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
2026-08-25 17:30 - 2026-08-25 20:30 EDT

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BROOKDALE COMMUNITY COLLEGE

Board of Trustees
Public Business Meeting Minutes

June 23, 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
	Ms. Mary Pat Angelini, Trustee	Dr. Yesenia Madas
	Mr. Steve Clayton, Trustee	Mr. Kornipibob Kanthanjan
	Mr. Paul Crupi, Trustee	Dr. Nancy Kegelman
	Ms. Dyese Davis, Trustee	Dr. Teresa Manfreda-Foley
	Ms. Stephanie L. Hoitt, Trustee	Ms. Bonnie Passarella, Esq.
	Mr. James McCracken, Trustee	
	Dr. Les Richens, Trustee	Ms. Cynthia Gruskos
	Dr. David Stout, Secretary	
	Mr. Montez Swartz, Trustee	
	Ms. Cyndie Williams, Trustee	
Absent	**Dr. Stephanie D'Alessio**	
College Counsel	**Mr. Sean Kean, 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 June 17, 2026 at 3 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. Kean read the statement on procedures and requirements for making public comment during the public meeting.

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

Chair Horl read our mission statement:

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

Dr. Stout led a moment of silence in memory of three valued members of the Brookdale Community College community:

- **Professor Joyce Semoneit**, who dedicated more than 30 years of service to Brookdale as a librarian and media specialist and continued to serve the college beyond her retirement. Her commitment to scholarship, student success, and advancing learning left a lasting impact on generations of students and colleagues.
- **Eleanor Goldfine**, who served the college for 25 years as a learning assistant in Psychology and Education. She was remembered for her dedication to lifelong learning and for bringing enthusiasm, wisdom, and compassion to her work with students and colleagues.
- **Gerald "Jerry" Cook**, a devoted educator who served as an adjunct instructor for more than 40 years. His passion for literature, writing, and the humanities, along with his unwavering dedication to students, made him a beloved teacher and mentor.

Dr. Stout noted that each of these individuals enriched the lives of Brookdale students through their dedication to education and service, and that their contributions and legacies will not be forgotten. A moment of silence was observed in their memory

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda	A motion to adopt the agenda was made by Trustee Richens and seconded by Vice Chair Abby-White. Motion passed.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Special Recognitions **A. Recognition of Graduate Montez Swartz –** The Board of Trustees recognized Graduate Trustee Montez Swartz for his outstanding leadership, service, and advocacy on behalf of Brookdale students during his term with a reading of a resolution (*Attachment A*). The recognition noted his meaningful contributions to Board committees, his leadership in elevating student voice, and his active engagement in student life and external advocacy. The Board expressed its sincere appreciation for his impact and extended best wishes for his continued success.		
President's Report **A. Recognition of Employees with 50 Years of Service -** The Board of Trustees recognized two employees for achieving the extraordinary milestone of 50 years of service to Brookdale Community College. The acknowledgments highlighted their long-standing dedication, commitment to student success, and significant contributions to the institution over five decades. One of the honorees, Pat Brown, was formally recognized with a resolution (*Attachment B*), while the second employee, Helen Ann Johnson, was acknowledged but not present. The Board expressed its deep appreciation for their enduring service and the lasting impact they have had on the college community. **B. Recognition of Retiring Employees -** The Board of Trustees recognized the employees retiring during FY26, acknowledging their years of dedicated service and meaningful contributions to Brookdale Community College. The retirees were previously honored at a college-wide event, and the Board expressed its collective appreciation for their commitment to the institution and its students. In addition, the Board provided special recognition to two retiring executive leaders, Dr. Nancy Kegelman and Dr. Jayne Edman, whose distinguished careers and lasting institutional impact were honored through formal resolutions (Attachment C). Both were commended for their leadership, commitment to academic excellence, and significant contributions to advancing the mission and effectiveness of the College. The Board extended its gratitude and best wishes for their continued success in retirement.		
Reports from the Board Committees and Liaisons **A. Finance & Facilities Committee –**Trustee Williams reported on the Finance and Facilities Committee held on June 16, 2026. She reported continued advancement of major capital and infrastructure initiatives, including near completion of the theater lighting upgrade, ongoing ADA compliance improvements, and planned enhancements to HVAC and building management systems. Programmatic investments such as the expansion of the welding		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
program, development of the Bloomberg Lab, and the successful launch of the dental clinic were noted as aligned with workforce and academic needs. The Committee also reviewed the monthly financial report for April 2026, noting that revenues and expenses were tracking in line with budget expectations for that period. Additional highlights included the recommendation of a new commercial insurance carrier that reduces costs while expanding coverage, increased grant activity, strong foundation performance, and a strategic agreement related to the Freehold property to strengthen long-term institutional assets. **B. Student Success & Educational Excellence Committee** – Vice Chair Abby-White reported on the Student Success & Educational Excellence Committee held on June 18, 2026. She reported out on the College's enrollment and student success strategies, particularly through a comprehensive, year-round recruitment pipeline culminating in Admitted Students Day programming. These efforts resulted in more than 1,200 students completing registration and being connected to advising and support services, improving enrollment yield and first-year retention outcomes. She also noted the ongoing follow-up efforts to support prospective and registered students, modest growth in fall enrollment, and the introduction of peer mentors through a First-Year Experience grant. Academic updates included progress on the dental hygiene program application and accreditation, the status of the radiologic technology program, and review of the proposed academic calendar for 2027-2028. Strategic discussions focused on advancing stackable credentials, AI literacy, and career-aligned pathways to strengthen workforce readiness and student completion. **C. Graduate Trustee Report -**Trustee Montez's report provided an overview of student engagement and onboarding efforts, highlighting a coordinated early registration initiative held over 17 days that supported 1,215 incoming students in completing registration for their first semester. The effort involved collaboration across multiple departments, including admissions, advising, EOF, financial aid, student life, and IT, demonstrating a comprehensive institutional approach to student onboarding. Upcoming orientation sessions scheduled throughout the summer were also noted as part of continued support for new students. In his concluding remarks as outgoing Graduate Trustee, Montez Swartz reflected on his experience serving on the Board, emphasizing the personal and professional growth gained through participation in governance and engagement with college leadership. He shared that his time at Brookdale shifted his perspective on leadership, underscoring the importance of dialogue, collaboration, and listening to diverse viewpoints. He also highlighted the value of civic engagement and noted that his experiences at the College will guide his future leadership endeavors and commitment to public service **D. NJCCC Update -** The NJCCC update given by Chair Horl provided insight into statewide advocacy and policy developments affecting community colleges. Key concerns included uncertainty in state budget allocations and the likelihood of limited additional funding despite sector-wide advocacy efforts. The Pathways Summit was highlighted as a major		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
success, emphasizing workforce alignment, credential attainment, and collaboration with industry partners. The Council also discussed policy updates, communication strategies to highlight the economic impact of community colleges, and funding redistribution, through which Brookdale received additional funding support. Additionally, in light of budget constraints, discussion included limiting trustee participation in professional development travel, specifically attendance at the ACCT Leadership Congress and Legislative Summit, with consideration given to managing participation levels and associated costs. Ongoing advocacy efforts continue to focus on addressing rising healthcare costs and securing sustainable funding for the sector. **E. Foundation Update -** The Foundation update provided by Vice Chair Abby-White outlined continued progress in governance, fundraising, and community engagement. The Foundation has undertaken a bylaws revision, is actively expanding board membership, and continues to strengthen philanthropic support through events and donor engagement. Recent activities, including a successful culinary experience event tied to scholarship fundraising, demonstrated alignment with institutional values and provided meaningful student involvement opportunities. Overall, Foundation efforts continue to support scholarships, programs, and services that directly benefit students and advance the College's mission.		
Public Comment on Agenda Items Chair Horl opened the public comment section on agenda items only requesting commenters to provide public comment in accordance with the instructions given by Mr. Kean. She further announced that public comment would be limited to 5 minutes per commenter. A written public comment was submitted by Thomas Brennan, President of the Brookdale Community College Administrative Association (BCCAA), regarding agenda item 12A (Approval of Human Resources). The comment expressed concern about the creation of a new administrative position—Director of Academic Pathways—stating that while notification was provided, the union was not adequately consulted as required under the collective bargaining agreement. The BCCAA indicated that the position's responsibilities may overlap with existing roles and requested additional time for review and dialogue. The comment further noted that the matter could be referred to the Public Employment Relations Commission if necessary and emphasized the union's preference to continue collaborative discussions to reach an appropriate resolution. Upon seeing no further public comment, public comment on agenda items was closed.		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
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 passed.	
Approval of Public Business Meeting Minutes - May 26, 2026	A motion to approve the minutes from the Public Business Meeting on May 26, 2026, was made by Trustee McCracken and seconded by Trustee Crupi. Minutes approved.	
Approval of Executive Session Minutes – May 26, 2026	A motion to approve the Executive Session Minutes on May 26, 2026, was made by Trustee Crupi and seconded by Vice Chair Abby-White. Minutes approved.	
Approval of Consent Agenda **A. Approval of Human Resources** **B. Acceptance of Gifts** **C. Acceptance of Grants** **D. Purchases in Excess of $44,900 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of $17,500**	A motion to approve the consent agenda was made by Trustee Hoitt and seconded by Trustee Swartz. Motion approved. **YES**: Trustees Abby-White, Angelini, Clayton, Crupi, Davis, Hoitt, McCracken,	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
E. Open Invoice Payment Requests for Vendor, Student and Employee Payments **F. Monthly Financial Reports** **G. Capital Project Update** **H. Celebration of our Students Transferring**	Richens, Swartz, Williams and Chair Horl **NO**: None **ABSTENTIONS**: None	
Approval of 2027-2028 Academic Calendar	A motion to approve the 2027-2028 Academic Calendar was made by Trustee Crupi and seconded by Trustee Hoitt. Motion approved.	
Approval of New or Revised Policy **A. New Policy - 4.2003 Contract Management and Third Party Providers** **B. Revised Policy - 2.0015 Institutional Memberships** **C. Revised Policy - 5.0006 Effectiveness of Educational Programs**	A motion to approve the new or revised policies listed below was made by Vice Chair Abby-White and seconded by Trustee Crupi. A. New Policy - 4.2003 Contract Management and Third Party Providers B. Revised Policy - 2.0015 Institutional Memberships C. Revised Policy - 5.0006 Effectiveness of Educational Programs Motion approved.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	YES: Trustees Abby-White, Angelini, Clayton, Crupi, Davis, Hoitt, McCracken, Richens, Swartz, Williams and Chair Horl **NO**: None **ABSTENTIONS**: None	
Approval of Revised FY27 Operating and Capital Budgets	A motion to approve by resolution the revised FY27 operating and capital budgets was made by Trustee Crupi and seconded by Trustee Hoitt. Motion approved. **YES**: Trustees Abby-White, Angelini, Clayton, Crupi, Davis, Hoitt, McCracken, Richens, Swartz, Williams and Chair Horl **NO**: None **ABSTENTIONS**: None	
Approval of Revised FY27 Chapter 12 Projects	A motion to approve by resolution the revised FY27 Chapter 12 projects was made by Vice Chair Abby-White and seconded by Trustee Crupi. Motion approved. **YES**: Trustees Abby-White, Angelini, Clayton, Crupi,	

