

# **BROOKDLE COMMUNITY COLLEGE**

## **Board of Trustees Regular Meeting**

**TIME:** Thursday, January 15, 2009  
5:45 p.m.

**PLACE:** Brookdale Community College  
Northern Monmouth Higher Education Center at Hazlet  
One Crown Plaza  
Hazlet, New Jersey

### **AGENDA**

#### **1. GENERAL FUNCTIONS**

1.1 Call to Order

1.2 Reading of Statement and Roll Call

1.3 Welcome of Guests, Staff Members and the Press

1.4 Approval of Minutes of the December 11, 2008 Workshop and Regular Meetings

1.5 Communications and Introductions

1.51 Public Hearing on Tuition and Fees

#### **2. ADMINISTRATION**

2.1 Approval of Board Committee Appointments

#### **3. HUMAN RESOURCES**

3.1 Human Resources Recommendations

The President recommends that the Board of Trustees approve the Human Resources Recommendations as submitted.

#### **4. BUSINESS AND FINANCE**

4.1 Monthly Financial Report

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

**4.2a Purchases Pursuant to the New Jersey “Pay-to-Play” Non-Fair and Open Process, in Excess of \$17,500**

The President recommends that the Board of Trustees adopt a resolution approving the purchases pursuant to the New Jersey “Pay-to-Play” Non-Fair and Open Process, in Excess of \$17,500.

**4.3 Approval of Schedule of Tuition and Fees for FY09-10**

The President recommends that the Board of Trustees adopt a resolution approving the Schedule of Tuition and Fees for FY10, effective with the Summer III Term, 2009.

**4.4 Approval of Proposed Operating and Capital Budget for FY09/10**

The President recommends that the Board of Trustees adopt a resolution approving the Proposed Operating and Capital Budget for FY09/10, and transmitting it to the Board of School Estimate.

**5. CURRICULUM AND INSTRUCTION**

**6. STUDENT PERSONNEL**

**7. BUSINESS AND COMMUNITY DEVELOPMENT**

**8. OLD BUSINESS**

**9. NEW BUSINESS**

**9.1 Hearings of Individuals, Groups and Staff Members**

**9.2 Resolution to Hold a Closed Meeting**

**10. ADJOURNMENT**

# BROOKDALE COMMUNITY COLLEGE

## Board of Trustees Workshop Meeting

December 11, 2008

Brookdale Community College  
Eastern Monmouth Higher Education Center at Neptune  
60 Neptune Boulevard  
Neptune, New Jersey

### 1. GENERAL FUNCTIONS

1.1 Board Chair Howard C. Birdsall called the meeting to order at 5:05 p.m.

1.2 Mrs. Karl then read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., adequate notice of this meeting of the Board of Trustees was provided in the following manner:

A. On December 5, 2008, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.

B. On December 5, 2008, advance written notice of this meeting was faxed to:

*The Asbury Park Press*  
*The Star Ledger*

C. On December 5, 2008, advance written notice of this meeting was filed with the Clerk of the County of Monmouth."

#### Roll Call

Present: Mr. Howard C. Birdsall, Chair  
Dr. Lewis G. Anderson, Trustee  
Father Brian Butch, Trustee  
Dr. Simon Bosco, Trustee  
Mrs. S. Lucille Jones, Trustee  
Mr. Richard M. Maser, Trustee  
Ms. Carole Knopp Morris, Trustee  
Mr. Gene J. Mulroy, Trustee  
Ms. Joan Raymond, Trustee  
Mr. Joseph Rosamilia, Graduate Trustee  
Dr. Peter F. Burnham, Secretary

Absent: Mr. Jacob S. Elkes, Trustee  
Mr. Woodrow C. Holmes, Trustee

- 1.3 Mr. Birdsall welcomed guests, staff members, and the press. He expressed appreciation for the opportunity to have the meeting at the Neptune facility, noting that it is operating at or near capacity.
- 1.4 President Burnham stated that Brookdale employees serve in roles of leadership, not only at Brookdale, but in the community. He noted that Michael Bennett, Marie Lucier-Woodruff, and Laura Qaissaunee have, in a variety of ways, served in national or local organizations in leadership roles; they were active promoters of change. Their various roles are a benefit to Brookdale. Dr. Burnham said that Brookdale is an institution committed to excellence in leadership and when a member of the College's staff takes on a leadership role, it reflects on Brookdale as well.

Dr. Burnham stated that Michael Bennett, Director of Financial Aid at Brookdale, recently completed his term as Chair of the National Association of Student Financial Aid Administrators, a national organization of two- and four-year institutions. He has been active in that organization for some time. During his term as chair, many questions arose about the relationship between lenders and financial aid areas, and it was a stressful time. Mr. Bennett contributed much to the organization during his tenure.

Dr. Burnham advised that Laura Qaissaunee, Director of Grants and Institutional Development, is immediate past president of The Council for Resource Development, an affiliate of the American Association of Community Colleges. Dr. Burnham said he had an opportunity to participate in these meetings, and it was a wonderful experience to know that a member of Brookdale's staff is the expert in this field. To have Ms. Qaissaunee recognized for leadership in this field is a real honor.

Dr. Burnham stated that Marie Lucier-Woodruff, Executive Director of Business and Community Development, recently completed a two-year term as president of the Monmouth-Ocean Development Council. Ms. Lucier has been involved with MODC for a number of years; she is someone who can speak to all of MODC with a vision of economic development.

All three of the above individuals received a resolution from the Board and staff of Brookdale Community College for their leadership roles and contributions to the organizations they served. They were congratulated by the Board and Staff of Brookdale. A copy of the individual resolutions may be found on pages 7-9.

## 2. **BOARD BRIEFINGS AND REPORTS**

Chair Birdsall indicated that there would be an additional item, 4.3, regarding the purchase of bonds for the Big Four projects.

### Monthly Financial Report (4.1)

Trustee Raymond reported that the Monthly Financial Report was routine in nature. She noted that interest rates are slightly higher.

### Draft Budget

Copies of the draft budget for FY 2010 were distributed. Dr. Burnham explained that planning for this year's budget was a challenge. He said that the Board members gave sound counsel at the Board retreat as to their priorities and they supported the College's projection for enrollment growth. The Board also provided guidance on tuition. It should be understood that the budget is subject to change, depending on the support received from the county and the state.

Dr. Burnham noted that the draft budget contains essential additions to the staff. It includes new faculty and other positions. There was a shaving down of requests in the double digits. Priorities had to be made. Included in this budget is support for the Board's desire to see improvements in the physical infrastructure of all Brookdale locations. Some additional money has been added for technology support services, particularly at the higher education centers. Another area which the Board validated at the retreat was responding to the College's plan to move the Freehold site toward branch campus status. There is also a modest amount set aside for a potential student development model, an area that is being studied through a collegial commission; to date there has been no recommendation from that commission. The major cost to the College is in the area of personnel. This coming year there is a fixed cost for negotiation settlements. Dr. Burnham advised that there are many line items.

