificate has been reviewed by the Institute Deans, Academic Council, the Registrar, the Vice President for Academic Affairs, the President, and the Student Success and Educational Excellence Committee of the Board; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Fashion Photography Certificate be and is hereby approved.

BROOKDALE
COMMUNITY COLLEGE

Board Of Trustees
Board Brief

Curriculum: Marketing Certificate

Purpose and Rationale
The Marketing Certificate provides students with practical skills in understanding consumer behavior, developing brand strategies, and leveraging digital platforms to engage diverse audiences across traditional and emerging markets. The certificate serves both students seeking entry-level marketing positions and professionals wishing to strengthen skills in digital and niche marketing sectors.

Summary of Labor Market and Community Demands
Students in business and fashion programs, as well as former students seeking additional credentials, have expressed interest in expanding their marketing expertise. Labor market information for the tri-state region identifies marketing, digital marketing, analytics, Google Analytics, and Excel as sought-after workforce skills. The proposal also identifies gaps in digital marketing, search engine marketing, and analytics training, indicating a need for additional educational pathways in these areas.

Program Description
The Marketing Certificate is a 15-credit academic certificate that can be completed in two semesters. Students complete Introduction to Marketing, Social Media Marketing, and nine additional credits selected from retailing, advertising, salesmanship, sports marketing, internship, and fashion digital marketing coursework. The flexible structure allows students to align the curriculum with individual career interests while building a foundation in contemporary marketing practice.

Program Learning Outcomes
- Apply core marketing principles to analyze consumer behavior, develop marketing strategies, and evaluate promotional approaches across traditional, retail, sports, and digital markets.
- Demonstrate proficiency in digital communication and branding through the creation and assessment of social media and marketing content.
- Utilize market insights and contemporary marketing tools to develop audience-specific solutions that support brand engagement and organizational goals.

Admission Requirements and Target Enrollment
There are no special admission requirements beyond standard college enrollment criteria. Initial enrollment is projected at approximately five students, with a long-term goal of reaching twenty students.

Accreditation, Licensing and Regulatory Requirements
There are no specialized accreditation, licensing, or regulatory requirements associated with this certificate.

Resource and Staffing Needs
No additional facilities, equipment, staffing, or instructional resources are required to implement the certificate.

Fiscal Impact/Budget
No additional budgetary impact is anticipated because the certificate utilizes existing courses and instructional resources.

Risk Assessment and Mitigation
Risk is considered minimal because the certificate is built from existing coursework and requires no new resources. The program expands educational opportunities while supporting institutional priorities related to innovative educational pathways and workforce readiness.

The President recommends that the Board of Trustees adopt a resolution approving the Marketing Certificate.

R E S O L U T I O N

Approval of Marketing Certificate

WHEREAS, the Faculty and Administration have proposed the Marketing Certificate; and

WHEREAS, the Marketing Certificate provides students with practical skills in understanding consumer behavior, developing brand strategies, and leveraging digital platforms to engage diverse audiences across both traditional and emerging markets; and

WHEREAS, the Marketing Certificate prepares students for entry-level roles in marketing and enhances the skills of professionals seeking additional credentials in digital and niche industry marketing sectors; and

WHEREAS, the Marketing Certificate consists of fifteen credits of coursework, including Introduction to Marketing, Social Media Marketing, and elective coursework in retailing, advertising, salesmanship, sports marketing, internships, and digital marketing, allowing students to tailor the program to their career interests; and

WHEREAS, labor market information and employer feedback indicate demand for competencies in marketing, digital marketing, social media, analytics, and related technologies, and the certificate was developed to address these workforce needs; and

WHEREAS, the Marketing Certificate supports Brookdale Community College's Evergreen Priority of Developing Innovative Educational Pathways and advances the College's mission to provide relevant, innovative, and in-demand educational offerings; and

WHEREAS, the Marketing Certificate has been reviewed by the Institute Deans, Academic Council, the Registrar, the Vice President for Academic Affairs, the President, and the Student Success and Educational Excellence Committee of the Board; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Marketing Certificate be and is hereby approved.

Curriculum: Public History Certificate

Purpose and Rationale
The Public History Certificate is designed for students and professionals interested in careers focused on the presentation and interpretation of history for public audiences. The program prepares students for work in museums, archives, historic preservation, educational programming, historical tourism, exhibit development, oral history projects, and related fields through academic study and applied learning experiences.