<table>
<tr><th>Topic and Discussion</th><th>Votes Taken</th><th>Action and Follow-up Actions</th></tr>
<tr><td></td><td>Davis, Hoitt, McCracken, Richens, Swartz, Williams and Chair Horl

NO: None

ABSTENTIONS: None</td><td></td></tr>
<tr><td colspan="3">Public Comment

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

Niels Pustrom, Former Studio Assistant - expressed concerns regarding the closure of the Jewelry Studio, the disposal of equipment and materials he believed had significant value, and his exclusion from the inventory and disposition process. He also raised concerns regarding the handling of personal property and the circumstances surrounding his final day at the College.

In response, Dr. David Stout acknowledged Mr. Pustrom's concerns and thanked him for his years of service to the college. He noted that he had already met with him earlier that day to discuss the issues raised and affirmed a commitment to continue the dialogue. Dr. Stout indicated that the matter would be reviewed further and that he would report back to the Board as appropriate.

Ms. Gruskos confirmed there was no further written comment submitted.</td></tr>
<tr><td colspan="3">Old/New Business –
Under Old and New Business, the Board was informed that a special business meeting would be held on July 21, 2026, at 6:30 p.m., virtually, to consider the approval of a health insurance consultant/broker.

Dr. Stout also discussed trustee professional development and conference attendance for the upcoming fiscal year. Due to budget constraints, the number of trustees whose conference expenses can be funded by the College for the ACCT Leadership Congress and Legislative Summit may be limited. Trustees interested in attending were asked to notify the Board office, and a selection process may be utilized if interest exceeds available funding</td></tr>
<tr><td>Resolution to Hold a Closed Meeting</td><td>A motion to approve by resolution (Attachment D) to hold an Executive</td><td></td></tr>
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Topic and Discussion	Votes Taken	Action and Follow-up Actions
	Session was made by Trustee Richens and seconded by Trustee Clayton. Motion passed.	
Motion to Re-Open the Meeting to the Public	A motion to reopen the meeting to the public was made by Vice Chair Abby-White and seconded by Trustee Davis. Motion passed.	
Approval of Agreement with Edgewood Properties for Easements and Water Mitigation at the Freehold Higher Education Center	A motion to approve by resolution the agreement with M & M Main St. Freehold LLC for the conveyance of a permanent easement in and upon Block 70.05, Lot 11, known as 3680 Route 9, Freehold, NJ, for the value of $391,500 along with related consideration including site improvements as set forth in the resolution, authorizes the President of Brookdale Community College to take any all actions necessary to effectuate the purpose of this resolution, including but not limited to the execution of a purchase and sale agreement and the execution of deeds and related documents was made by Trustee Richens	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
	and seconded by Trustee Swartz. Motion approved. **YES**: Trustees Abby-White, Angelini, Clayton, Crupi, Davis, Hoitt, McCracken, Richens, Swartz, Williams and Chair Horl **NO**: None **ABSTENTIONS**: None	
Adjournment **Meeting adjourned at 7:31 pm**	A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Crupi.	

R E S O L U T I O N

WHEREAS, Graduate Trustee Montez Swartz has distinguished himself by leading with empathy, intellectual curiosity and a commitment to civic engagement while serving on the Board of Trustees of Brookdale Community College from July 1, 2025 to June 30, 2026; and

WHEREAS, during his tenure, Trustee Swartz made substantive contributions through service on the Student Success & Educational Excellence Committee, the Audit Committee, and the Governance Committee, ensuring strong student representation and institutional integrity; and

WHEREAS, he continued the tradition of leading the Graduate Trustee Advisory Council (GTAC), amplifying the voice of current students, and ensuring their perspectives were central to board deliberations; and

WHEREAS, he was a staunch advocate for our students, representing the Board of Trustees in advocacy efforts to our elected officials, highlighting the needs of community college students on the national and state level, and ensuring that their interests were prominently addressed; and

WHEREAS, Truste Swartz not only advocated on behalf of Brookdale students at the state and national levels, but also demonstrated leadership by facilitating a meeting with United States Senator Andy Kim and members of GTAC, providing a valuable forum for students to share their perspectives and discuss issues affecting their community college journey; and

WHEREAS Trustee Swartz remained deeply engaged with the student body throughout his tenure by regularly attending Student Life & Activities events, demonstrating his commitment to student connection, involvement, and the vibrancy of campus life; and

WHEREAS, he was honored with the prestigious Dr. Webster Trammell Community Leadership Award at the 40th Annual Wilbur Ray Student Awards Celebration recognizing his exemplary leadership, dedication and service to the Brookdale community; and

WHEREAS, this year Montez Swartz received the Triangle Award, one of Brookdale's highest honors, at the 2026 commencement ceremony presented by Board Chair Barbara Horl to celebrate his outstanding embodiment of leadership, service, and civic engagement;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Brookdale Community College hereby expresses its profound gratitude and appreciation to Graduate Trustee Montez Swartz for his outstanding service, leadership, and advocacy on behalf of the students and the college community; and

BE IT FURTHER RESOLVED, the Brookdale Community College family wishes him continued success in his academic and leadership journey, confident he will shine wherever his journey shall take him; and

BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of the Board of Trustees, and a true copy be presented to Graduate Trustee Swartz so that he has a permanent reminder of the high esteem he has earned among his colleagues.

David M. Stout

Dr. David M. Stout
President
Brookdale Community College

Ms. Barbara Horl
Chair
Brookdale Community College

June 23, 2026

BROOKDALE COMMUNITY COLLEGE
BOARD OF TRUSTEES RESOLUTION

WHEREAS, Helen Anne Johnson has honorably served Brookdale Community College for fifty years, dedicating her career to supporting students, faculty, and staff through a wide range of academic and student support roles; and

WHEREAS, Ms. Johnson began her service to the College in 1976 as a Learning Assistant in the Economics Department, where for nearly four decades she became an indispensable member of the department, providing exceptional support to faculty and students and contributing significantly to the success of countless learners; and

WHEREAS, throughout her career, Ms. Johnson has continued to serve the College in a variety of capacities, including Learning Commons Assistant, Screening Center Staff during the COVID-19 pandemic, Associate in Foundation & Alumni Affairs, Associate in Strategic Partnerships, Senior Technician in Testing Services, and currently as Specialist in Educational Support & Testing Services; and

WHEREAS, Ms. Johnson has generously contributed her time and expertise through participation in numerous College initiatives and committees, including the Performance Recognition Committee, search committees, Direct Connect, the Brookdale Community College Leadership Program, and the Helping Hands Project; and

WHEREAS, her commitment to excellence has been recognized through her receipt of the Performance Recognition Award in 2007 and the Outstanding Staff Award in 2015; and

WHEREAS, as both a dedicated employee and proud alumna of Brookdale Community College, earning an Associate of Applied Science degree in Fashion Merchandising in 1976 and an Associate of Arts degree in Business Administration in 1978, Ms. Johnson exemplifies the transformative power of the Brookdale experience; and

WHEREAS, colleagues and students alike have come to know Ms. Johnson as a thoughtful and diligent professional whose positivity, kindness, and unwavering commitment to service have made her a trusted resource and valued member of the Brookdale community; and

WHEREAS, Ms. Johnson has consistently placed students at the center of her work, making herself available to assist both students and faculty, and her dedication, reliability, and caring spirit have enriched the lives of countless individuals throughout her fifty years of service; and

WHEREAS, the foregoing accomplishments only begin to reflect the extraordinary contributions that Helen Anne Johnson has made to Brookdale Community College over five decades of dedicated service, and this milestone provides a fitting opportunity to recognize the profound and lasting impact she has had on the College and all those she has served;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees, on behalf of all Brookdale students, alumni, faculty, staff, and administrators, proudly recognizes Helen Anne Johnson for fifty years of service to Brookdale Community College and expresses its deepest gratitude for her dedication, professionalism, and commitment to student success; and

BE IT FURTHER RESOLVED that this Resolution be spread upon the minutes of this meeting and that a true copy be presented to Helen Anne Johnson so that she may have a permanent reminder of the high esteem and appreciation in which she is held by her colleagues, the College administration, and the Brookdale Community College Board of Trustees.