Mr. Fehr commented that work on the budget begins in July. He recognized members of his staff (Maureen Lawrence, Elise Barocas, and Helen Loori) for all of their hard work with regard to the budget. He also expressed appreciation to the Educational Services Division, particularly Dr. McMenamain and Sue Desiderato, for their contributions to the budget process.

Trustee Raymond briefly reviewed the budget. She noted that the book has been simplified.

Mr. Fehr pointed out that tuition will go from \$110/credit to \$115/credit, or a 4.5% increase. The budget projects a 5% decrease in state aid over FY 2009. He noted that the budget projects county support at 30% of the budget. Mr. Fehr said that all of the data in the draft report is close to the Five-Year Financial Plan. He stated that the general services fee is 24% of tuition. Of that, 15% goes to the operating fund; 19% to ASBCC; 6% to the Technology Improvement Plan; 2% goes to the Big Four Projects and debt service and interest to debt on the Warner Student Life Center.

Mr. Fehr reported that the non-credit program is very stable and had a good year in 2008. The program is close to being self-sufficient. He noted that FTE has gone up substantially; expenses are only up 4.8%. Enrollment growth is projected at 3.5%; salary negotiations are up 4%. Mr. Fehr said it is a reasonable budget. He noted that FTE went up almost 900; however, the cost of FTE went up very little due to the College's efficiency. For the first time, the budget contains funds for infrastructure improvements in the operating budget. The buildings are

getting older and need some infrastructure improvements. Mr. Fehr said that IT improvements are included, as well as a classification study. Utilities are going up; there are reserves for the branch campus. Mr. Fehr commented that conservative enrollment numbers were used for spring and summer enrollments.

Ms. Lawrence commented on the Capital Budget. She pointed out that all the money for the Big Four Projects is in the current year.

Dr. Burnham noted that 51% of revenue comes from student tuition; the importance of enrollment is huge.

Mr. Fehr went over the revenue side of the budget. Dr. Burnham remarked that he hoped that between now and January 15 the College would have a better understanding of the county's contribution. The preliminary budget will be presented to the county at the Board of School Estimate in February. The Governor's budget should be announced the second week of January.

Mr. Birdsall stated that because of the nature of this year's budget, it is in draft form. He asked Board members to review the budget in detail and to let him know if they feel it is necessary to have a special meeting to answer any questions they might have. If necessary a meeting can be arranged prior to the Board approving the budget at the January 15 meeting.

#### Acceptance of 2010 Matrix

Dr. Burnham advised that the Matrix was reviewed at the Board retreat. At that time there were several items that needed to be revised. The Board felt that the area of technology should be more detailed in the Matrix. References to technology may be found in items IA1; IIA8; IIIA4. The Matrix is the planning document for essentially everything the institution does, and there is collaboration with the internal Governance structure.

#### Information Regarding Clinical Facilities Used By Students

A list of clinical agencies with which the College is affiliated was provided to the Board for its information. Dr. McMenamin advised that these facilities are essential for education and training of Brookdale's students in the Health Sciences discipline. She said she hoped this list would continue to grow; new College programs are coming up and the College is always looking for more opportunities.

#### Foundation and Alumni Association

Dr. Trammell referred to the Board's brief on the Foundation and Alumni Association. He noted the campaign was begun only days ago. All of the money raised goes to the Financial Aid office for distribution to students on an as-needed basis. Dr. Trammell stated they are stepping up their analysis of donors, and a firm has been hired to look for individuals of worth in the community so that they can be approached. A newsletter was recently mailed out to alumni and donors.

Mr. Zeiss commented that more is being done with the alumni. He noted that, at best, one percent is good for direct mail campaigns. If a person is met face to face there is a 70% change of obtaining a gift. Mr. Zeiss advised that they are starting to use technology by creating on-line alumni lists. There are 10,000 email addresses, and this is a way of trying to communicate frequently and immediately with alumni.

Dr. Trammell said the Foundation is very successful with special events, but they want to move from those labor-intensive programs, although not abandon them entirely. He noted that Board/Cabinet members would be receiving a solicitation letter soon. He said the Foundation has been very fortunate in that the entire Cabinet and Board of Trustees have pledged to make a donation to the Foundation over time. Dr. Trammell noted that Laura Qaissaunee works with the team to research private and public foundations that can be approached. He said that President Burnham would be making some "house calls." Dr. Burnham said that student indebtedness last year was \$8 million, and just the fall term this year has reached almost that amount. The need for more resources is essential. Mr. Zeiss commented that 40% of students who fill out applications for aid are independent, and they do not have resources.

#### Report on ACCT Conference

A report was distributed to all Board members, prepared by Trustee Jones, on her recent experience at the ACCT Annual Congress, held in New York City in November.

#### Board of Trustees Retreat Debriefing

Dr. Burnham stated that there was a working draft of the Board's planning agenda in the Board packets that outlined items that will require Board approval as well as discussion items for the months of January, February, March, and April. This agenda was prepared by Ms. Horgan. If any Board member would like to have a specific item covered, he/she should let Ms. Horgan know and an attempt will be made to accommodate that request.

#### Resolution for the Sale of Bonds for the Big Four Projects (4.3)

Mr. Birdsall stated that an item would be added to the agenda—Resolution for the sale of bonds for the Big Four Projects (4.3).

### **3. CONSENT AGENDA**

#### Human Resources Recommendations (3.1)

An addendum to Item 3.1, Human Resources Recommendations, was distributed, which indicated the addition of an Administrative Hire (Rashida Scott-Cruz); the separation of Dr. Linda Myers, Academic Division Dean for Mathematics; and the interim position of Academic Division Dean for Mathematics, which will be filled by Terry Healy for the period 1/1/09 until 6/30/09.

There were no questions or comments about any of the items on the Consent Agenda.

4. ADJOURNMENT

It was **MOVED** by **Trustee Butch** and seconded by **Trustee Jones** that the meeting be adjourned at 6:35 p.m.

Respectfully submitted \_\_\_\_\_  
Peter F. Burnham, Secretary

# BROOKDALE COMMUNITY COLLEGE

## Board of Trustees Regular Meeting

December 11, 2008

Brookdale Community College  
Eastern Monmouth Higher Education Center at Neptune  
60 Neptune Boulevard  
Neptune, New Jersey

### 1. GENERAL FUNCTIONS

1.1 Board Chair Howard C. Birdsall called the meeting to order at 6:35 p.m.

1.2 Mrs. Karl then read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., adequate notice of this meeting of the Board of Trustees was provided in the following manner:

A. On December 5, 2008, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.

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*The Asbury Park Press*  
*The Star Ledger*

C. On December 5, 2008, advance written notice of this meeting was filed with the Clerk of the County of Monmouth."

#### Roll Call

Present: Mr. Howard C. Birdsall, Chair  
Dr. Lewis G. Anderson, Trustee  
Father Brian Butch, Trustee  
Dr. Simon Bosco, Trustee  
Mrs. S. Lucille Jones, Trustee  
Mr. Richard M. Maser, Trustee  
Ms. Carole Knopp Morris, Trustee  
Mr. Gene J. Mulroy, Trustee  
Ms. Joan Raymond, Trustee  
Mr. Joseph Rosamilia, Graduate Trustee  
Dr. Peter F. Burnham, Secretary

Absent: Mr. Jacob S. Elkes, Trustee  
Mr. Woodrow C. Holmes, Trustee

1.3 Chair Birdsall welcomed guests, staff members and the press.

1.4 It was **MOVED** by **Trustee Jones** and seconded by **Trustee Anderson** that the November 12, 2008 minutes of the Executive Committee, Annual, Workshop, and Regular Meetings; and the minutes of the November 14 and 15, 2008 Board Retreat be approved.