Summary of Labor Market and Community Demands
Monmouth County and New Jersey provide numerous opportunities for public history professionals through museums, historic sites, preservation organizations, and tourism-related institutions. The certificate responds to the need for individuals who can interpret historical information, engage diverse audiences, and support cultural and heritage organizations while strengthening the connection between public history and regional tourism.

Program Description
The Public History Certificate is a 15-credit academic certificate built from existing History, Art History, Anthropology, and experiential learning coursework. Students complete courses in New Jersey history, public history, and internship experiences while selecting supporting coursework in art history or archaeology. The program includes a capstone experience and internship that provide practical field experience with local museums, historic sites, or community organizations.

Program Learning Outcomes
- Examine and explicate the issues, perspectives, and methodologies in Public History.
- Conduct rigorous research using primary and secondary sources and interpret evidence for diverse audiences.
- Translate complex historical narratives into accessible formats for public audiences.
- Engage with diverse communities and represent multiple perspectives.
- Create engaging content in digital and non-digital formats.
-

Admission Requirements and Target Enrollment
There are no special admission requirements beyond standard college enrollment requirements. The certificate is intended for current students, transfer-oriented students, and working professionals seeking credentials in public history and related fields.

Accreditation, Licensing and Regulatory Requirements
There are no specialized accreditation, licensing, or regulatory requirements associated with this certificate.

Resource and Staffing Needs
No additional staffing, facilities, or equipment are required because the certificate utilizes existing courses, faculty expertise, and established internship partnerships.

Fiscal Impact/Budget
No significant additional budgetary expenditures are anticipated because the certificate is constructed from existing coursework and institutional resources.

Risk Assessment and Mitigation
Implementation risk is low because the certificate relies on established courses within the History curriculum and existing partnerships with museums, historic sites, and community organizations. The certificate supports workforce development and experiential learning goals while expanding educational pathways for students.

The President recommends that the Board of Trustees adopt a resolution approving the Public History Certificate.

R E S O L U T I O N

Approval of Public History Certificate

WHEREAS, the Faculty and Administration have proposed the Public History Certificate; and

WHEREAS, the Public History Certificate is designed to prepare students and professionals for careers that interpret, preserve, present, and promote history for public audiences; and

WHEREAS, the Public History Certificate provides students with a focused credential that combines historical research, public engagement, experiential learning, and internship opportunities; and

WHEREAS, the Public History Certificate consists of 15 credits of coursework including History of New Jersey, Introduction to Public History, Internship in History, and supporting coursework in Art History or Archaeology; and

WHEREAS, the program includes a capstone experience and internship designed to provide hands-on learning opportunities with museums, historic sites, and community organizations; and

WHEREAS, the Public History Certificate supports the College's mission by providing innovative and relevant educational opportunities that connect academic study, cultural heritage, and workforce preparation; and

WHEREAS, the Public History Certificate has been reviewed by the Institute Deans, Academic Council, the Registrar, the Vice President for Academic Affairs, the President, and the Student Success and Educational Excellence Committee of the Board; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Public History Certificate be and is hereby approved.

Brookdale Community College
College Policy

4.6000 Auxiliary Services

I. Title of Policy

Auxiliary Services

II. Objective of Policy

To establish guidelines for the classification, ~~and~~ operation, ~~and~~ financial feasibility and sustainability of Auxiliary Services.

III. Authority

New Jersey Statutes 18A:64A-12

IV. Policy Statement

Auxiliary Services are intended to provide goods, services, facilities and activities that support Brookdale Community College students, employees, and where appropriate, the broader community, while enhancing the ~~to advance the educational and personal development of Brookdale Community College students and staff~~ for the educational, operational, student support, and community engagement purposes of the College.

Auxiliary Services are defined as ~~those~~ College operations that provide~~which offer~~ goods, ~~s and~~ services, facilities, or activities to students, employees, visitors, partners, and members of the broader community, and for which a fee, charge, or other revenue is generated. ~~for sale at a price above the cost of the goods or services.~~

Auxiliary Services are generally intended to be financially self-supporting over time, to the extent practicable, through user fees, sales, contracts, commissions, or other related revenues. Auxiliary Services shall be operated with the goal of financial sustainability and, where practicable, shall recover direct costs and an appropriate share of indirect costs.