______________________________	______________________________
Barbara Horl Board Chair	Dr. David Stout President

JUNE 23, 2026

BROOKDALE COMMUNITY COLLEGE
BOARD OF TRUSTEES RESOLUTION

WHEREAS, Dr. Nancy Kegelman has dedicated thirty-eight years of exemplary service to Brookdale Community College, making a lasting impact on the institution, its students, faculty, staff, and the broader community; and

WHEREAS, throughout her distinguished career, Dr. Kegelman has served Brookdale with exceptional professionalism, integrity, and commitment in a variety of leadership and academic roles, including Professor of Economics, Dean of Academic Affairs, and Associate Vice President of Planning and Institutional Effectiveness; and

WHEREAS, Nancy's leadership has played a vital role in advancing academic excellence, institutional planning, assessment, accreditation, and continuous improvement initiatives that have strengthened Brookdale's ability to fulfill its mission and serve generations of students; and

WHEREAS, as a respected educator and administrator, she has championed evidence-based decision-making, fostered a culture of assessment and accountability, and helped guide the College through significant periods of growth, innovation, and transformation; and

WHEREAS, Nancy's expertise and contributions have been recognized by her peers and colleagues through numerous honors, including the Outstanding Colleague Award in 1996, the Middle States Merit Award in 2008, and the prestigious Barringer Award in 2025; and

WHEREAS, her leadership and reputation in higher education have extended beyond Brookdale through service on multiple Middle States Commission on Higher Education Evaluation Teams, including visits to Nassau Community College (2002 and 2016), Corning Community College (2005), the College of Westchester (2008), and Lehigh Carbon Community College (2018), thereby contributing to the advancement of educational quality throughout the region; and

WHEREAS, Nancy skillfully guided Brookdale through numerous Middle States self-studies; the establishment and advancement of the College's Five-Year Program Reviews, Administrative Unit Reviews, and Assessment Days; and the refining of strategic planning processes; and

WHEREAS, Dr. Kegelman's dedication to the community has been clearly displayed through her many years of service and leadership on local non-profit boards, including the Central Jersey Blood Center, the Visting Nurse Association of Central Jersey, and the Ladacin Network; and

WHEREAS, Nancy has been a trusted colleague, mentor, and leader whose dedication to students and commitment to institutional excellence have left an enduring legacy that will continue to benefit Brookdale Community College for years to come; and

WHEREAS, the above summary of activities does not adequately express the impact that Nancy Kegelman has had on Brookdale Community College, its employees, its students, and its surrounding community, nor does it express how beloved Dr. Kegelman is or the degree to which her colleagues will miss her as she enters into retirement;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees, on behalf of all Brookdale students, alumni, faculty, staff and administrators, wish to recognize Dr. Nancy Kegelman in honor of her distinguished career; and

BE IT FURTHER RESOLVED that Dr. Nancy Kegelman remains forever a "Brookdalian" and cherished member of the Brookdale Community College family, whose impact and connections will endure across generations; and

BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of this meeting and a true copy presented to Nancy Kegelman so that she can have a permanent reminder of the high esteem she has earned among her peers, faculty, College administration, and the Brookdale Community College Board of Trustees.

Dr. David M. Stout	**Ms. Barbara Horl**
President	Chair
Brookdale Community College	Brookdale Community College

JUNE 23, 2026

BROOKDALE COMMUNITY COLLEGE
BOARD OF TRUSTEES RESOLUTION

WHEREAS, Dr. Jayne Edman has dedicated more than thirty-four years of exemplary service to Brookdale Community College, advancing the mission of the College through her unwavering commitment to academic excellence, student success, and the preparation of future healthcare professionals; and

WHEREAS, Dr. Edman began her distinguished career at Brookdale in 1991 as an Instructor of Nursing, ultimately achieving the rank of Professor of Nursing before assuming leadership roles including Academic Division Dean and Dean of the School of Health Sciences; and

WHEREAS, throughout her tenure, Dr. Edman has provided visionary leadership to the School of Health Sciences: strengthening programs, supporting faculty and staff, fostering innovation, securing grants, and ensuring that thousands of students were prepared to serve their communities with Brookdale’s values of compassion, collaboration, creativity, and courage; and

WHEREAS, Dr. Edman’s dedication to institutional improvement extended well beyond her academic leadership, serving on and leading numerous committees and initiatives, including the Middle States Self-Study Team, Curriculum Committee, Governance Steering Committee, Institutional Planning and Effectiveness Committee, College Assessment Committee, Faculty Development Committee, Program Evaluation Committee, and many others that contributed significantly to ensuring Brookdale’s excellence; and

WHEREAS, her commitment to professional excellence was recognized through her service as President of the New Jersey Medical-Surgical Nurses Association and through her participation in distinguished leadership development programs, including the New Jersey Academy and The Chair Academy; and

WHEREAS, Dr. Edman’s outstanding contributions have been acknowledged through numerous honors, including the prestigious Barringer Award in 2026 and Volunteer of the Year in 2025; and

WHEREAS, colleagues, students, and community partners have come to know Dr. Edman as a thoughtful leader, trusted mentor, passionate educator, and tireless advocate whose integrity, wisdom, and compassion have left an enduring mark on the College and the healthcare professions; and

WHEREAS, her legacy is reflected not only in the programs she strengthened and the initiatives she led, but also in the countless lives she touched through her mentorship, encouragement, and steadfast belief in the potential of every student;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Brookdale Community College expresses its deepest gratitude and appreciation to Dr. Jayne Edman for her extraordinary service, leadership, and dedication to Brookdale Community College, the citizens of Monmouth County, and the healthcare ecosystem in New Jersey; and

BE IT FURTHER RESOLVED, that the Board recognizes Dr. Edman’s retirement effective July 31, 2026, congratulates her on an exceptional career of achievement and service, and extends its sincere wishes for health, happiness, and fulfillment in the years ahead; and

BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes of this meeting and a true copy presented to Jayne Edman so that she can have a permanent reminder of the high esteem she has earned among her peers, faculty, College administration, and the Brookdale Community College Board of Trustees.

Barbara Horl Board Chair	Dr. David Stout President

JUNE 23, 2026

BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLUTION AUTHORIZING EXECUTIVE SESSION

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

WHEREAS, the Brookdale Community College Board of Trustees has determined that 1 issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on June 23, 2026 at approximately 6:50 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______________________________

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☐ "(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 ____________________________________

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☐ "(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 f x , 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 – contract negotiations for an easement on the Freehold property and site improvements.

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

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

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

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

WHEREAS, the length of the Executive Session is estimated to be _45__ 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.

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 26 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires	**Recommendations**
Non-Supervisor – Direct Student Contact	1
Support Staff	1
Adjunct Faculty	6
Coaches	2

B. Change of Status	**Recommendations**
Faculty	7
Supervisor – Administrative Operations	1
Non-Supervisor – Administrative Operations	5
Support Staff	1

C. Separations	**Recommendations**
Supervisor – Administrative Operations	1
Support Staff	1

A. HIRES

NON- SUPERVISOR - DIRECT STUDENT CONTACT

1. Name: Cristina Guevara
   Department: Continuing & Professional Studies
   Position: Program Administrator, PACE Grant
   Salary: $67,996
   Effective: 9/1/26, subject to completion of all final contingencies

SUPPORT STAFF

1. Name: Abbey Josephine Isaac
   Department: Chemistry
   Position: Instructional Assistant, Chemistry, 10-month ongoing position
   Salary: $46,194
   Effective: 9/1/26, subject to completion of all final contingencies

ADJUNCT FACULTY

1. Name: Julia Feldman
   Department: Philosophy

2. Name: Darren Fisher
   Department: Art

3. Name: Jessica Galvin
   Department: English

4. Name: Jose Henriques
   Department: Mathematics

5. Name: Teresa Manfreda-Foley
   Department: Business

6. Name: Reagan Miller
   Department: Anthropology

ADJUNCT DEGREE SUMMARY

Doctoral	Masters	Bachelors
2	3	1

COACHES

1. Name: Christopher Katona
   Department: Athletics
   Position: Assistant Coach, Men's Soccer
   Salary: $4,650
   Effective: 9/1/26, subject to completion of all final contingencies

2. Name: Mallory Shevlin
   Department: Athletics
   Position: Assistant Coach, Softball
   Salary: $4,650
   Effective: 9/1/26, subject to completion of all final contingencies

B. CHANGE OF STATUS

FACULTY

1. Name: Valerie Floridia
   Department: Library
   Position: Professor, Library
   Action: Change in reporting to STEAM
   New Salary: No change
   Effective: 9/1/26

2. Name: Amy Clark
   Department: Library
   Position: Professor, Library
   Action: Change in reporting to Health Sciences
   New Salary: No change
   Effective: 9/1/26

3. Name: Chelsea Rizzolo
   Department: Library
   Position: Instructor, Library
   Action: Change in reporting to Business, Humanities & Social Sciences
   New Salary: No change
   Effective: 9/1/26

4. Name: Shay Delcurla
   Department: Library
   Position: Professor, Library
   Action: Change in reporting to Business, Humanities & Social Sciences
   New Salary: No change
   Effective: 9/1/26

