

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Special Public Business Meeting Minutes**

September 16, 2025

**Brookdale Community College
Brookdale Administrative Center
765 Newman Springs Rd.
Lincroft, NJ 07733**

Chair Brennan called the meeting to order at 5:30 PM and roll call was taken.

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

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

On September 9, 2025 at 12 PM advance written notice of this meeting was posted on the Brookdale Community College website; emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Chair Brennan led the Pledge of Allegiance.

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

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Adoption of Agenda for Public Business Meeting	A motion to adopt the meeting agenda was made by Trustee Angelini and seconded by Trustee Richens. Motion passed.	
Public Comment on Agenda Items No public comment was made, and Ms. Gruskos confirmed no written comments were submitted.		
Approval to Authorize the Submission of a Grant Application to the Office of the Secretary of Higher Education for Grant Funding of Capital Improvement Projects Under the Higher Education Facilities Trust and Authorization to Accept Funds if Granted	A motion to approve by resolution (Attachment A) to authorize the submission of a grant application to the Office of the Secretary of Higher Education for grant funding of capital improvement projects under the Higher Education Facilities Trust and authorization to accept funds if granted was made by Trustee Richens and seconded by Trustee Abby-White. Motion Passed YES: Trustees Abby-White, Angelini, Clayton, Crupi, D'Alessio, Davis, McCracken, Richens, Swatz, Williams and Chair Brennan. NO: None ABSTENTIONS: None.	
Public Comment No public comments were made, and Ms. Gruskos confirmed no written comments were submitted.		

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Old/New Business No old or new business was discussed.		
Adjournment at 5:42 PM	A motion to adjourn the meeting was made by Trustee Clayton and seconded by Trustee Richens.	

RESOLUTION AUTHORIZING BROOKDALE COMMUNITY COLLEGE TO SUBMIT A GRANT APPLICATION TO THE SECRETARY OF HIGHER EDUCATION FOR GRANT FUNDING UNDER THE SUMMER 2025 CYCLE OF THE HIGHER EDUCATION CAPITAL FACILITIES PROGRAM FOR THE PURPOSE OF PROVIDING FUNDING FOR ONE OR MORE PROJECTS OF THE INSTITUTION AND AUTHORIZING ALL OTHER NECESSARY ACTIONS REQUIRED IN CONNECTION THEREWITH

Adopted: September 16, 2025

WHEREAS: On August 11, 2025, the Office of the Secretary of Higher Education (the “Secretary”) released a solicitation for grant funding (the “Summer 2025 Cycle”) under the Higher Education Capital Improvement Fund Act, N.J.S.A. 18A:72A-72 et seq. (“CIF Act”) and under the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A:72A-49 et seq. (“HEFT Act”) (collectively, the “Higher Education Capital Facilities Program”); and

WHEREAS: The purpose of the Higher Education Facilities Trust Fund (“HEFT”) grant program is to provide grants to New Jersey’s public and private institutions of higher education for the cost, or a portion of the cost, of the construction, reconstruction, development, extension, and/or improvement of instructional, laboratory, communication, and research facilities (N.J.S.A. 18A:72A-52); and

WHEREAS: Pursuant to the HEFT grant program, the HEFT grants are expected to be funded from the proceeds of tax-exempt bonds (the “Tax-Exempt Bonds”) to be issued by the Authority pursuant to the HEFT Act; and

WHEREAS: The deadline to submit a grant application (the “Grant Application”) for funding under the Summer 2025 Cycle of the Higher Education Capital Facilities Program is September 22, 2025; and

WHEREAS: Pursuant to N.J.S.A. 18A:72A-54(a), “the governing board of a public or private institution of higher education may determine, by resolution, to apply for a grant from HEFT. Upon adoption of the resolution, the board shall file an application with the Secretary of Higher Education, which application shall include a complete description of the project to be financed and an identification of any additional sources of revenue to be used”; and

WHEREAS: The Board of Trustees (the “Board”) of Brookdale Community College (the “Institution”) desires to approve the submission and form of a Grant Application to the Secretary for funding under the Higher Education Capital Facilities Program for the projects (each, a “Project” and collectively, the “Projects”) described on **Exhibit A** attached hereto (“**Exhibit A**”). Words used in the singular shall include the plural and vice versa, as the context may require; and

WHEREAS: The Board further desires to designate and authorize officers of the Institution to take all necessary and desirable actions to (i) submit to the Secretary a Grant Application for the purpose of providing funding for the Projects, (ii) obtain such other sources of financing for such Projects as may be necessary to complete such Projects, (iii) execute and deliver grant agreement(s) and such other documents and instruments as may be required to implement the grant funding, and (iv) undertake and implement the Projects; and

WHEREAS: The Board desires to approve the aggregate costs of the Projects paid and/or financed through all sources in an amount not to exceed the total amount set forth on **Exhibit A** with respect to such Projects; and

WHEREAS: The Board reasonably expects to reimburse expenditures for costs of the Projects paid by the Institution prior to the issuance by the Authority of the Tax-Exempt Bonds; and

WHEREAS: The Board desires to authorize the Authorized Officers (as defined below) of the Institution to accept grant funding for the Projects from HEFT and to make the certifications and commitments necessary to qualify the Projects for said grant funding from HEFT;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF BROOKDALE COMMUNITY COLLEGE AS FOLLOWS:

SECTION 1. The recitals set forth above are incorporated herein by reference as if set forth at length herein.