The College may consider institutional mission, student support, community benefit, market conditions, contractual obligations, and operational needs when evaluating the financial performance of an Auxiliary Service. Any surplus of revenues over expenditures shall be retained in the Auxiliary Services Fund for reinvestment in auxiliary operations, student services, facilities, or other College purposes consistent with the annual budget approved by the Board of Trustees.

Auxiliary Services offered at Brookdale Community College shall be included in the annual audit prepared by the College's independent auditor. ~~, wherever possible, be~~

~~used as laboratory experiences for Brookdale students as part of the instructional program.~~

~~It is the intention of the College that Auxiliary Services shall pay for all direct costs and a *pro rata* share of its indirect costs, and that the operation be self-sufficient. Any excess revenue over expenditures will be retained in the Auxiliary Services fund.~~

~~Auxiliary Services shall be included in the annual audit prepared by the College's independent auditor. The President shall be authorized to determine and incorporate into the annual budget request those auxiliary services which shall appropriately be offered by Brookdale Community College.~~The President, or designee, shall determine which Auxiliary Services are appropriate to offer and shall include the related revenues and expenditures in the College's annual budget request. The Auxiliary Services budget shall~~will~~ be submitted ~~for approval to the Board of Trustees annually~~annually to the Board of Trustees for approval.

V. Responsibility for Implementation

President

Approved: 4/26/73
Revised: 10/24/96
Updated: X/X/~~2025~~2026

TMF 8.24.2025

Brookdale Community College
College Policy

4.6000 Auxiliary Services

I. Title of Policy

Auxiliary Services

II. Objective of Policy

To establish guidelines for the classification, operation, financial feasibility and sustainability of Auxiliary Services.

III. Authority

New Jersey Statutes 18A:64A-12

IV. Policy Statement

Auxiliary Services are intended to provide goods, services, facilities and activities that support Brookdale Community College students, employees, and where appropriate, the broader community, while enhancing the for the educational, operational, student support, and community engagement purposes of the College.

Auxiliary Services are defined as College operations that provide goods, services, facilities, or activities to students, employees, visitors, partners, and members of the broader community, and for which a fee, charge, or other revenue is generated.

Auxiliary Services are generally intended to be financially self-supporting over time, to the extent practicable, through user fees, sales, contracts, commissions, or other related revenues. Auxiliary Services shall be operated with the goal of financial sustainability and, where practicable, shall recover direct costs and an appropriate share of indirect costs.

The College may consider institutional mission, student support, community benefit, market conditions, contractual obligations, and operational needs when evaluating the financial performance of an Auxiliary Service. Any surplus of revenues over expenditures shall be retained in the Auxiliary Services Fund for reinvestment in auxiliary operations, student services, facilities, or other College purposes consistent with the annual budget approved by the Board of Trustees.

Auxiliary Services offered at Brookdale Community College shall be included in the annual audit prepared by the College's independent auditor. The President, or designee, shall determine which Auxiliary Services are appropriate to offer and shall include the related revenues and expenditures in the College's annual budget request.

The Auxiliary Services budget shall be submitted annually to the Board of Trustees for approval.

V. Responsibility for Implementation

President

Approved: 4/26/73
Revised: 10/24/96
Approved: X/X/2026

Brookdale Community College
College Policy

6.1006 SERVICE ANIMALS AND THE AMERICANS WITH DISABILITIES ACT POLICY

I. Title of Policy

Service Animals and the Americans with Disabilities Act Policy

II. Objective of Policy

This Policy, in conjunction with ~~and related~~ Regulation 6.1006R, ensures ~~access for individuals who demonstrate a need for a service animal on campus and are in~~ compliance with the American with Disabilities Act and guarantees access to individuals with disabilities who require the use of a service animal on campus or at a regional location. For College-related activities taking place at locations not owned or controlled by the College, the policies and requirements of the property owner or operator apply, and this Policy does not supersede or replace those requirements.

III. Authority

Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. 12101 et. seq~~.,~~.; Section 504 of the Rehabilitation Act of 1973; and ADA 2010 Revised Requirements, US Department of Justice, Civil Rights Division.

IV. Policy Statement

Brookdale Community College is committed to supporting individuals with disabilities and recognizes the vital role service animals play in their lives.