5. Name: Cathy Goode
   Department: Counseling
   Position: Professor, Counseling
   Action: Change in reporting to Health Sciences
   New Salary: No change
   Effective: 9/1/26

6. Name: Dominick Nigro
   Department: Counseling
   Position: Professor, Counseling
   Action: Change in reporting to STEAM
   New Salary: No change
   Effective: 9/1/26

7. Name: Eleanor Horgan
   Department: Counseling
   Position: Professor, Counseling
   Action: Change in reporting to Business, Humanities & Social Sciences
   New Salary: No change
   Effective: 9/1/26

SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Ann Marie Johnson
   Department: Planning & Institutional Effectiveness
   Position: Associate Director, Assessment & Program Review
   Action: Change in title and move from A3 to A4 position through reorganization
   New Salary: $77,753
   Effective: 9/1/26

NON-SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Linda Jordan
   Department: Achieve Academy
   Position: Director, Achieve Academy
   Action: Change in reporting to Operations
   New Salary: No change
   Effective: 8/1/2026

2. Name: James McCarthy
   Department: Academic Affairs
   Position: Administrator, Curriculum & Instructional Support
   Action: Title change only
   New Salary: No change
   Effective: 9/1/26

3. Name: Linda Massaro
   Department: Academic Affairs
   Position: Confidential Associate, Curriculum & Instructional Support
   Action: Title change only
   New Salary: No change
   Effective: 9/1/26

4. Name: Joan Rudinski
   Department: Registration & Records
   Position: Manager, Student Records Systems
   Action: Change in A4 position & title through bona fide search
   New Salary: No change
   Effective: 8/26/26

5. Name: Maryann Stengel
   Department: Planning & Institutional Effectiveness
   Position: Administrator, Assessment
   Action: Change in title and unit from non-represented to represented through reorganization
   New Salary: No change
   Effective: 9/1/26

SUPPORT STAFF

1. Name: Andrew Clayton
   Department: Veteran's Center
   Position: Associate, Veteran's Center
   Action: Unpaid Leave
   Effective: 8/17/26 – 9/14/26

C. SEPARATIONS

SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Barbara Devine
   Department: Continuing & Professional Studies
   Position: Program Manager, Educator Preparation
   Action: Resignation
   Effective: 9/10/26

SUPPORT STAFF

1. Name: Richard Robinson
   Department: Print Shop
   Position: Senior Technician, Print Shop, temporary position
   Action: Retirement
   Effective: 8/31/26, with retirement on 9/1/26

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 16 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires	**Recommendations**
Adjunct Faculty	7

B. Change of Status	**Recommendations**
Supervisor – Direct Student Contact	2
Supervisor – Administrative Operations	2
Non-Supervisor – Direct Student Contact	3
Support Staff	1

C. Separations	**Recommendations**
Supervisor – Direct Student Contact	1

A. HIRES

ADJUNCT FACULTY

1. Name: Joseph Butler
   Department: Radiologic Technology

2. Name: Mayra Casal-York
   Department: Respiratory Care

3. Name: Luke Gould
   Department: Radiologic Technology

4. Name: Jacqueline Keenan
   Department: Respiratory Care

5. Name: Erica Patrick
   Department: Radiologic Technology

6. Name: Kimberly Poss
   Department: Radiologic Technology

7. Name: Ronda Stanard
   Department: Radiologic Technology

ADJUNCT DEGREE SUMMARY

Associates	Masters
6	1

B. CHANGE OF STATUS

SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Karin Swan
   Department: Continuing & Professional Studies
   Position: Director, Educator Preparation
   Action: Title change only
   New Salary: No change
   Effective: 8/1/26

2. Name: Barbara Devine
   Department: Continuing & Professional Studies
   Position: Program Manager, Educator Preparation
   Action: Title change only
   New Salary: No change
   Effective: 8/1/26

SUPERVISOR – ADMINISTRATIVE OPERATIONS

1. Name: Jesse Jacondin
   Department: Planning & Institutional Effectiveness
   Position: Director, Institutional Research & Data Quality
   Action: Change in status from A4 to A5 position through bona fide search
   New Salary: $90,405, to be prorated accordingly
   Effective: 8/1/26, subject to completion of all final contingencies

2. Name: Erin Mattsson
   Department: Continuing & Professional Studies
   Position: Director, Workforce Programs
   Action: Title change only
   New Salary: No change
   Effective: 8/1/26

NON-SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Susana Massai
   Department: Admissions
   Position: Interim Bilingual Assistant Director, temporary one-year position
   Action: Temporary change in status from N4 to A3 position
   Salary: $67,996
   Effective: 7/1/26 until further notice, but no later than 6/30/27

2. Name: Nicholas Rudinski
   Department: Continuing & Professional Studies
   Position: Program Administrator, Trades
   Action: Title change only
   New Salary: No change
   Effective: 8/1/26

3. Name: Kristin DeRose
   Department: Continuing & Professional Studies
   Position: Program Administrator, Educator Preparation
   Action: Title change only
   New Salary: No change
   Effective: 8/1/26

SUPPORT STAFF

1. Name: Amy Yates
   Department: Continuing & Professional Studies
   Position: Associate, Educator Preparation
   Action: Title change only
   New Salary: No change
   Effective: 8/1/26

C. SEPARATIONS

SUPERVISOR – DIRECT STUDENT CONTACT

1. Name: Tara Pyciak
   Department: Admissions
   Position: Bilingual Assistant Director, Admissions
   Action: Resignation
   Effective: 7/31/26

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
8/6/26	Thomas Dolan	Computer Numerical Control (CNC) machine for engineering

2.2 Acceptance of Grants
Executive Summary

A. **Funding Agency:** New Jersey Council of Community Colleges (NJCCC)
Funding Opportunity: AI Sprinterships Pilot
Program Title: N/A
Short Title: Sprinterships

Goal/Purpose: The Sprinternships™ Initiative, developed in partnership with Break Through Tech, will provide New Jersey community college students with paid, three-week experiential learning opportunities involving employer-sponsored artificial intelligence projects. The pilot is intended to expand equitable access to applied AI experiences, strengthen connections between colleges and employers, and inform the future expansion of the Sprinternships™ model.

Total $ Received: $4,000
Institutional Match: N/A
Project Timeline: August 1, 2026 – February 28, 2027
Program Administrator: Jill Donovan

B. **Funding Agency:** New Jersey Office of the Secretary of Higher Education
Funding Opportunity: NJ College Bound Continuation Budget
Program Title: College Bound Continuation
Short Title: College Bound
Goal/Purpose: The primary focus of the NJ College Bound continuation funding is to ensure that all full-time and key part-time staff are supported while the state waits for a decision on the requested extension for GEAR UP funds. Current GEAR UP funds end 8/22/26, the state has requested a one-year extension for unused funds. This continuation funding will support Brookdale's key staff salaries August 23rd through December, along with programming costs.

Total $ Received: $100,556
Institutional Match: $35,195.41
Project Timeline: August 23, 2026 – June 30, 2027
Program Administrator: Euniqha Cox

C. **Funding Agency:** New Jersey Council of County Colleges (NJCCC)
Funding Opportunity: Education Design Lab Full Implementation Cohort
Program Title: N/A
Short Title: Education Design Lab

Goal/Purpose: The Education Design Lab Full Implementation Cohort is a comprehensive engagement for colleges serving as anchor institutions for establishing micro-pathways at NJ community colleges. This cohort includes biweekly design sessions, statewide convenings, tailored professional development, employer and learner engagement, on-site design sessions, and customized sustainability and data support. Available micro-pathways include:

- **Health Services**
  - Medical Assistant
  - Patient Care Technician
  - Healthcare IT
- **Infrastructure & Energy**
  - Construction Management
- **Manufacturing & Supply Chain**
  - Supply Chain Professional
- **Technology & Innovation**
  - Cybersecurity
  - Data Analyst
  - Computer User Support Specialist with AI

Total $ Received: $50,000
Institutional Match: N/A
Project Timeline: August 1, 2026 – March 31, 2028
Program Administrator: Susan Pagano

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
New Jersey Council of Community Colleges (NJCCC)	AI Sprinterships Pilot	$4,000
NJ Office of the Secretary of Higher Education	College Bound Continuation Funding	$100,556
New Jersey Council of Community Colleges (NJCCC)	Education Design Lab Full Implementation Cohort	$50,000

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.

2.2 Acceptance of Grants
Executive Summary

A. Funding Agency: New Jersey Department of Labor
Funding Opportunity: Growing Apprenticeships in Nontraditional Sectors (FY26 Round 2)
Program Title: N/A
Short Title: GAINS

Goal/Purpose: The purpose of the GAINS program is to promote the expansion and development of United States Department of Labor (USDOL) approved Registered Apprenticeship programs that drive economic development through skills and educational attainment and create pathways to better-paying careers and advanced credentials. This grant will support Brookdale's K-6 and P-3 students through the grant period.

Total $ Received: $360,000
Institutional Match: N/A
Project Timeline: June 15, 2026 – December 14, 2027
Program Administrator: Susan Pagano

B. Funding Agency: State of New Jersey Department of Children and Families
Funding Opportunity: Displaced Homemakers Program
Program Title: N/A
Short Title: DH Services

Goal/Purpose: To support individuals in achieving financial self-sufficiency due to a loss of their primary source of income due to separation, divorce, widowhood, spousal disability, or spousal military deployment.

The program provides employability skills training to 90 displaced homemakers residing in Monmouth County. Program services include intake and assessment, computer training, job readiness, healthy eating, financial literacy workshops and a weekly support group. Services are provided at no cost to the clients.