Motion carried by the following vote:

**AYES:** Trustee Anderson, Bosco, Jones, Maser, Mulroy,  
Raymond, Rosamilia, and Birdsall

**NAYS:** None

**ABSTENTIONS:** November 12 Workshop, Annual and Regular Meetings: Trustee Anderson, Butch, Morris; Board Retreat, November 14: Trustee Butch, Bosco, Morris, Mulroy; Board Retreat, November 15: Trustee Bosco, Butch, Maser, Morris, Mulroy

## 1.5 Reports

1.51 President Burnham reported to the Board on the Acceptance of Gifts as of October 31, 2008. These items are generously donated by individuals, business firms, students, and staff members.

1.52 President Burnham urged all Board members to read the President's Report.

## 2. CONSENT AGENDA

It was **MOVED** by **Trustee Raymond** and seconded by **Trustee Morris** that the following items be approved:

2.1 (Acceptance of Grants, 2.1) The President recommended that the Board of Trustees adopt a resolution accepting the funds listed and authorizing the President to sign funding notification forms and any appropriate amendments. A copy of the resolution may be found on page 5.

2.2 (Adoption of Annual Strategic Planning Matrix, 2.2) The President recommended that the Board of Trustees adopt the Brookdale Community College Annual Strategic Planning Matrix for 2009-2010. A copy of the Matrix may be found on page 6.

2.3 (Human Resources Recommendations, 3.1) The President recommended that the Board of Trustees approve the Human Resources recommendations as submitted, including the Addendum. A copy of the recommendations may be found on

pages 7-9.

- 2.4 (Monthly Financial Report, 4.1) The President recommended that the Monthly Financial Report be accepted by the Board of Trustees as submitted. A copy of the report may be found on pages 10-15.
- 2.5 (Purchases in Excess of \$30,100, and New Jersey “Pay-to-Play” Bids, and Proposals in Excess of \$17,500, 4.2) The President recommended that the Board of Trustees adopt a resolution approving the purchases as indicated on the attached list. A copy of the resolution and list of purchases may be found on pages 16-17.
- 2.5 (Purchases Pursuant to the New Jersey “Pay-to-Play” Non-Fair and Open Process, in Excess of \$17,500, 4.2a) The President recommended that the Board of Trustees adopt a resolution approving the Purchases as indicated on the attached list. A copy of the resolution and list of purchases may be found on pages 18-19.
- 2.6 (Resolution approving the sale of bonds for the renovations of the Collins’ Arena/Fitness Center, Auto Tech Building, and renovation and infrastructure improvements to the Western Monmouth Higher Education Center, 4.3) The President recommended that the Board of Trustees adopt a resolution declaring the College’s intent to sell bonds through the Monmouth County Improvement Authority and to authorize them to execute various documents in connection with the sale of the bonds for the renovation of the Collins’ Arena/Fitness Center, Auto Tech Building, and renovation and infrastructure improvements to the Western Monmouth Higher Education Center. A copy of the resolution may be found on pages 20-21.

Motion carried by the following vote:

AYES: Trustee Anderson, Bosco, Butch, Jones, Maser, Morris  
Mulroy, Raymond, Rosamilia, Birdsall  
NAYS: None  
ABSTENTIONS: None

### 3. RESOLUTION TO HOLD A CLOSED MEETING

- 3.1 The President recommended that the Board of Trustees adopt a resolution to hold a closed meeting. It was **MOVED** by **Trustee Bosco** and seconded by **Trustee Anderson** that the Board of Trustees adopt a resolution indicating that a meeting of the Board shall be held at which the public shall be excluded on **Thursday, December 11, 2008**, beginning at **6:40 p.m.** This is in accordance with the Open Public Meetings Act. A copy of the resolution may be found on page 22.

Motion carried by the following vote:

AYES: Trustee Anderson, Bosco, Butch, Jones, Maser, Morris,  
Mulroy, Raymond, Rosamilia, Birdsall  
NAYS: None

ABSTENTIONS: None

4. **ADJOURNMENT**

4.1 It was **MOVED** by **Trustee Maser** and seconded by **Trustee Jones** that the meeting be adjourned at 6:40 p.m. Approval was unanimous.

Respectfully submitted \_\_\_\_\_

Peter F. Burnham, Secretary

**BROOKDALE COMMUNITY COLLEGE  
BOARD OF TRUSTEES COMMITTEE APPOINTMENTS – 2009**

**Executive Committee**

Mr. Howard C. Birdsall, Chair  
Mr. Jacob S. Elkes  
Dr. Lewis G. Anderson  
Ms. Joan Raymond

**Buildings and Grounds Committee**

Mr. Richard M. Maser, Chair  
Dr. Lewis G. Anderson  
Father Brian Butch  
Ms. Joan Raymond  
Mr. Howard C. Birdsall (ex officio)  
Mr. Jacob S. Elkes (ex officio)

**Educational Services Committee**

Mrs. S. Lucille Jones, Chair  
Dr. Lewis G. Anderson  
Dr. Simon Bosco  
Mr. Joseph Rosamilia  
Mr. Howard C. Birdsall (ex officio)  
Mr. Jacob S. Elkes (ex officio)

**Finance Committee**

Ms. Joan Raymond, Chair  
Dr. Lewis G. Anderson  
Mrs. S. Lucille Jones  
Mr. Howard C. Birdsall (ex officio)  
Mr. Jacob S. Elkes (ex officio)

**Human Resources Committee**

Dr. Simon Bosco, Chair  
Father Brian Butch  
Mrs. Carole Knopp Morris  
Mr. Richard Maser  
Mr. Howard C. Birdsall (ex officio)  
Mr. Jacob S. Elkes (ex officio)

**Information Technologies Committee**

Dr. Lewis G. Anderson, Chair  
Mr. Richard Maser  
Mr. Gene J. Mulroy  
Mr. Joseph Rosamilia  
Mr. Howard C. Birdsall (ex officio)  
Mr. Jacob S. Elkes (ex officio)

**Policy Committee**

Mr. Gene J. Mulroy, Chair  
Dr. Simon Bosco  
Father Brian Butch  
Mr. Howard C. Birdsall (ex officio)  
Mr. Jacob S. Elkes (ex officio)

**Nominating Committee**

Mr. Richard M. Maser, Chair  
Dr. Simon Bosco  
Ms. Joan Raymond

**Special Assignments**

Liaison to Holocaust Center  
Father Brian Butch

Liaison to Brookdale Community  
College Foundation  
Mr. Jacob S. Elkes

Liaison to New Jersey Council  
of County Colleges  
Dr. Lewis G. Anderson

New Jersey Council of County  
Colleges – Trustee Ambassador  
Mrs. S. Lucille Jones

Member of Diversity Council  
Mrs. S. Lucille Jones

**BOARD OF TRUSTEES AGENDA ITEM**

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SUBJECT: HUMAN RESOURCES  
RECOMMENDATIONS

DATE: January 15, 2009

CATEGORY: Human Resources

ITEM & FILE #: 3.1

REASON FOR BOARD CONSIDERATION: APPROVAL

ENCLOSURE(S):

**BACKGROUND:** Each month the Board of Trustees is asked to consider numerous Human Resources items. This month there are a total of 18 recommended items. A summary of the action items is listed below with supporting documentation attached.