SECTION 2. The Board hereby authorizes the undertaking of the Projects described on **Exhibit A** attached hereto; approves the aggregate cost of such Projects, to be paid and/or financed through all sources in an aggregate amount not to exceed the total amount set forth on **Exhibit A** with respect to such Projects; authorizes the financing of all or any portion of the Projects with Tax-Exempt Bonds, commercial loans and other funds available to the Institution, as necessary and as further described in **Exhibit A**; acknowledges that should additional funding be needed to complete the Projects, such funding will be the responsibility of the Institution; and authorizes the submission and form of a Grant Application to the Secretary of Higher Education for grant funding of the Projects under the Summer 2025 Cycle of the Higher Education Capital Facilities Program.

SECTION 3. With respect to any Project that receives funding pursuant to the HEFT grant program, in accordance with N.J.A.C. 9A:15-1.3(b):

- the Board hereby certifies that the Institution has an up-to-date long-range facilities plan approved by the Board that includes provisions to address deferred maintenance and other capital renewal requirements and the

- Board hereby pledges to use the HEFT grant to advance that plan; and
- the Board commits to maintaining the facilities project funded by the HEFT grant; and
- the Board certifies that the Institution will use the HEFT grant funds for the cost, or a portion of the cost, of the construction, reconstruction, development, extension, or improvement of instructional, laboratory, communication, and research facilities.

SECTION 4. This Resolution is a declaration of the official intent of the Institution that the Institution reasonably expects and intends to reimburse expenditures for costs of the Projects paid prior to the issuance of the Authority's Tax-Exempt Bonds ("Applicable Tax-Exempt Debt") in accordance with Treasury Regulation Section 1.150-2 and that the maximum principal amount of the Applicable Tax-Exempt Debt expected to be issued to finance costs of the Projects, including amounts used to reimburse expenditures for such costs paid prior to the issuance of the Applicable Tax-Exempt Debt is \$17,725,000.

SECTION 5. The Authorized Officers (as set forth in **Exhibit B** attached hereto) (each an "Authorized Officer") are each hereby authorized and directed to take all necessary and desirable action to submit to the Secretary a Grant Application for the purpose of providing funding for the Projects, to approve, execute and deliver any and all agreements necessary, including but not limited to grant agreements, to undertake, implement and finance the Projects, and to approve, execute and deliver any and all other financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the Institution, in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution thereon and to attest the same, and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Projects and to pay financing costs including through the financing thereof. The Authorized Officers are further authorized and directed to do and perform such other acts and to take such other actions as may be necessary or required, or which may be deemed to be appropriate, to implement the purposes of this Resolution to undertake, implement and finance the Projects and to provide for the payment and/or repayment of the financing costs thereof.

SECTION 6. The Board hereby authorizes the Authorized Officers to accept grant funding for the Projects as may be awarded to the Institution as a result of participating in the Summer 2025 Cycle.

SECTION 7. All resolutions, orders and other actions of the Board in conflict with the provisions of this Resolution to the extent of such conflict are hereby superseded, repealed or revoked.

SECTION 8. This Resolution shall take effect immediately; and be it further resolved that no further approvals by the Board are necessary to implement this Resolution.

RESOLUTION ADOPTED:

September 16, 2025

DULY CERTIFIED:

A handwritten signature in dark ink, appearing to read "David M. Sout", written over a horizontal line.

David M. Sout, Ph.D., Board Secretary

EXHIBIT A

PROJECT DESCRIPTION

A. Project Description:

For the funding of deferred maintenance projects to benefit Brookdale Community College instructional, laboratory, communication, and research facilities.

Projects include:

1. Lincroft Campus Deferred Maintenance: CO2 Detector Installation, HVAC, Plumbing, and Electrical Upgrades (\$12.5 million)
2. 12 Classroom Renovations (\$3.1 million)
3. Central Utility Plant: Generator Installation (\$2.125 million)

B. Amount of HEFT Grant Request \$17,725,000

C. Total Amount of Institutional Funds to be Provided (if any) \$375,000

D. Total Cost of Project \$18,100,000

EXHIBIT B

AUTHORIZED OFFICERS OF BROOKDALE COMMUNITY COLLEGE

Dr. David Stout, President, Brookdale Community College

Teresa Manfreda, Vice President, Finance & Operations, Brookdale Community College