The Displaced Homemakers Services has been supported by Brookdale Community College for over thirty years.

Total $ Received: $160,499.14
Project Timeline: July 1, 2026 – June 30, 2027

Program Administrator: Jennifer Murad and Gregory Menza

C. **Funding Agency:** NJ Department of Labor, managed through the County of Monmouth
Funding Opportunity: Youth Services for In-School and Out-of-School Youth Aged 16-24
Program Title: N/A
Short Title: Youth GED

Goal/Purpose: The Out-of-School Youth GED Program offers exam preparation classes and online tutoring for eligible students, ages 16 to 24 years old. Upon successful completion of the four exams, (Language Arts, Social Studies, Math, and Science) students receive a High School Equivalency Diploma issued by the New Jersey Department of Education. The program also provides assistance with career exploration, securing employment, enrolling in postsecondary education, and entry into the armed forces.

Total $ Received: $300,000
Institutional Match: N/A
Project Timeline: July 1, 2026 – June 30, 2027
Program Administrator: Melissa Borre

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
New Jersey Department of Labor	GAINS Round 2	$360,000
State of New Jersey Department of Children and Families	Displaced Homemakers Program	$160,499.14

NJ Department of Labor, managed through the County of Monmouth	Youth GED	$300,000

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: 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 $ Requested: $488,819
Institutional Match: N/A
Date to be Submitted: July 27, 2026
Project Timeline: September 30, 2026 – September 29, 2030
Program Administrator: Summer Deaver

B. Funding Agency: New Jersey Office of the Secretary of Higher Education
Funding Opportunity: NJ College Bound Continuation Budget
Program Title: College Bound Continuation
Short Title: College Bound

Goal/Purpose: The primary focus of the NJ College Bound continuation funding is to ensure that all full-time and key part-time staff are supported while the state waits for a decision on the requested extension for GEAR UP funds. Current GEAR UP funds end 8/22/26, the state has requested a one-year extension for unused funds. This continuation funding will support Brookdale's key staff salaries August 23rd through December, along with programming costs.

Total $ Requested: $100,556
Institutional Match: $35,195.41
Date to be submitted: August 7, 2026
Project Timeline: August 23, 2026 – June 30, 2027
Program Administrator: Euniqha Cox

C. Funding Agency: NJ Office of the Secretary of Higher Education (OSHE)
Funding Opportunity: Hunger-Free Campus Grant
Program Title: N/A
Short Title: Hunger Free

Goal/Purpose: The purpose of this grant program is to foster innovative ways to combat food insecurity on college campuses and assist in planning for long-term solutions. Funding will be used to address student hunger, address basic food needs on campus, raise awareness of currently offered services that address basic food and hygiene needs, and continue to build strategic partnerships at the local, state, and national levels to address food insecurity among students.

Total $ Requested: $15,000
Institutional Match: N/A
Date to be Submitted: September 2, 2026
Project Timeline: July 1, 2026 – June 30, 2027
Program Administrator: Summer Deaver

D. **Funding Agency:** American Association of University Women (AAUW)
Funding Opportunity: Community Action Grants
Program Title: N/A
Short Title: Community Action Grants

Goal/Purpose: Community Action Grants offer up to $50,000 with flexible grant periods to support nonprofits and educational institutions dedicated to helping girls in grades K–12 build the skills, confidence, and preparation they need to thrive in STEM. Projects must incorporate one or more of the following elements:

- Hands-on STEM learning experiences
- Mentorship or exposure to women in STEM
- Family or caregiver encouragement
- Intentional confidence, identity, or belonging-building experiences.

Total $ Requested: up to $50,000
Institutional Match: N/A
Date to be Submitted: September 17, 2026
Project Timeline: approximately July 1, 2027 – June 30, 2029
Program Administrator: Sarah McElroy

E. **Funding Agency:** New Jersey Council of County Colleges (NJCCC)
Funding Opportunity: Harvesting Community to Expand Opportunity: Building Community Connections to Expand Food Access Throughout New Jersey
Program Title: N/A
Short Title: Harvesting Community to Expand Opportunity

Goal/Purpose: New Jersey community colleges can use these funds by any single or combination of flexible strategies that match their local geography, infrastructure, and capacity:

- On-Campus & Partnered Food Supply Logistics: Enhancing food pantries and access points through formalized logistics with regional food banks and/or other partners (e.g., Community Food Bank of NJ, Food Bank of South Jersey, nourish.NJ, Fulfill, etc.).
- Farm-to-Table & Agricultural Partnerships: Creating pipelines with local farms and agricultural non-profits (e.g., America's Grow-A-Row) to distribute fresh, high-quality produce, beef, poultry, and other perishables directly to high-need student populations.
- Benefits Access & SNAP Integration: Proactively utilizing institutional data to connect eligible food-insecure students to federal benefits, specifically assisting Supplemental Nutrition Assistance Program (SNAP) recipients in navigating state work requirements.

Total $ Requested: $7,284
Institutional Match: N/A
Date to be Submitted: September 18, 2026
Project Timeline: September 1, 2026 – May 31, 2027
Program Administrator: Summer Deaver

F. **Funding Agency:** New Jersey Council of County Colleges (NJCCC)
Funding Opportunity: Education Design Lab Full Implementation Cohort
Program Title: N/A
Short Title: Education Design Lab

Goal/Purpose: The Education Design Lab Full Implementation Cohort is a comprehensive engagement for colleges serving as anchor institutions for establishing micro-pathways at NJ community colleges. This cohort includes biweekly design sessions, statewide convenings, tailored professional development, employer and learner engagement, on-site design sessions, and customized sustainability and data support. Available micro-pathways include:

- **Health Services**
  - Medical Assistant
  - Patient Care Technician
  - Healthcare IT
- **Infrastructure & Energy**
  - Construction Management
- **Manufacturing & Supply Chain**
  - Supply Chain Professional
- **Technology & Innovation**
  - Cybersecurity
  - Data Analyst
  - Computer User Support Specialist with AI

Total $ Requested: $50,000
Institutional Match: N/A
Date to be Submitted: August 13, 2026

Project Timeline: August 1, 2026 – March 31, 2028
Program Administrator: Susan Pagano

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

2.1 Submission of Grants
Executive Summary

A. Funding Agency: State of New Jersey Department of Children and Families
Funding Opportunity: Displaced Homemakers Program
Program Title: N/A
Short Title: DH Services

Goal/Purpose: To support individuals in achieving financial self-sufficiency due to a loss of their primary source of income due to separation, divorce, widowhood, spousal disability, or spousal military deployment.

The program provides employability skills training to 90 displaced homemakers residing in Monmouth County. Program services include intake and assessment, computer training, job readiness, healthy eating, financial literacy workshops and a weekly support group. Services are provided at no cost to the clients.

The Displaced Homemakers Services has been supported by Brookdale Community College for over thirty years.

Total $ Requested: $160,499.14
Date to be Submitted: July 13, 2026
Project Timeline: July 1, 2026 – June 30, 2027
Program Administrator: Jennifer Murad and Gregory Menza

B. Funding Agency: Health Resources & Services Administration (HRSA)
Funding Opportunity: Scholarships for Disadvantaged Students
Program Title: N/A
Short Title: HRSA SDS

Goal/Purpose: The goal of this program is to increase diversity in the health professions and nursing workforce by awarding scholarships to students from disadvantaged backgrounds who have financial need. Scholarships for students have a max of $40,000 per year, per student and can be used for tuition, fees, and other reasonable educational expenses incurred by the student. Offering these supports for students with a financial need will encourage more students to enroll and complete their nursing degree and enter the primary care workforce.

Total $ Requested: Up to $650,000 per year for 5-year period
Institutional Match: N/A

Date to be Submitted: July 28, 2026
Project Timeline: September 1, 2026, to June 30, 2031
Program Administrator: Tara Rostron-Lorenz

C. **Funding Agency:** NASA
Lead Institute: Rutgers University
Funding Opportunity: New Jersey Space Grant Consortium
Program Title: NASA Internship Program
Short Title: N/A

Goal/Purpose: Established in 1991 with generous support from the National Aeronautics and Space Administration (NASA), the New Jersey Space Grant Consortium aims to advance space science, aerospace, and STEM education in the Garden State. It also seeks to promote research and development within New Jersey. Students in Brookdale's NASA Internship Program complete a year-long research project under the guidance of a faculty mentor and may have the opportunity to work with a NASA center over the summer.

Total $ Requested: $13,000
Institutional Match: $21,847.99 (in-kind)
Date to be Submitted: July 31, 2026
Project Timeline: Academic year 2026-2027
Program Administrator: Ana Teodorescu

<u>Recommendation:</u>

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 at a meeting held August 18, 2026.

R E S O L U T I O N

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

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

WHEREAS, the Vice President, Finance & Operations has determined and certified in writing that the value of the acquisition will exceed $17,500; and

WHEREAS the vendor has completed all the required certifications and disclosures; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file in the Purchasing Office with this resolution; and

WHEREAS, the Board of Trustees has reviewed the purchases on the list attached hereto and made a part hereof; and

WHEREAS the College certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this resolution.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that Purchases as indicated on the attached list have been reviewed and the same are hereby approved.

