



Brookdale Community College
Board of Trustees Public Meeting
Tuesday, December 19, 2017 5:30 PM (EST)
765 Newman Springs Rd. Lincroft New Jersey 07738
Student Life Center - Navesink Rooms

- I. Call to Order, Reading of Statement and Roll Call - Chair Guzzo - 5 minutes
- II. Pledge of Allegiance - Chair Guzzo - 5 minutes
- III. Adoption of Agenda - Chair Guzzo
- IV. Motion to Hold a Closed Meeting - Chair Guzzo
- V. Motion to Re-Open Meeting to the Public - Chair Guzzo
- VI. Winning Strategies Report - Mr. Mike Merola and Ms. Laura Lay
- VII. Adoption of the Board of Trustees Committee Assignments - Chair Guzzo
 - A. Committee Schedule - Chair Guzzo
- VIII. Reports from the Board Committees and Liaisons - Chair-elect
 - A. Audit Committee - Trustee Rambaud
 - B. Finance & Facilities Committee - Trustee Kaufmann
 - 1. Monthly Financial Reporting
 - C. NJCCC - Trustee Crupi
 - D. Foundation Report - Vice-Chair Abby-White and Dr. Stout
 - E. Revenue Generating Committee - Vice-Chair Abby-White
 - F. Student's Perspective - Trustee Ridoux
- IX. Approval of Public Business Meeting Minutes - November 14, 2017 - Chair Guzzo - 3 minutes
- X. Approval of Executive Session Minutes - November 14, 2017 - Chair Guzzo
- XI. Review of Consent Agenda - Chair Guzzo
 - *Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees*
- XII. Public Comment on Agenda Items - Chair Guzzo
- XIII. Consent Agenda - Chair Guzzo - 5 minutes
 - A. Acceptance of Grants
 - B. Approval of Human Resources
 - C. Purchases in Excess of \$35,300 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500

D. Open Invoice Payment Requests for Vendor, Student and Employee Payments

E. Monthly Financial Dashboards

- XIV. President's Report - Dr. Stout
 - A. MSCHE Update - Dr. Kegelmann
 - B. Employee Volunteer Connection - Ms. Ann Marie Alfieri and Ms. Helen Vota
- XV. Change Order Request - Chair Guzzo
- XVI. Appointment of College PACO Officer - Chair Guzzo
- XVII. Authorization to enter into One Stop Service Operator with Monmouth County - Chair Guzzo
- XVIII. Authorization to lease Neptune First & Second Floors - Chair Guzzo
- XIX. Acceptance of Brookdale Community College's FY17 Financial Audit, including Single Audit - Chair Guzzo
- XX. Acceptance of Brookdale Community College's FY17 Radio Station WBJB-FM Audit - Chair Guzzo
- XXI. Authorization to submit self-study to the Middle States Commission on Higher Education's Visiting Team - Chair Guzzo
- XXII. Approval of Policy 4.1004 Grants & Loans for Student Aid - Chair Guzzo
- XXIII. Approval of Policy 6.1001 Credit & NonCredit Students with Disabilities - Chair Guzzo
- XXIV. Approval of Policy 2.3000 Services to Public and Nonprofit Organizations - Chair Guzzo
- XXV. Approval of Policy 3.0002 Non-Represented Employees - Chair Guzzo
- XXVI. Approval of Policy 3.0003 Employees with Disabilities - Chair Guzzo
- XXVII. Approval of Policy 3.3000 Employment Pending Board Approval - Chair Guzzo
- XXVIII. Approval of Policy 6.9000 Athletic Policy - Chair Guzzo
- XXIX. Public Comment - Chair Guzzo
- XXX. Old/New Business - Chair Guzzo
- XXXI. Resolution to Hold a Closed Meeting - Chair Guzzo
- XXXII. Motion to Re-Open the Meeting to the Public - Chair Guzzo
- XXXIII. Adjournment - Chair Guzzo
- XXXIV. Appendix - Board Materials

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2018

(Rev: 12/5/17)