**A. Hires**

Faculty  
Support Staff  
Adjuncts

**Recommendations**

1  
1  
1

**B. Change of Status**

Faculty  
Administrative  
Police

**Recommendations**

1  
4  
1

**C. Separations**

Faculty  
Administrative  
Support Staff

**Recommendations**

6  
1  
2

**RECOMMENDATION:** The President recommends that the Board of Trustees approve the Human Resources recommendations as submitted.

INITIATOR OF ITEM: Patricia Sensi

BOARD ACTION DATE: January 15, 2009

EFFECTIVE DATE: As Indicated

## BACKGROUND

### A. HIRES

#### FACULTY

1. Name: Jovita Francis  
Department: Nursing  
Position: Instructor, temporary spring semester  
Salary: \$24,079 prorated from annual base of \$46,689  
Effective: 1/20/09

#### SUPPORT STAFF

1. Name: Sonia Falotico  
Department: Mathematics Division  
Position: Senior Office Assistant  
Salary: \$27,150  
Effective: 1/16/09

#### ADJUNCTS

1. Name: Shaila Patankar  
Department: Mathematics  
Semester: Fall 2008

### B. CHANGE OF STATUS

#### FACULTY

1. Name: Brian Sicilia  
Department: Mathematics  
Position: Instructor  
Action: Extension of temporary position through spring semester  
New Salary: \$24,078 prorated from annual base of \$46,489  
Effective: 1/20/09 – 6/30/09

#### ADMINISTRATIVE

1. Name: Lauren Brutsman  
Department: Student Life & Activities  
Position: Student Life Representative  
Action: Reclassification from A2 to A3  
New Salary: \$48,107  
Effective: 12/1/08

2. Name: Billie Ciano  
Department: Accounting Administration  
Position: Director, Grants & Audits  
Action: Temporary assignment, A3 to A5, and change in hours from 30 to 37.5 hrs/wk  
New Salary: \$63,373  
Effective: 1/16/09 – 12/31/09
3. Name: Jill Donovan  
Department: Student Life & Activities  
Position: Student Life Representative  
Action: Reclassification from A2 to A3  
New Salary: \$48,107  
Effective: 12/1/08
4. Name: Carol Murphy  
Department: Academic Affairs  
Position: Confidential Administrative Assistant to the Dean  
Action: Reclassification from N4 to A1  
New Salary: \$46,319  
Effective: 10/1/08

## **POLICE**

1. Name: Robert DeNardo  
Department: Safety & Security  
Position: Security Guard  
Action: Increase in hours from 26 to 40 hrs/wk  
New Salary: \$31,286  
Effective: 2/1/09

## **C. SEPARATIONS**

### **FACULTY**

1. Name: Patricia Clapp  
Department: Writing  
Position: Instructor  
Action: End of temporary assignment  
Effective: 12/31/08
2. Name: Cari Gigliotti  
Department: Chemistry  
Position: Assistant Professor  
Action: Resignation

- Effective: 1/15/09
3. Name: Barbara Lofthouse  
Department: Reading  
Position: Instructor  
Action: End of temporary assignment  
Effective: 12/31/08
  4. Name: Lisa McGhee  
Department: Reading  
Position: Instructor  
Action: End of temporary assignment  
Effective: 12/31/08
  5. Name: Eileen Nolan  
Department: Reading  
Position: Instructor  
Action: End of temporary assignment  
Effective: 12/31/08
  6. Name: Lynn Zinser  
Department: Reading  
Position: Instructor  
Action: End of temporary assignment  
Effective: 12/31/08

### **ADMINISTRATIVE**

1. Name: Robert Carmack  
Department: Educational Services Technology  
Position: Executive Director  
Action: Rescinded acceptance of employment  
Effective: 1/5/09

### **SUPPORT STAFF**

1. Name: Michelle Damsky  
Department: English  
Position: Learning Assistant  
Action: End of temporary assignment  
Effective: 12/23/08
2. Name: Richard Witzig  
Department: Library

Position: Senior Assistant  
Action: Termination  
Effective: 11/1/08



**BROOKDALE COMMUNITY COLLEGE  
OPERATING FUND  
BUDGET SUMMARY REPORT  
2008/2009**

AS OF NOVEMBER 30, 2008

CATEGORY	ORIG. BUDGET	ADD'L. APPR & TRANS.	TOTAL FUNDS AVAILABLE	COMMIT.	BALANCE
PRESIDENT'S DIVISION	\$2,484,035	\$0	\$2,484,035	\$2,277,496	\$206,539
ADMIN & OPERATIONS	9,541,058	(1,268)	9,539,790	8,925,931	613,859
BUSINESS & FINANCE	1,998,166	(696)	1,997,470	1,793,900	203,570
EDUCATIONAL SRVCS	42,697,259	2,964	42,700,223	36,652,247	6,047,976
BUSINESS & COMM DEV	2,956,220	300	2,956,520	2,230,501	726,019
DEVEL, COMM & GOV REL	444,198	0	444,198	429,471	14,727
UTILITIES	5,663,550	0	5,663,550	4,589,155	1,074,395
BNFTS & GENRL INST.	21,395,303	(1,300)	21,394,003	17,381,930	4,012,073
<b>TOTALS</b>	<b>\$87,179,789</b>	<b>\$0</b>	<b>\$87,179,789</b>	<b>\$74,280,631</b>	<b>\$12,899,158</b>

**BROOKDALE COMMUNITY COLLEGE  
CAPITAL FUND  
BUDGET SUMMARY REPORT  
2008/2009**

AS OF NOVEMBER 30, 2008

CATEGORY	ORIG BUDGET	ADD'L. APPR & TRANS.	TOTAL FUNDS AVAILABLE	COMMIT.	BALANCE
<b>RENEWALS &amp; REPLACEMENTS</b>	\$300,000	\$41,606,423	\$41,906,423	\$4,941,268	\$36,965,155
<b>CONSTRUCTION</b>	0	0	0	0	0
<b>MINOR CAPITAL</b>	5,191,987	0	5,191,987	3,601,200	1,590,787
<b>TOTAL</b>	<u>\$5,491,987</u>	<u>\$41,606,423</u>	<u>\$47,098,410</u>	<u>\$8,542,468</u>	<u>\$38,555,942</u>