Agenda for Purchases in Excess of $44,900
August 25, 2026

Board Item	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase	
Chapter 12					
1	Crystal Clear Glass, LLC	**Glass Replacement and Repair Services T&M, Bid No. 27-02** / Notice was sent to 5 vendors, received 2 replies. This is a 10-month contract with an option for a 2nd year renewal for glass replacement and repair services. Low bid was rejected due to non-compliance with bid requirements. This contract is funded by Chapter 12.	Bid	$ 25,000.00	*
2	Magic Touch Construction Co., Inc.	**Plumbing Services T&M, Bid No. 26-07** / This contract is for the replacement of a 40 HP pump/motor in the MAS Building's mechanical room. This contract is funded by Chapter 12.	Bid	$ 58,873.50	
3	Magic Touch Construction Co., Inc.	**Plumbing Services T&M, Bid No. 26-07** / This contract is for the replacement of a 60 HP pump/motor in the MAS Building's mechanical room. This contract is funded by Chapter 12.	Bid	$ 81,218.97	
Grants					
4	Content Talent South	**Software License Fees** / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This contract is for software license fees for the NJ Film Academy's curriculum. This contract is funded by the NJ Pathways Film & TV Grant.	Exempt	$ 117,000.00	
5	Evaluation and Grant Support Collaborative, LLC	**Professional Consulting Services** / Exemption 18A:64A-25.5.a.(15) (Professional consulting services). This is a two-year contract for external evaluation services of the AutoTech program. This contract is funded by the NSF-EVE Grant.	Exempt	$ 19,000.00	
6	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	$ 45,000.00	*

Operating

7	Study Abroad Association, LLC	**Travel Services for Faculty-Led Short Term Program** / Exempt 18A:64A-25.5.a.(23) (Expenses for travel or conferences). This contract is for the payment of travel expenses for a faculty-led short term program to Germany with a focus on Modernism. The cost includes tour services, airfare, hotel accommodations, airport transportation, meals, and insurance. This contract is funded by Student Program Fees.	Exempt	$ 36,756.00 *
8	SHI International Corporation	**Storage Array Network (SAN) Hardware and Software Maintenance Renewal** / Exempt 18A:64A25.10 (Joint purchases by county colleges, municipalities, or counties; authority). This is a 10-month contract for the maintenance and service agreement for HPE Tech Care to support the primary and disaster recovery SAN which provides high availability access to consolidated, block-level data that support the critical business systems. This contract is funded by the IT Budget.	Exempt	$ 18,500.00
9	Turnitin, LLC	**Software Service Renewal** / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is a one-year New Jersey County College Joint Purchasing Consortium (NJCCJPC) contract for the renewal of Turnitin which is a web-based plagiarism detection software with an AI Detection tool. This contract is funded by the Library Budget. FY26 $40,641.61.	Exempt	NTE $46,000.00
10	Arthur J. Gallagher & Co.	**Insurance** / Exempt 18A:64A-25.5.a.(11) (Insurance). This is a one-year contract for Intercollegiate Athletic Accident and Catastrophic insurance policies. This contract is funded by the Operating Budget. FY26 $46,342.	Exempt	$ 52,650.00
11	Gallagher Benefit Services, Inc.	**Health Insurance Consultant/Broker, RFP No. 09-26** / Notice was sent to 24 firms, received 13 replies. This is a two-year contract for health insurance consultant/broker services. This contract is funded by the Operating Budget.	RFP	$ 100,000.00
12	JC Office Consultants; Exemplis, Sit On It	**Furniture** / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). These contracts are for the supply, delivery, and installation of furniture for the Bloomberg Room in Larrison Hall. These contracts are funded by the Operating Budget.	Exempt	$ 17,910.61

13	Bloomberg Finance L.P.	**Software** / Exempt 18A:64A-25.5.a.(19) (Software peripherals). This is a one-year software license for one Bloomberg Anywhere subscription terminal for Business faculty and students to access Bloomberg Professional Services to monitor and analyze real-time financial market data. This will be the College's third subscription purchase, qualifying the College to receive nine terminals at no additional cost. This contract is funded by the Business and Social Sciences Operating Budget.	Exempt	$ 35,000.00 *
14	Sinclair Moving & Storage Inc. (Agent for Mayflower Transit)	**Moving Services** / Exempt 18A:64A-25.9 (State Contract). This is a State Contract for moving services for various projects. This contract is funded by the Operating and Facilities Budgets.	Exempt	$ 35,000.00 *
15	Crystal Clear Glass, LLC	**Glass Replacement and Repair Services T&M, Bid No. 27-02** / Notice was sent to 5 vendors, received 2 replies. This is a 10-month contract with an option for a 2nd year renewal for glass replacement and repair services. Low bid was rejected due to non-compliance with bid requirements. This contract is funded by the Facilities Budget.	Bid	$ 25,000.00 *

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

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 at a meeting held July 21, 2026.

R E S O L U T I O N

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

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

WHEREAS, the Vice President, Finance & Operations has determined and certified in writing that the value of the acquisition will exceed $17,500; and

WHEREAS the vendor has completed all the required certifications and disclosures; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file in the Purchasing Office with this resolution; and

WHEREAS, the Board of Trustees has reviewed the purchases on the list attached hereto and made a part hereof; and

WHEREAS the College certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this resolution.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that Purchases as indicated on the attached list have been reviewed and the same are hereby approved.

Agenda for Purchases in Excess of $44,900
Executive Board
July 21, 2026

Board Item	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase	
Chapter 12					
1	Electro Maintenance Inc.	**On-Call Electrical Services T&M, Bid No. 26-18** / This contract is for the electrical installation of the new LED sign at the entrance of Newman Springs Road. This contract is funded by Chapter 12.	Bid	$ 87,500.00	
2	Realty Landscaping LLC	**General Landscaping Services, Bid No. 25-20** / This contract is for the removal of shrubs and trees for the installation of river rock to improve drainage near the Freehold Regional building and parking lot. This contract is funded by Chapter 12.	Bid	$ 36,263.12	
3	GPC Inc.	**Carpentry Services T&M, Bid No. 26-09** / This contract is for repairs to the exterior of Gorman Hall and is funded by Chapter 12.	Bid	$ 19,652.60	
4	GPC Inc.	**Carpentry Services T&M, Bid No. 26-09** / This contract is for the replacement of decking and concrete to repair the MAS Bridge. This contract is funded by Chapter 12.	Bid	$ 144,714.57	
5	GPC Inc.	**Carpentry Services T&M, Bid No. 26-09** / This contract is for the renovation of LAH 204 where the Bloomberg terminal labs will be relocated. This contract is funded by Chapter 12.	Bid	NTE $96,000.00	
6	Realty Landscaping LLC	**General Landscaping Services, Bid No. 25-20** / This contract is for various landscaping projects at the Lincroft Campus, and Freehold and Wall Regional Locations. This contract is funded by Chapter 12.	Bid	$ 50,000.00	*
7	GPC Inc.	**Masonry Services T&M, Bid No. 26-06** / This contract is for various masonry projects at the Lincroft Campus, and Freehold and Wall Regional Locations. This contract is funded by Chapter 12.	Bid	$ 100,000.00	*

Grants						
8	Elevate Education	**Professional Consulting Services** / Exemption 18A:64A-25.5.a.(15) (Professional consulting services). This contract is for professional consulting services for the development of a paraprofessional curriculum in collaboration with Bergen and Raritan Valley County Colleges. This contract is funded by the Pathways to Teaching Grant.	Exempt	$	41,333.33	
Operating						
9	Bontevi, Inc.	**Travel Services for Faculty-Led Short Term Program** / Exempt 18A:64A-25.5.a.(23) (Expenses for travel or conferences). This contract is for the payment of travel expenses for a faculty-led short term program to Iceland with a focus on Psychology & Human Sexuality. The cost includes tour services, airfare, hotel accommodations, airport transportation, meals, and insurance. This contract is funded by Student Program Fees.	Exempt	$	72,076.00	*
10	Insurance Restoration Specialists, Inc. dba, First Onsite Property Restoration	**Remediation and Reconstruction Services T&M, Bid No. 27-01** / Notice was sent to 16 vendors, received 3 replies. This is an 11-month contract with an option for a 2nd year renewal for remediation and reconstruction services. This contract is funded by Facilities, Risk Management, and/or Chapter 12.	Bid	$	100,000.00	*
11	N.J. Institute of Technology/ NJEDge.Net	**Electronic Library Resource Licenses** / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority) and Exempt 18A:64A-25.5.a.(6) (Library materials, books, specialized library services). This contract is for the purchase of additional electronic library resources used by our students for their research assignments and is supported by the Virtual Academic Library Environment (VALE) Consortium. These new database contracts will secure discounts and increase resources for our students. This contract is funded by the Library Budget.	Exempt	$	21,000.00	*

*** 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 June 30, 2026, which totaled $2,747,874.99. 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 August 18, 2026.

August 25, 2026: Vice President Finance & Operations, Dr. Teresa Manfreda-Foley

4.2c *Accounts Payable Check Register Summary*

The Check Register Summary reflects payments made to vendors, students, and employees in the month ending May 31, 2026, which totaled $3,370,649.84 This summarizes all payment transactions of the College, and includes payments made on previously approved purchase orders as well as travel expenses and varied monthly expenses in accordance with collective bargaining contracts.

This report was reviewed by the President, the Finance & Facilities Committee and the Executive Committee of the Board of Trustees at a meeting held July 21, 2026.

July 21, 2026: Vice President Finance & Operations, Dr. Teresa Manfreda-Foley

4.1 *Financial Report*

The following is the preliminary, unaudited Financial Report for the month ending June 30, 2026. The financial results presented are based on pre-close, unadjusted figures and are subject to change as the College completes its fiscal year-end closing and annual audit.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at the August 18, 2026 meeting.