Under the ADA, a service animal is defined as a dog (or, in some cases, a miniature horse) that is individually trained to perform specific tasks for a person with a disability. These tasks may include, but are not limited to:

- Guiding individuals with visual impairments
- Alerting individuals who are deaf or hard of hearing
- Retrieving dropped items
- Assisting during seizures
- Providing physical support or balance
- Pulling a wheelchair

Service animals are permitted in public areas of the College where individuals are normally allowed access.

Animals that solely provide emotional support, companionship, or comfort do not qualify as service animals under the ADA. As such, emotional support animals and non-service animals (e.g., pets) are not allowed on campus or at regional locations, with the following exceptions:

- Approved therapy animals coordinated by Student Life & Activities during specific events (e.g., anti-stress week)
- Animals used in academic or training programs
- Approved special events authorized by the College President (e.g., outdoor Graduation ceremonies)
- Visitors accessing outdoor campus spaces with well-behaved, leashed, non-aggressive pets (e.g., while walking or attending outdoor sports)

All individuals with animals on campus/regional locations must adhere to relevant College policies, including Regulation 6.1006R (Service Animals and the American with Disabilities Act) and Policy 7.1000 (Community Use of College Facilities).

Liability and Responsibility

Any individual bringing an animal to Brookdale is responsible for:

- All actions and behavior of the animal
- Any injuries or damages caused by the animal
- Cleaning or repair costs resulting from the animal's presence
- Indemnifying, defending, and holding the College harmless from any liability, claims, or legal actions resulting from the animal's behavior or the individual's failure to comply with this policy and related regulation.

~~Brookdale Community College recognizes the importance of service animals to individuals with disabilities. A service animal is defined as "an animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items" (ADA as amended). If an animal meets the definition of a service animal, it is considered a service animal regardless of whether it has been licensed or certified by a state or local government or a training program. Service animals are generally dogs. Individuals with disabilities may bring their service animals to areas of the College where the public is normally permitted.~~

~~Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under ADA. Therefore, emotional support animals and non-service dogs/animals (collectively, a "family pet") are not allowed on campus subject to limited~~

~~exceptions such as dog therapy sessions coordinated by Student Life & Activities during student anti-stress week, animals used in educational training/learning programs, a special event approved by the College President (e.g., family pets allowed at outdoor Graduation ceremony), and individuals visiting, walking, jogging, attending outdoor sporting events or otherwise accessing the campus property, not buildings, with their well-behaved, non-vicious leashed family pet. Such individuals shall comply with all College Policies and Regulations, including Regulation 6.1006 and 7.1000 Community Use of College Facilities Policy.~~

~~A person who has an animal on campus agrees to indemnify, defend and hold harmless the College against any and all liabilities, judgments, costs and reasonable attorney fees for anything done or omitted by the person and his/her animal while on campus. The individual with an animal on campus is also financially responsible for property damage caused by his or her animal including but not limited to cost of repairs, replacement or cleaning of facilities, fields or furnishings, and any injury caused to other persons by the animal.~~

V. Responsibility for Implementation

President

Approved: Board of Trustees 10/26/2021

Updated: X/X/2026

BP 8.13.2025

MJ 9.17.2025

BP 10.10.2025; 5.8.2026

Brookdale Community College
College Policy

6.1006 SERVICE ANIMALS AND THE AMERICANS WITH DISABILITIES ACT POLICY

I. Title of Policy

Service Animals and the Americans with Disabilities Act Policy

II. Objective of Policy

This Policy, in conjunction with Regulation 6.1006R, ensures compliance with the American with Disabilities Act and guarantees access to individuals with disabilities who require the use of a service animal on campus or at a regional location. For College-related activities taking place at locations not owned or controlled by the College, the policies and requirements of the property owner or operator apply, and this Policy does not supersede or replace those requirements.

III. Authority

Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. 12101 et. seq.; Section 504 of the Rehabilitation Act of 1973; and ADA 2010 Revised Requirements, US Department of Justice, Civil Rights Division.

IV. Policy Statement

Brookdale Community College is committed to supporting individuals with disabilities and recognizes the vital role service animals play in their lives.