**BROOKDALE COMMUNITY COLLEGE  
OPERATING FUND  
INCOME SUMMARY REPORT  
2008/2009**

AS OF NOVEMBER 30, 2008

SOURCE	ANTICIP. REVENUE	ADJUST.	REVISED REVENUE	REVENUE RECEIVED	BALANCE
STATE OF NEW JERSEY	\$12,206,084	\$0	\$12,206,084	\$5,064,150	\$7,141,934
COUNTY OF MONMOUTH	26,360,468	0	26,360,468	10,983,528	15,376,940
STUDENT TUITION	36,722,944	0	36,722,944	25,965,155	10,757,789
STUDENT FEES	5,333,614	0	5,333,614	3,982,840	1,350,774
BUSINESS & COMM DEVELOP	3,017,587	0	3,017,587	1,966,362	1,051,225
APPROP. FROM RESERVE	1,181,679	0	1,181,679	1,181,679	0
MISCELLANEOUS	2,357,413	0	2,357,413	522,526	1,834,887
<b>TOTAL</b>	<b>\$87,179,789</b>	<b>\$0</b>	<b>\$87,179,789</b>	<b>\$49,666,240</b>	<b>\$37,513,549</b>

**BROOKDALE COMMUNITY COLLEGE  
CAPITAL FUND  
INCOME SUMMARY REPORT  
2008/2009**

AS OF NOVEMBER 30, 2008

<b>SOURCE</b>	<b>ANTICIPATED REVENUE</b>	<b>ADJUST.</b>	<b>REVISED REVENUE</b>	<b>REVENUE RECEIVED</b>	<b>BALANCE</b>
<b>STATE OF NEW JERSEY</b>	\$0	\$2,671,370	\$2,671,370	\$0	\$2,671,370
<b>COUNTY OF MONMOUTH</b>	2,200,000	2,671,370	4,871,370	1,416,665	3,454,705
<b>OTHER</b>	3,291,987	36,263,684	39,555,671	2,816,468	36,739,203
<b>TOTAL</b>	<u>\$5,491,987</u>	<u>\$41,606,423</u>	<u>\$47,098,410</u>	<u>\$4,233,133</u>	<u>\$42,865,277</u>

**BROOKDALE COMMUNITY COLLEGE**  
**SUMMARY OF INVESTMENTS**  
**2008/2009**

AS OF NOVEMBER 30, 2008

<b>PURCHASE DATE</b>	<b>BANK NAME</b>	<b>PURCHASE AMOUNT</b>	<b>MATURITY DATE</b>	<b>INTEREST AT MATURITY</b>	<b>INTEREST EARNED</b>	<b>INTEREST RATE</b>
<b>Redeemed/called Investments</b>						
01/30/08	INVESTORS SAVINGS	\$1,000,000	07/30/08	\$20,648.34	\$20,648.34	4.05
08/16/07	INVESTORS SAVINGS	1,000,000	08/16/08	53,196.61	53,196.61	5.30
03/04/08	SUN NATIONAL	1,000,000	09/04/08	16,590.41	16,590.41	3.30
09/25/07	INVESTORS SAVINGS	1,000,000	09/25/08	51,553.45	51,553.45	5.15
04/29/08	INVESTORS SAVINGS	1,000,000	10/29/08	15,375.36	15,375.36	3.10
11/20/07	SUN NATIONAL	1,000,000	11/20/08	46,014.46	46,014.46	4.60
<b>Total Investments redeemed/called</b>		<b>6,000,000</b>		<b>203,378.63</b>	<b>203,378.63</b>	
<b>Outstanding Certificates of Deposit</b>						
12/20/07	INVESTORS SAVINGS	1,000,000	12/20/08	45,500.00	-	4.55
01/30/08	TWO RIVER COMMUNITY	1,000,000	01/30/09	35,000.00	-	3.50
03/04/08	TWO RIVER COMMUNITY	1,000,000	03/04/09	32,100.00	-	3.21
04/29/08	INVESTORS SAVINGS	1,000,000	04/29/09	32,500.00	-	3.25
06/16/08	INVESTORS SAVINGS	1,000,000	12/16/08	14,800.00	-	3.00
06/16/08	OCEANFIRST	1,000,000	06/16/09	32,500.00	-	3.25
07/08/08	SUN NATIONAL	1,000,000	01/08/09	15,500.00	-	3.10
07/08/08	SUN NATIONAL	1,000,000	07/08/09	35,000.00	-	3.50
08/26/08	INVESTORS SAVINGS	1,000,000	2/26/09	16,250.00	-	3.25
08/26/08	INVESTORS SAVINGS	1,000,000	08/26/09	36,800.00	-	3.68
10/15/08	NJ COMMUNIITY BANK	1,000,000	04/15/09	17,500.00	-	3.50
10/15/08	NJ COMMUNIITY BANK	1,000,000	10/15/09	38,500.00	-	3.85
11/04/08	INVESTORS SAVINGS	1,000,000	05/04/09	19,000.00	-	3.80
11/04/08	INVESTORS SAVINGS	1,000,000	11/04/09	40,500.00	-	4.05
<b>Total Investments outstanding</b>		<b>14,000,000</b>		<b>411,450.00</b>	<b>-</b>	
<b>Total Investments redeemed/outstanding</b>		<b>\$20,000,000</b>		<b>\$614,828.63</b>	<b>\$203,378.63</b>	

**BROOKDALE COMMUNITY COLLEGE  
TREASURER'S REPORT  
2008/2009**

AS OF NOVEMBER 30, 2008

<b>Cash:</b>		
<b>Operating</b>	\$18,511,159.11	
<b>Payroll</b>	<u>7,500.00</u>	
<b>Total Cash</b>		\$18,518,659.11
<b>Investments:</b>		
<b>Certificates of Deposit</b>		<u>14,000,000.00</u>
<b>Total Cash and Investments</b>		<u><u>\$32,518,659.11</u></u>

## NOTES:

November's rate of return in the cash account was 1.0%.

**BROOKDALE  
COMMUNITY  
COLLEGE**

765 Newman Springs Road  
Lincroft, New Jersey  
07738-1579

**BOARD OF TRUSTEES AGENDA ITEM**

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SUBJECT: Purchases pursuant to the New Jersey  
“Pay-to-Play” Non Fair and Open  
Process, in Excess of \$17,500

DATE: January 17, 2009

CATEGORY: Business & Finance

ITEM & FILE #: 4.2a

REASON FOR BOARD CONSIDERATION: Approval

ENCLOSURE (S): Resolution &  
List of Purchases

**BACKGROUND**

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College. These proposed contracts are in excess of \$17,500 and are not awarded pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.1 et seq., Chapters 51 and 271).

Additional details for these contracts have been provided for review by the Board of Trustees.

**RECOMMENDATION:**

The President recommends that the Board of Trustees adopt a resolution approving the Purchases as indicated on the attached list.