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

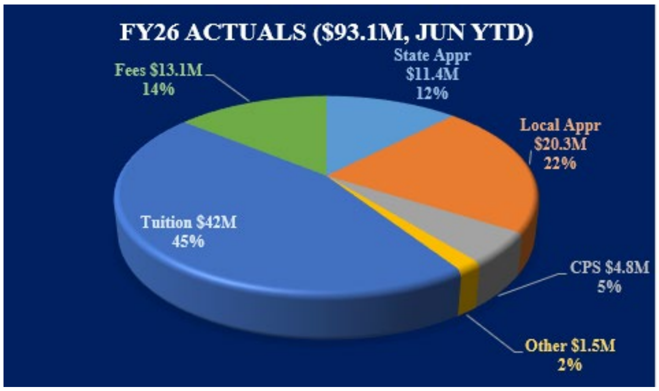
Financial Overview
PRELIMINARY June 30, 2026

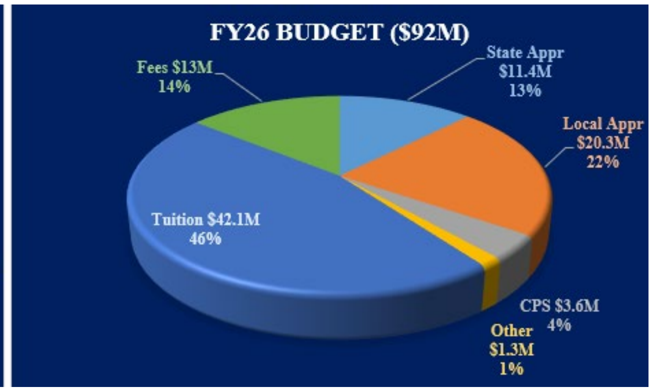
The following financial summary provides an overview of year-to-date financial performance at June 2026 compared to the FY26 budget, and to the same period last year. Amounts presented are pre-close and unadjusted and are subject to change upon the completion of the fiscal year-end closing and audit process.

REVENUE

Budget to Actual

Total operating revenue through June 2026 was $93.1M and represents 101.7% of the $92M FY26 budget.



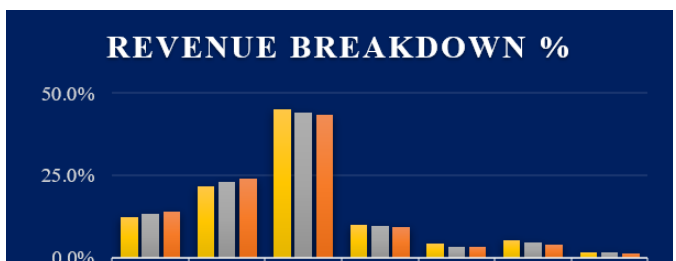


Compared to Prior Year

Operating revenue through June 2026 was 6.1% higher than the same time last year. Of the $5.3M increase, $4.9M is in tuition & fee revenue and $0.4M from all other operating revenue sources.

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

Revenue	FY26	FY25	FY24
State	$ 11,387	$ 11,726	$ 11,773
County	20,277	20,277	20,277
Tuition	42,022	38,833	36,317
Student Fees	9,155	8,444	7,865
Course Fees	3,909	2,909	2,894
CPS	4,811	4,049	3,430
Other	1,524	1,526	1,185
	$ 93,085	$ 87,764	$ 83,741
Tuition	$ 42,022	$ 38,833	$ 36,317
Student Fees	9,155	8,444	7,865
Total	$ 51,177	$ 47,277	$ 44,182

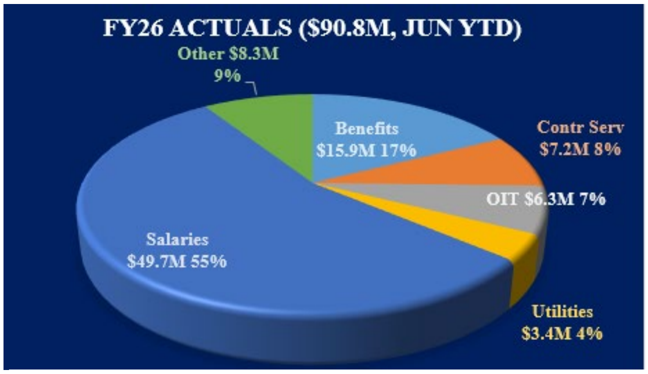


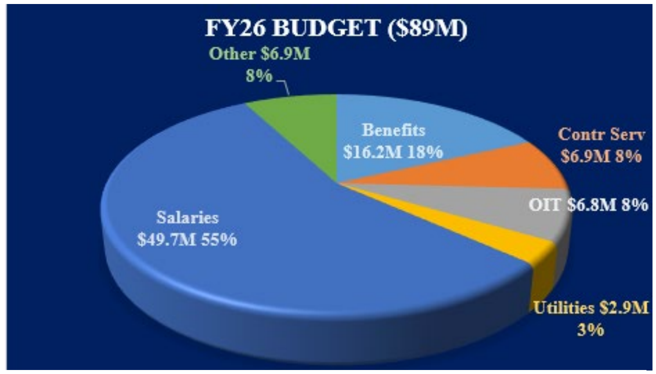
	State	County	Tuition	Student Fees	Course Fees	CPS	Other
FY26	12.2%	21.8%	45.1%	9.8%	4.2%	5.2%	1.6%
FY25	13.4%	23.1%	44.2%	9.6%	3.3%	4.6%	1.7%
FY24	14.1%	24.2%	43.4%	9.4%	3.5%	4.1%	1.4%

EXPENDITURES

Budget to Actual

Total operating expenditures through June 2026 were $90.8M, representing 101.6% of the $89M FY26 budget.





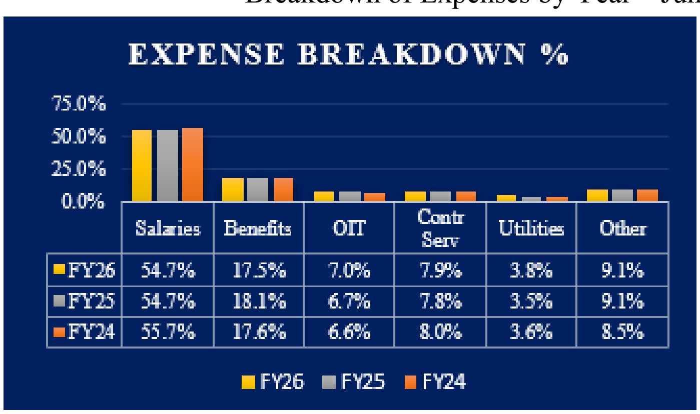
Other Expenses	Actuals	Budget
Insurance (GI)	$ 2,069,443	$ 2,201,500
Tuition Waivers	1,531,598	1,295,000
Snow Removal	1,414,329	450,000
Supplies	578,976	665,663
Program Rental	324,362	369,959
Advertising	262,733	311,300
Memberships	215,724	233,766
Audit/Legal	214,369	208,036
Printing/Paper	180,986	244,308
Lease of Facilities	180,000	180,000
Overnight Travel	171,215	163,369
Postage	166,948	185,507
Vehicles	158,852	23,190
Bank Service Charges	111,914	77,560
Other	703,186	326,316
	$ 8,284,634	$ 6,935,474

Division	Actuals	Budget
President/BOT	$ 601,658	$ 631,502
Human Resources	868,300	965,173
Planning & Institute Effect	522,934	541,908
Advancement	1,788,522	1,539,738
Finance & Operations	17,925,988	16,756,583
Academic Affairs	34,093,892	33,840,000
Student Affairs	6,899,797	7,006,701
Continuing & Prof Studies	3,424,787	3,006,205
Utilities	3,428,536	2,856,344
Benefits	15,904,625	16,185,635
General Expenses	5,345,762	6,078,823
	$ 90,804,800	$ 89,408,612

Compared to Prior Year

Total operating expenses for the same period last year were $87.3M compared to $90.8M this year, indicating an increase in operating costs of $3.5M or 4.0%.

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



Expenses	FY26	FY25	FY24
Salaries	$ 49,670	$ 47,742	$ 45,695
Benefits	15,905	15,848	14,445
OIT	6,343	5,835	5,402
Contr Serv	7,174	6,857	6,604
Utilities	3,429	3,095	2,997
Other	8,285	7,973	6,968
	$ 90,805	$ 87,349	$ 82,110

Increase	$ 3,456

Project Summary: Facilities Overview as of August 18, 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. The theatrical system training was completed on July 22, 2026.

2. **HVAC Upgrades at various buildings**
Cost: *TBD*
Architect/Engineer: *TBD*
PO Date: *TBD*
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. A meeting was held on August 5, 2026, with the engineer to review the scope of work and conduct a preliminary walkthrough of the site. A more in-depth walkthrough is currently being scheduled and is expected to take place within the next two weeks.

3. **Building Automation Control upgrade**
Cost: $*91,200*
Architect/Engineer: *PS&S*
PO Date: *9/2/25*
Contractor: *Automated Building Controls*
PO Date: *TBD*

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 has begun in both the MAC and MAS 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 and completed by September 7.

5. **ADA Upgrades**
Cost: *$136,186*
Architect/Engineer: *N/A*
PO Date: *N/A*
Contractor: *~~Garden State Sealing~~ GPC*
PO Date: *9/2/25*

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. Initial work was completed with Garden State Sealing. Following another site walkthrough, we are continuing the replacement of damaged concrete at the Lincroft campus. We are currently awaiting new quotes from our new contractor, GPC.