Under the ADA, a service animal is defined as a dog (or, in some cases, a miniature horse) that is individually trained to perform specific tasks for a person with a disability. These tasks may include, but are not limited to:

- Guiding individuals with visual impairments
- Alerting individuals who are deaf or hard of hearing
- Retrieving dropped items
- Assisting during seizures
- Providing physical support or balance
- Pulling a wheelchair

Service animals are permitted in public areas of the College where individuals are normally allowed access.

Animals that solely provide emotional support, companionship, or comfort do not qualify as service animals under the ADA. As such, emotional support animals and non-service animals (e.g., pets) are not allowed on campus or at regional locations, with the following exceptions:

- Approved therapy animals coordinated by Student Life & Activities during specific events (e.g., anti-stress week)
- Animals used in academic or training programs
- Approved special events authorized by the College President (e.g., outdoor Graduation ceremonies)
- Visitors accessing outdoor campus spaces with well-behaved, leashed, non-aggressive pets (e.g., while walking or attending outdoor sports)

All individuals with animals on campus/regional locations must adhere to relevant College policies, including Regulation 6.1006R (Service Animals and the American with Disabilities Act) and Policy 7.1000 (Community Use of College Facilities).

Liability and Responsibility

Any individual bringing an animal to Brookdale is responsible for:

- All actions and behavior of the animal
- Any injuries or damages caused by the animal
- Cleaning or repair costs resulting from the animal's presence
- Indemnifying, defending, and holding the College harmless from any liability, claims, or legal actions resulting from the animal's behavior or the individual's failure to comply with this policy and related regulation.

V. Responsibility for Implementation

President

Approved: Board of Trustees 10/26/2021
Updated: X/X/2026

BROOKDALE COMMUNITY COLLEGE
COLLEGE POLICY

2.9005 Artificial Intelligence Governance And Responsible Use Policy

I. Title of Policy

Artificial Intelligence Governance and Responsible Use Policy

II. Objective of Policy

Brookdale Community College recognizes that Artificial Intelligence (AI) technologies have the potential to enhance teaching and learning, student success, research, administrative operations, and institutional effectiveness. The College also recognizes that AI presents important considerations relating to privacy, security, intellectual property, transparency, accessibility, academic integrity, and ethical decision-making.

The purpose of this Policy is to establish the College's commitment to the responsible, ethical, secure, and lawful use of Artificial Intelligence and to authorize the President to develop and implement regulations governing the use of AI throughout the College.

III. Authority

- N.J.S.A. 18A:64A-12
- Board Bylaws 1.2050 and 1.3054
- Applicable federal and State of New Jersey laws governing privacy, records management, accessibility, cybersecurity, and data protection.

IV. Policy Statement

Brookdale Community College supports the responsible use of Artificial Intelligence in furtherance of its educational mission and institutional operations.

The College is committed to ensuring that AI technologies are used in a manner that:

1. Promotes innovation, teaching, learning, research, and operational excellence;
2. Protects the privacy, confidentiality, security, and integrity of institutional, employee, and student information;
3. Complies with applicable federal and state laws, accreditation expectations, and College policies;

4. Promotes fairness, transparency, accountability, accessibility, and ethical decision-making;
5. Supports academic integrity and responsible scholarship; and
6. Appropriately manages risks associated with the acquisition, development, implementation, and use of AI technologies.

All members of the College community who utilize Artificial Intelligence in connection with College activities are expected to do so in accordance with College regulations.

The President is authorized to establish, amend, and implement regulations, procedures, standards, and guidance governing the acquisition, development, implementation, management, and use of Artificial Intelligence technologies. Such regulations may include, but are not limited to:

- acceptable uses of AI technologies;
- data privacy, cybersecurity, and confidentiality requirements;
- governance and oversight responsibilities;
- academic and administrative uses of AI;
- procurement and vendor requirements;
- disclosure and transparency expectations;
- risk assessment and approval processes;
- training and professional development; and
- compliance with accreditation standards and applicable law.

V. Responsibility for Implementation

The President shall be responsible for implementing this Policy and for establishing such regulations and administrative procedures as may be necessary to ensure consistent compliance throughout the College.

Implementation of the President's regulations shall be College-wide. All Trustees, employees, students, contractors, and other authorized users of College resources are responsible for complying with this Policy and its implementing regulations.