INITIATOR OF ITEM: George J. Fehr

BOARD ACTION DATE: January 17, 2009

EFFECTIVE DATE: January 17, 2009

## **R E S O L U T I O N**

**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 purchases over \$17,500, that are not awarded pursuant to a “fair and open” process; and

**WHEREAS**, the Director of Materiel and Printing Services has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

**WHEREAS**, the vendor has completed and submitted a Political Contribution Disclosure, and a Business Entity Disclosure Certification which certifies that the vendor has not made any reportable contributions to a political or candidate committee in the previous year, and that the contract will prohibit the vendor from making any reportable contributions through the term of the contract; 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**, all bases of recommendations have been reviewed and approved by College Counsel;

**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  
FOR NJ “PAY-TO-PLAY” NON FAIR AND OPEN CONTRACTS  
IN EXCESS OF \$17,500.00  
JANUARY 17, 2009**

<b>Board Item #</b>	<b>Category Vendor/Contractor</b>	<b>Basis of Recommendation</b>	<b>Determination Of Value</b>
1.	Recruitment and Advertising Services a. Sentinel Publishing dba Greater Media Newspapers	18A:64A-25.5.a.(20)	\$75,000.00

**SUMMARY OF DETAILS  
FOR PURCHASES  
FOR NJ “PAY-TO-PLAY” NON FAIR AND OPEN CONTRACTS  
IN EXCESS OF \$17,500.00  
JANUARY 17, 2009**

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1. **RECRUITMENT AND ADVERTISING SERVICES** - Sentinel Publishing dba Greater Media Newspapers - \$75,000.00 - Account No. 11 6 01 6500600 5150300 EXEMPT 18A:64A-25.5.a.(20) - This contract supplies newspaper media recruitment and advertising services. They offer comprehensive support services and will provide stewardship of our media planning and buying.

## BOARD OF TRUSTEES AGENDA ITEM

### **BROOKDALE COMMUNITY COLLEGE**

765 Newman Springs Road  
Lincroft, New Jersey 07738-15798

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Subject: Approval of Schedule of Tuition  
and Fees for FY09/10

Date: January 15, 2009

Reason for Board Consideration: APPROVAL

Category: Business & Finance

Item & File #: 4.3

Enclosure (s): Resolution & Schedules

### **BACKGROUND**

State regulations require each County College to annually file a schedule of tuition and fees to be charged during the following academic year. It is also required that the schedule of tuition and fees be reviewed at a public meeting of the Board of Trustees at which time the College Community can be heard.

The current tuition charged by Brookdale Community College to Monmouth County residents is \$110.00 per student credit hour (SCH) to a maximum of \$1,650.00 per term (based on 15 credit maximum).

Brookdale's revenue projections for FY10 are predicated on tuition increasing to \$115.00 per student credit hour to a maximum of \$1,725.00 per term (based on 15 credit maximum). The General Services Fee is set at 24 percent of tuition or \$27.60 per credit to a maximum of \$414.00 per term.

The Out-of-County rate is set at \$230.00 per student credit hour to a maximum of \$3,450.00 per term (based on a 15 credit maximum).

The Out-of-State rate will increase by \$14.00 to \$255.00 per credit, to a maximum of \$3,825.00 per term (based on a 15 credit maximum).

This recommendation has been reviewed by the Board of Trustees at the public workshop meeting.

### **RECOMMENDATION**

The President recommends that the Board of Trustees adopt a resolution approving the attached Schedule of Tuition and Fees for FY10, effective with the Summer III Term, 2009.

INITIATOR OF ITEM: George J. Fehr  
BOARD ACTION DATE: January 15, 2009  
EFFECTIVE DATE: July 1, 2009

**BROOKDALE COMMUNITY COLLEGE**  
**SCHEDULE OF TUITION AND FEES EFFECTIVE JULY 1, 2009**

**I. Tuition**

Residents of Monmouth County	\$ 115.00 per credit hour, not to exceed \$1,725.00 per term.
Residents of Other New Jersey Counties	\$ 230.00 per credit hour, not to exceed \$3,450.00 per term.*
Out-of-State Students	\$ 255.00 per credit hour, not to exceed \$3,825.00 per term.

\*If not covered by Chargeback Legislation (Public Law 18A:64A-2.3).

**II. Fees**

- A. Application Fee - New students shall be required to pay an application fee of \$25.00.
- B. General Services Fee - Each term every student shall be required to pay a General Services Fee of \$27.60 per credit hour, not to exceed \$414.00.
- C. Laboratory Fees - Laboratory fees may be assessed for certain courses for the purpose of defraying the high cost of consumable supplies, breakage, rental of facilities, and repair or replacement of equipment. The President shall be authorized to determine these courses and assess fees accordingly.
- D. Transcript Fee – A fee of \$3.00 shall be paid by each student for each request of an official transcript.
- E. Educational Records Reproduction Fee - Each student requiring reproduction of educational records other than transcripts shall pay \$.25 per page reproduced with a minimum fee of \$1.00.
- F. Credit-by-Examination – The regular tuition schedule applies to credits earned by examination. When credit is not granted, an examination fee of \$25.00 is paid.
- G. Returned Check Fee - A fee of \$10.00 shall be assessed to a student for the first returned check and \$20.00 the second time a check is returned for insufficient funds.
- H. Late Registration Fee - A fee of \$25.00 shall be assessed to those students failing to register prior to the first day of classes.
- I. Installment Payment Plan - A non refundable fee of \$50.00 shall be charged to students who wish to use the installment payment plan. The plan is available to all students in good financial standing with the College.

### **III. Tuition for Senior Citizens of Monmouth County**

- A. For purposes of this policy, senior citizens are defined as residents of Monmouth County who have attained the age of 65 or over. Priority registration is defined as registration prior to the first day of the term in question.
- B. Tuition shall be waived for senior citizens who enroll in courses after priority registration. Enrollment shall be on a space-available basis, and tuition-paying students shall constitute the minimum number required for a course. All fees shall be charged at the prevailing rate.
- C. Senior citizens who enroll in courses during priority registration shall pay the prevailing tuition and required fees.

### **III. Tuition for Eligible National Guard Members and their dependents**

- A. Pursuant to N.J. A-3222, tuition shall be waived to a maximum of 15 credits per semester for National Guard members and their eligible dependents. All fees shall be charged at the prevailing rate. Class space is available as of the first day of open registration for each semester.
- B. To be eligible for this program, National Guard members must apply for all available financial aid.

### **IV. Tuition for Eligible Persons on Unemployment**

- A. Pursuant to N.J.S.A 18A:64A-23.1, persons receiving unemployment benefits in New Jersey, as determined by the Division of Employment Services, shall have tuition waived. Enrollment shall be on a seat-available basis, and tuition-paying students shall constitute the minimum number required for a course. All fees shall be charged at the prevailing rate.

### **V. Tuition for Eligible Volunteer Fire Fighters, First Aid or Rescue Squad Members**

- A. Pursuant to N.J.S.A 18A:71-78.1, tuition up to a maximum of \$600.00 per year, not to exceed a maximum of \$2,400.00 total, for the member and member's family over a four year period, shall be waived for active members in good standing of a volunteer fire company, or volunteer first aid or rescue squad and/or their spouse and dependent children. Enrollment shall be on a seat-available basis, and tuition-paying students shall constitute the minimum number required for a course. All fees shall be charged at the prevailing rates.