6. **Freehold Basement Water Remediation Project**
Cost: *TBD*
Architect/Engineer: *~~Colliers Engineering~~ 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. **Central Utility Plant Energy Efficiency Project Statement**
Cost: *$102,720*
Architect/Engineer: *N/A*
PO Date: *N/A*
Contractor: *Automated Building Controls*
PO Date: *10/29/25*

This project aims to enhance efficiency of the campus boilers by optimizing their use of water, electricity, and natural gas. These improvements will reduce resource consumption, improve system performance, and support the College's sustainability and cost-savings goals. Currently, the contractor is collecting information and researching the scope of work to provide a detailed quote for the project. The quote was presented at the October 2025 Board for approval. Purchase Order was issued to contractor for a project starting in spring 2026. This project has been rescheduled to start mid-summer. Work began on Tuesday, August 11, 2026.

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

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 those details are finalized, we will send the project to Purchasing so it can be issued for public bid. A rendering of the Welding Facility is attached for your reference.

10. **New Bloomberg Program – Larrison Hall**
Cost: TBD
Architect/Engineer: *N/A*
PO Date: *TBD*
Contractor: *TBD*
PO Date: *TBD*

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, and work is expected to start the week of August 10, 2026.

Submission of Middle States Self-Study Report

Brookdale Community College is accredited by the Middle States Commission on Higher Education (MSCHE), an institutional accreditor recognized by the U.S. Department of Education. As part of the accreditation cycle, the College has undertaken a comprehensive Self-Study examining its compliance with MSCHE's seven Standards for Accreditation and Requirements of Affiliation and identifying opportunities for continued institutional improvement.

Preparation for the Self-Study began in spring 2024 with the selection of Steering Committee co-chairs and co-chairs for seven working groups, one for each Standard for Accreditation. Each working group was co-chaired by a faculty member and an administrator. In fall 2024, Self-Study leaders and members of the Executive Leadership Council participated in MSCHE's Self-Study Institute, and the College invited all full- and part-time employees to volunteer for the working groups. Each member of the Steering Committee served as a liaison to one of the seven working groups.

The Steering Committee developed the College's Self-Study Design, establishing the institutional priorities and intended outcomes of the Self-Study, organizational structure, reporting guidelines, timeline and communication plan, and strategies for developing and managing the evidence inventory. The Design was submitted to MSCHE in March 2025. On April 1, 2025, Dr. Connie Clifton, Brookdale's Middle States liaison at the time, conducted the Self-Study Preparation Visit, meeting with members of the College community and the Board of Trustees and providing guidance on the Self-Study process.

Working groups began their substantive work in spring 2025, examining the criteria within their respective Standards and identifying evidence of the College's compliance. Narratives were drafted during summer and fall 2025 and reviewed by content experts, the Steering Committee, and the Evidence Inventory Team.

Broad community engagement continued throughout the process, with faculty, administrators, staff, students, and trustees participating through working groups, meetings, presentations, Town Halls, evidence review, and opportunities to review and comment on the report. Updates were provided through Convocation, Governance Forums, Town Halls, and other College venues. The Board of Trustees received regular updates on the Self-Study from the President or Accreditation Liaison Officer at monthly Board meetings. Students participated through the working groups and a student-led Middle States group that conducted outreach across the College. The first complete draft was shared with the College community in March 2026, followed by three Town Hall meetings addressing all seven Standards and providing opportunities for community feedback.

On May 5, 2026, Dr. Marian E. McGorry, Chair of Brookdale's MSCHE Evaluation Team, conducted a preliminary visit to the College. A draft of the Self-Study was provided to Dr. McGorry in advance of the visit. She met with members of the College community and the Board of Trustees and provided recommendations that were subsequently incorporated into the Self-Study. A second draft was distributed to the College community in June 2026 for an additional month-long review. From July through mid-August, the Steering Committee incorporated feedback and conducted its final review of the Self-Study and supporting evidence. The Self-Study was provided to the Board of Trustees on August 17, 2026, for its review. The Self-Study and supporting evidence will be submitted to MSCHE by August 30, ten weeks in advance of the Evaluation Team visit.

The President recommends that the Board of Trustees authorize the College to submit the Self-Study Report and supporting evidence to the Middle States Commission on Higher Education in preparation for the Evaluation Team visit from November 8 through November 11, 2026.

RESOLUTION

WHEREAS, the Middle States Commission on Higher Education Standard (Middle States) calls for an institution to periodically engage in a comprehensive self-study to demonstrate compliance with Middle States' seven Standards for Accreditation and Requirements of Affiliation (Fourteenth Edition) and evidence expectations by standard; and

WHEREAS, the College engaged in a comprehensive, transparent and thoughtful assessment of the College within the framework of Middle States expectations and has documented such; and

WHEREAS, the College has documented compliance with applicable federal regulatory requirements through the Self-Study Report and supporting evidence, consistent with Middle States' Fourteenth Edition Evidence Expectations by Standard; and

WHEREAS, the Middle States visiting team chair has approved the draft Self-Study Report and revisions were made based on her feedback; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the that the Board of Trustees authorize the institution to submit the Self-Study Report and Evidence Inventory to the Middle States visiting team members via the MSCHE portal 10 weeks in advance of the Middle States on-site evaluation visit from November 8 to 11, 2026.

Declaration of a Reduction In Force

Since the COVID-19 pandemic, Brookdale Community College has experienced significant shifts in enrollment and operating costs. Enrollment declined nearly 20% between FY 2020 and FY 2022 and, despite subsequent recovery, remains nearly 6% below pre-pandemic levels.

At the same time, operating expenses have increased substantially faster than enrollment. Since FY 2020, utility costs have risen nearly 90% and employee health benefit costs more than 33%, creating sustained pressure on the College's operating budget.

Tuition revenue represents nearly 60% of operating revenue. However, significant tuition increases are not a sustainable solution and could undermine the College's commitment to affordability, access, and continued enrollment recovery.

These combined pressures require the College to evaluate its organizational structure and operating model to ensure long-term fiscal sustainability and alignment of resources with current and projected enrollment. The proposed resolution formally declares a reduction in force (RIF) and authorizes the administration to undertake a strategic reorganization in accordance with applicable state law, collective bargaining agreements, and institutional policies and procedures. Approval does not implement specific personnel actions; rather, it authorizes the formal planning and review process necessary to develop recommendations for organizational restructuring and potential workforce reductions.

The Board will receive a detailed plan at its September 22, 2026 meeting outlining:

- Recommended organizational changes.
- Operational and financial impacts.
- Compliance with statutory and contractual requirements.
- Implementation timelines.
- Affirmative Action Assessment
- Expected alignment with the College's strategic and financial objectives.

The President recommends that the Board of Trustees adopt a resolution approving the declaration of a Reduction In Force.

DECLARATION OF REDUCTION IN FORCE IN ACCORDANCE WITH N.J.S.A. 18A:60-3

WHEREAS, Brookdale Community College ("Brookdale;" "the College") experienced a significant diminution of student enrollment due to the COVID-19 pandemic, with enrollment decreasing by 19.3% between Fiscal Year (FY) 2020 and FY 2022; and

WHEREAS, the College's enrollment increased by 16.6% between FY 2022 and FY 2025, yet FY 2025 enrollment remained 5.9% below the College's pre-pandemic enrollment level in FY 2020; and

WHEREAS, Brookdale's recent enrollment growth has been significantly outpaced by increases in operational costs between FY 2020 and FY 2026, including an 89.7% increase in the cost of utilities and a 33.2% increase in the cost of employee health benefits under the New Jersey State School Employees Health Benefits Plan; and

WHEREAS, tuition revenue represents 58% of the College's operating revenue, and the College recognizes that students cannot absorb a large tuition increase without jeopardizing access and affordability; and

WHEREAS, the New Jersey Administrative Code N.J.S.A. 18A:60-3 defines reduction in force procedures that affect tenured faculty and professionals on multi-year contracts; and

WHEREAS, collective negotiation agreements and/or college procedures set forth the procedures for reductions in force that affect administrative and/or support staff positions; and

WHEREAS, these combined fiscal pressures necessitate a reorganization and reduction in force to address these rising expenses, better align financial resources with the College's strategic plan, and position the College for long-term stability and success;

NOW, THEREFORE, BE IT RESOLVED, that in accordance with N.J.S.A. 18A:60-3, the College will undertake a reduction in force and a strategic reorganization, taking into full consideration the enrollment trends, fiscal realities, and external funding constraints described above; and

BE IT FURTHER RESOLVED, that this reduction in force and strategic reorganization will be implemented with the goal of preserving the College's mission, protecting student access and success, and ensuring responsible stewardship of public resources; and

BE IT RESOLVED, that the Board of Trustees directs the President to develop and present a recommended plan for the College to efficiently operate through implementation of a reduction in force and the restructuring of the College; and

BE IT FURTHER RESOLVED, that these the President's recommendations will be presented to the Board of Trustees at its September 22, 2026 meeting and action may be taken based upon those recommendations.

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 Ms. Jocelyn Fajardo	**Governance (5)** **Ms. Mary Pat Angelini, Chair** Mr. Paul Crupi Ms. Dyese Davis Mr. Steve Clayton Ms. Cyndie Williams	**Audit Committee (4)** **Mr. Steve Clayton (Chair)** Ms. Mary Pat Angelini Ms. Jocelyn Fajardo
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 and Steve Clayton new Chair of Audit Committee; V3 – 8-14-26 – removed Montez Swartz and added Jocelyn Fajardo

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		