Approved: Board of Trustees, XX/XX/XXXX

Agenda for Purchases in Excess of $44,900
October 27, 2026

Board Item	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Operating				
1	America's TPA, LLC dba HealthEZ	**Self-Funded Health Insurance** / Exempt 18A:64A-25.5.a.(11) (Insurance). This is a one-year contract for the payment of insurance claims as the College transitions to a self-funded health insurance program. This contract is funded by the Operating Budget.	Exempt	NTE $18,500,000
2	Sun Life Assurance Company	**Stop Loss Insurance** / Exempt 18A:64A-25.5.a.(11) (Insurance). This is a one-year contract for the payment of stop loss insurance and is funded by the Operating Budget.	Exempt	$ 2,312,581.00

*** Estimated expense based on historical data**
Unless otherwise exempt, bids were publicly advertised according to law.

HB-0169-0525

State Health Benefits Program (SHBP) & School Employees' Health Benefits Program (SEHBP)

RESOLUTION: Terminate Participation in SHBP/SEHBP

To be completed by the employing agency's Certifying Officer.

A resolution to terminate all participation under the SHBP and SEHBP (including prescription drug plan and/or dental plan coverage).

BE IT RESOLVED:

1. The Brookdale Community College (*Corporate Name of Employer*) 1509-00, 1509-60, and 1509-70 (*SHBP/SHEBP Employer Location Number*) hereby resolves to terminate its participation in the Program (Medical Plan, Prescription Drug Plan, and/or Dental Plan coverage) thereby canceling coverage provided by the SHBP and/or SEHBP (N.J.S.A. 52:14-17.25 et seq.) for all its active and retired employees.

2. We shall notify all active employees of the date of their termination of coverage under the Program.

3. We understand that the New Jersey Division of Pensions & Benefits (NJDPB) will notify retired employees of the cancellation of their coverage.

4. We understand that all COBRA participants will be notified by the NJDPB and advised to contact our office concerning a possible alternative health, prescription drug, and dental insurance plan.

5. We understand that this resolution shall take effect the first of the month following a 60-day period beginning with the receipt of the resolution by the State Health Benefits Commission or School Employees' Health Benefits Commission.

I hereby certify that the foregoing is a true and correct copy of a resolution duly adopted by the:

Brookdale Community College (*Corporate Name of Employer*)	732-244-2184 (*Phone Number*)
765 Newman Springs Road (*Street Address*)	Lincroft (*City*)
New Jersey (*State*)	07738 (*Zip Code*)
Joan Messina (*Print Name*)	Manager, Payroll (*Official Title*)
jmessina@brookdalecc.edu (*Email Address*)	
(*Signature*)	10 / 27 / 2026 (*Date*)
1,869 (511 participants) (*Number of Employees*)	22-1849485 (*Employer's State Employer Identification Number (EIN)*)

Please complete page 2 of this form.

HB-0169-0525

State Health Benefits Program (SHBP) & School Employees' Health Benefits Program (SEHBP)

RESOLUTION: Terminate Participation in SHBP/SEHBP

Please complete and comply with the following:

Type of funding method with the new contract:

- ☐ Conventionally insured _____
- ☐ Minimum premium _____
- ☑ Administrative Services Only (ASO) HealthEZ
- ☐ Other (please list) _____

_____

- ☑ New Health Carrier Horizon Blue Cross Blue Shield New Jersey
- ☑ New Prescription Drug Carrier Prime Therapeutics
- ☐ New Dental Plan Carrier _____
- ☑ Reason for termination from the SHBP/SEHBP The College's decision to leave the SEHBP was driven by the unsustainable growth in health insurance costs, including a projected 34% premium increase in 2027. When combined with premium increases, the College has experienced compounded premium increases of approximately 146% over the past five years.

In accordance with N.J.S.A. 18A:16-21 and 40A:10-25, you must file a copy of your new contract with the State Health Benefits Commission or School Employees' Health Benefits Commission. Please submit a copy of the new contract with this completed resolution.

Mail Completed Resolution to:

New Jersey Division of Pensions & Benefits
Health Benefits Bureau
P.O. Box 299
Trenton, NJ 08625-0299

Or Email:

Your Designated NJDPB Health Benefits Group Email Box found on the Resources & Support page in your Benefitsolver Administrator account.

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2026 Committee Appointments

Board Bylaw 1.4010, appointments to Standing Committee

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

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

V2: 5-19-26 – Les Richens resigned from Audit Committee

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2026 – 06-15-26

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