### **VII. Tuition and Fees for Eligible Children and Spouses of New Jersey residents who were victims of the terrorist attack on the United States on September 11, 2001.**

- A. Pursuant to amendments to State of New Jersey 209<sup>th</sup> Legislature, N.J.A-1517, the Senate and General Assembly have enacted that the students will be excused from payment of tuition subject to the payment of tuition by the State pursuant to N.J.S.A. 18A:71B-23. This includes students that are dependents and surviving spouses of police, fire, and rescue personnel, volunteer emergency responders, Port Authority of New York and New Jersey police officers, state workers and privately-employed New Jersey residents who died in the September 11 attacks on the World

Trade Center, the Pentagon, and in Pennsylvania. The College is able to bill the State of New Jersey if the student is matriculated and full time. These benefits are good for eight years from the dependent's high school graduation; for spouses the benefit extends eight years from the death of the attack victims.

## RESOLUTION

WHEREAS, State regulations require each County College to file annually a schedule of tuition and fees to be charged during the following academic year; and

WHEREAS, the schedule of tuition and fees must be reviewed at a public meeting of the Board of Trustees at which time the Community can be heard; and

WHEREAS, the Administration has developed a Schedule of Tuition and Fees for the academic year 2009-2010 as an appendage to the Board Policy on Tuition and Fees (4.1000) and is made a part hereof and attached hereto:

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Schedule of Tuition and Fees for the academic year 2009-2010 attached hereto be and the same is hereby adopted.

January 15, 2009

**BROOKDALE  
COMMUNITY  
COLLEGE**

765 Newman Springs Road  
Lincroft, New Jersey 07738-1579

**BOARD OF TRUSTEES AGENDA ITEM**

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SUBJECT: Approval of Proposed Operating  
& Capital Budget FY09/10

Reason for Board Consideration: APPROVAL

Date: January 15, 2009

Category: Business & Finance

Item and File # 4.4

Enclosure(s): Resolution & Schedules

**BACKGROUND**

Over the past five months, the College developed its Operating and Capital Budget for FY09/10. The Finance Committee Chair of the Board of Trustees reviewed and discussed the budget on November 12, 2008, followed by discussion with the Board of Trustees at the Board Retreat.

The proposed budget for FY10 allows the College to maintain its open door policy, absorb a 3.5 percent enrollment increase over the FY09 budgeted enrollment, support its existing programs, and maintain the infrastructure of the College. The major goals and objectives for the FY10 budget are as follows:

1. Extend baccalaureate relationships to include expanded degree programs with various 4 year institutions.
2. Provide the necessary resources to absorb the costs as a result of the projected enrollment increase.
3. Maintain the open door policy by providing access to all of those Monmouth County residents who desire a quality education.
4. Further develop Brookdale Community College's role as a community-centered and community-focused institution.
5. Maintain and enhance the quality and delivery of the instructional program, consistent with the College's Educational Services Master Plan.
6. Prudently manage and allocate the fiscal and human resources of the institution.
7. Allocate adequate resources to promote the professional growth and development of faculty and staff.
8. Provide adequate capital resources to support the Information Technology Strategic Plan, the instructional programs, and the infrastructure of the College.
9. Provide funds to support the branch campus at the Western Monmouth Higher Education Center and the new facility at Northern Monmouth.
10. Continue to strengthen the enrollment initiative, specifically in the areas of minorities and special populations.

The College Operating Budget Request for FY10 is \$92,887,464, an increase of \$5,707,675 over the FY09 Revised Budget, or a 6.5 percent increase.

The following points summarize the FY08/09 budget:

1. The budget is based on a projected enrollment of 12,280 full-time equated students (FTES). This includes 11,405 FTES enrolled in credit courses and 875 FTES enrolled in non-credit courses. A full-time equated student is defined as a student or combination of students taking 15 credits for each of two semesters.
2. The total Operating Budget request is \$92,887,464, which represents an increase of 6.5 percent over the current year's budget of \$87,179,789. The total operating request from the County of Monmouth is \$27,860,189, which is a 5.7 percent increase over the amount requested in FY09.
3. Revenue from Tuition for FY10 is projected to be \$41,434,365. This amount is based on \$115.00 per credit to a maximum of \$1,725.00 per term. This represents a 4.5 percent increase over FY09. Revenue from general service fees is projected to be \$4,527,785, and is based on a comprehensive general service fee of 24 percent of tuition. A total of 6 percent of these fees are dedicated to technology.
4. With the passage of Chapter 329, P.L. 1981, State Support for Community Colleges is intended to be 43 percent of the total operating cost of the College. However, in FY09, the State provided only 14.0 percent of Brookdale's Operating Budget.

Operating Aid allocated in FY09 to the sector was \$149,093,000. In FY09 we have budgeted \$12,206,084, and have received a preliminary allocation from the State (based on unaudited enrollment) of \$12,206,084, which is 8.2 percent of the total State Aid.

Due to the poor fiscal condition of the State, we are anticipating a 5 percent decrease in State aid in FY10.

The Governor will present a budget in early March; then, after a series of hearings with the Senate and Assembly Appropriation Committees, modifications will be made, and the Governor will approve the final budget on or about June 30, 2009.

State support for the College has gone from \$7,600,290 in FY89 to \$12,206,084 (projected) in FY09. During this same period, the State's share of the Operating Budget went from 24.2 percent in FY89 to 14.0 percent in the revised budget for FY09. The State's share of the FY10 Budget is 12.5 percent.

5. Revenue from miscellaneous sources for FY10 is anticipated to be \$6,400,000, or 7.0 percent of the total. These funds include interest income earned on investments, application fees, laboratory fees, Business & Community Development Programs, recovery of fringe benefits and indirect cost on grants, and other miscellaneous sources.
6. Revenue from the appropriation of College Reserves amounts to \$1,069,345, or 1.2 percent of the total budget. These funds resulted from reserves accumulated due to the elimination or deferral of open and vacant positions, savings in benefits, reduction in base salaries as a result of the sick leave buyout, control of utility costs, the reduction in operating costs, and the conscious effort on the part of the college to self finance some of its operating budget. This helps to reduce the amount being requested from the County and students.

7. The College is requesting a total Capital Budget of \$6,001,407. The budget consists of \$5,701,407 in Minor Capital, which will be used to purchase instructional and administrative computing equipment, laboratory equipment, other instructional equipment, furniture and fixtures. Additionally, these funds will support the Technology Improvement Program of the College.

The College is requesting \$300,000 for infrastructure improvements to fund miscellaneous projects. These improvements will be funded by an appropriation from College funds.

The budget is being presented to the Board of Trustees at this time for approval. Following this approval, the budget will be forwarded to the Board of School Estimate for a public hearing on February 26, 2009, at 1:30 p.m. The Board of School Estimate will certify the County's share of the College's Operating and Capital Fund Budget.

### **RECOMMENDATION**

The President recommends that the Board of Trustees adopt a resolution approving the Proposed Operating and Capital Budget for FY09/10 and transmitting it to the Board of School Estimate.

INITIATOR OF ITEM: George J. Fehr  
BOARD ACTION DATE: January 15, 2009  
EFFECTIVE DATE: July 1, 2009

## RESOLUTION

WHEREAS, under the provisions of N.J.S. 18A:64A-17, the Board of Trustees of Brookdale Community College is required to prepare an annual budget itemizing the amount of money estimated to be necessary for Operating and Capital expenses for the ensuing year; and

WHEREAS, the Board of Trustees has caused to be duly prepared such annual budget for the fiscal Year 2009/2010; and

WHEREAS, the Board of Trustees has reviewed the goals and objectives of Brookdale Community College and deems that said budget will provide the resources to meet these goals and objectives; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the annual budget for the year 2009/2010 attached hereto and made a part hereof, be and the same is hereby adopted.

BE IT FURTHER RESOLVED that a copy of said budget shall be delivered to each member of the Board of School Estimate forthwith.

BE IT FURTHER RESOLVED that the Board of Trustees of Brookdale Community College does hereby fix Thursday, the 26<sup>th</sup> day of February 2009, at 1:30 p.m., in the Board of Freeholder's Meeting Room, Hall of Records, Freehold, New Jersey, as the date, time, and place for the holding of a public hearing by the Board of School Estimate with respect to said budget.

BE IT FURTHER RESOLVED that notice of said public hearing and said budget shall be published in accordance with the provision of the State.

BE IT FURTHER RESOLVED that the Board of Trustees of Brookdale Community College does hereby call upon the Governor and the Legislature of the State of New Jersey to take due consideration of the policy and statutory commitment to higher education in the State of New Jersey and to provide and allocate the necessary funds to meet that commitment in the support of County Colleges.

**BROOKDALE COMMUNITY COLLEGE  
OPERATING BUDGET SUMMARY  
FY10**

	FY08 ACTUAL		FY09 REV/BUD.		FY09 PROJECTED		FY10 BUDGET	
	AMOUNT	% OF TOTAL	AMOUNT	% OF TOTAL	AMOUNT	% OF TOTAL	AMOUNT	% OF TOTAL
Current Revenue:								
Tuition	\$34,508,486	40.6%	\$36,722,944	42.1%	\$38,313,063	43.3%	\$41,434,365	44.5%
State Aid	13,367,316	15.8%	12,206,084	14.0%	12,206,084	13.8%	11,595,780	12.5%
Monmouth County	25,512,410	30.1%	26,360,468	30.2%	26,360,468	29.7%	27,860,189	30.0%
General Service Fees	3,903,668	4.6%	4,008,614	4.6%	4,187,220	4.7%	4,527,785	4.8%
Non Credit Income	2,947,355	3.5%	3,017,588	3.5%	3,017,588	3.4%	3,050,000	3.3%
Interest Income	1,133,620	1.3%	1,200,000	1.4%	950,000	1.1%	900,000	1.0%
Other Fees	1,346,229	1.6%	1,325,000	1.5%	1,350,000	1.5%	1,350,000	1.5%
Other Income	1,075,612	1.3%	1,157,412	1.3%	1,075,000	1.2%	1,100,000	1.2%
Reserves	1,043,343	1.2%	1,181,679	1.4%	1,181,679	1.3%	1,069,345	1.2%
<b>Total Current Revenue</b>	<b>\$84,838,039</b>	<b>100.00%</b>	<b>\$87,179,789</b>	<b>100.00%</b>	<b>\$88,641,102</b>	<b>100.00%</b>	<b>\$92,887,464</b>	<b>100.00%</b>
Current Expenditures:								
Educational Services	\$40,293,465	50.4%	\$42,697,259	49.0%	\$44,655,150	50.4%	\$45,302,369	48.8%
Office of Bus & Comm Develop	2,918,532	3.6%	2,956,220	3.4%	3,074,469	3.5%	3,008,009	3.2%
Business & Finance	1,543,772	1.9%	1,998,166	2.3%	2,078,093	2.3%	2,100,737	2.3%
Admin. & Operations	9,422,920	11.8%	9,541,058	10.9%	9,922,700	11.2%	10,878,160	11.7%
President's Office	2,390,731	3.0%	2,484,035	2.9%	2,583,396	2.9%	2,604,615	2.8%
Develop, Comm & Gov't Rel	427,834	0.5%	444,198	0.5%	461,966	0.5%	460,781	0.5%
Benefits	13,452,370	16.9%	15,537,967	17.8%	13,653,233	15.4%	15,467,762	16.6%
General Expenses	4,350,092	5.4%	5,857,336	6.7%	6,548,545	7.4%	7,113,303	7.7%
Utilities	5,170,581	6.5%	5,663,550	6.5%	5,663,550	6.4%	5,951,728	6.4%
<b>Total Current Expenditures</b>	<b>\$79,970,297</b>	<b>100.00%</b>	<b>\$87,179,789</b>	<b>100.00%</b>	<b>\$88,641,102</b>	<b>100.00%</b>	<b>\$92,887,464</b>	<b>100.00%</b>

**Salaries have been allocated to the various divisions for those groups that have not negotiated settlement.**

Expenditures before distribution of salary increases to cost centers:

Educational Services	\$45,280,012
Office of Bus & Comm Develop	3,002,135
Business & Finance	2,093,718
Admin. & Operations	10,871,632
President's Office	2,582,080
Develop, Comm & Gov't Rel	454,429
Benefits	15,467,762
General Expenses	7,183,968
Utilities	5,951,728
	<b>\$92,887,464</b>

**BROOKDALE COMMUNITY COLLEGE  
CAPITAL BUDGET SUMMARY  
FY10**

	<b>FY09 PROJECTED</b>		<b>FY10 REQUEST</b>	
	<u>AMOUNT</u>	<u>PERCENT OF TOTAL</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL</u>
<b>Revenue</b>				
<b>County:</b>				
County Appropriations	\$2,200,000	100.0%	\$2,400,000	100.0%
Subtotal County	<u>2,200,000</u>	<u>100.0%</u>	<u>2,400,000</u>	<u>100.0%</u>
<b>Other:</b>				
Other	39,555,671	93.0%	300,000	8.3%
Fees	2,991,987	7.0%	3,301,407	91.7%
Subtotal Other	<u>42,547,658</u>	<u>100.0%</u>	<u>3,601,407</u>	<u>100.0%</u>
Total Revenue	<u><u>44,747,658</u></u>	<u><u>100.0%</u></u>	<u><u>6,001,407</u></u>	<u><u>100.0%</u></u>
<b>Expenditures:</b>				
Minor Capital	5,191,987	11.0%	5,701,407	95.0%
New Construction	-	0.0%	-	0.0%
Renewal & Replacements	41,906,423	89.0%	300,000	5.0%
Total Expenditures	<u><u>\$47,098,410</u></u>	<u><u>100.0%</u></u>	<u><u>\$6,001,407</u></u>	<u><u>100.0%</u></u>