2018 Public Business Meetings (PBM)	Executive	Governance	Finance & Facilities	Audit	Policy & Ed	Foundation Board Meetings
DATES/LOCATIONS Public Business Meeting 5:30 PM	Shall meet prior to each regular meeting	Shall meet a minimum of four times per year or as	Shall meet a minimum of four times per year or as	Shall meet a minimum of four times per year or as	Shall meet a minimum of four times per year or as	4:00 PM in Trustees Conference Room
Tuesday, January 23 Lincroft, SLC , Navesink I & II	January 16 5:30 PM	January 16 6:30 PM	January 17 5:30 PM		January 11 5:30 PM	January 18 4:00 PM
Tuesday, February 27 Brookdale at Freehold, Rm 103 & 104	February 20 5:30 PM	February 20 6:30 PM	February 21 5:30 PM			
Tuesday, March 27 Lincroft, SLC, Navesink I & II	March 20 5:30 PM		March 19 5:30 PM			March 22 3:45 PM
Tuesday, April 24 Lincroft, SLC, Navesink I & II	April 17 5:30 PM		April 16 5:30 PM	April 17 6:30 PM	April 5 5:30 PM	
Tuesday, May 15 Brookdale at Neptune, Rm 202 & 204	May 8 5:30 PM	May 8 6:30 PM	May 7 5:30 PM			May 10 4:00 PM
Tuesday, June 26 Brookdale at Wall, Rm 110 & 112	June 19 5:30 PM		June 18 5:30 PM			June 21 4:00 PM
Tuesday, July 24 Brookdale at Wall, Rm 110 & 112	July 17 5:30 PM		July 16 5:30 PM			
Tuesday, August 28 Brookdale at Wall, Rm 110 & 112	August 21 5:30 PM		August 20 5:30 PM			
Tuesday, September 25 Lincroft, SLC, Navesink I & II	September 20 5:30 PM		September 17 5:30 PM		September 13 5:30 PM	
Tuesday, October 23 Brookdale at Long Branch, Rm 200	October 16 5:30 PM	October 16 6:30 PM	October 15 5:30 PM			
Tuesday, November 27 Lincroft, SLC, Navesink I & II	November 13 5:30 PM		November 12 5:30 PM		November 8 5:30 PM	
Tuesday, December 18 Brookdale at Hazlet, Rm 102 &	December 11 5:30 PM		December 10 5:30 PM	December 11 6:30 PM		

Nominating Committee Appointed in September for October discussion & November vote | Human Resources is a Committee of the whole

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

November 14, 2017

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

- A. Chair Guzzo called the meeting to order at 5:40 P.M. and the group made the Pledge of Allegiance.
- B. 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:
1. On November 7, 2017 at 2:40 PM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 2. On November 7, 2017, at 2:40 PM advance written notice of this meeting was emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Vice-Chair	Dr. Herbert Cohen
	Ms. Latonya Brennan, Trustee	Dr. Nancy Kegelman
	Ms. Suzanne Brennan, Trustee	Ms. Marie Lucier-Woodruff
	Mr. Hank Cram, Trustee	Ms. Avis McMillon
	Mr. Paul Crupi, Vice-Chair	Mr. Joseph Pingitore
	Ms. Madeline Ferraro, Trustee(Present only for election of Officers via conference call)	Dr. Matthew Reed
	Dr. Carl Guzzo, Jr., Chair	Ms. Patricia Sensi
	Mr. Bret Kaufmann, Trustee	Dr. Anita Voogt
	Dr. David M. Stout, Secretary	Mr. Robert Francis
	Ms. Marta Rambaud, Trustee	Ms. Cynthia Gruskos, Recorder
	Mr. Austin Ridoux, Graduate Trustee	
	Dr. Les Richens, Trustee	Mr. Charles Rooney, Engineer of Record
Absent	Mr. Daniel F. Becht, Trustee (Initially called in and was disconnected)	
	Mr. Paul Crupi, Trustee	
College Counsel	Mr. Matthew Giacobbe, Esq., General and Labor Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel

Minutes of the Public Business Meeting, November 14, 2017

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C.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Adoption of Agenda for Public Business Meeting – Chair Guzzo announced the noticed agenda has been modified to remove the authorization to sell surplus college property and the approval of the lease of Neptune. The annual board calendar will be considered for approval as well.</p>	<p>A motion to adopt the modified meeting agenda was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Board of Trustees Annual Reorganization</p> <p>A. Nominating Committee Report – Trustee Kaufmann submitted the slate of officers. The Nominating committee submitted the following nominations for Brookdale Community College Board of Trustees - Carl Guzzo, Jr. as Board Chair and Tracey Abby-White as Board Vice-Chair.</p> <p>B. Election of Officers of the Board of Trustees – Mr. Matt Giacobbe asked if there were any nominations for Chair from the floor. Seeing none, he closed the nominations for Chair.</p> <p>Mr. Giacobbe asked if there were any nominations for Vice-Chair from the floor. Seeing none, he closed the nominations for Chair.</p> <p>Mr. Giacobbe called for a roll call vote for Chair and Vice Chair. Ms. Abby-White requested a separate roll call for each board officer.</p>	<p>A motion was made to elect Carl Guzzo, Jr. as Chair by Trustee KAUFMANN and seconded by Trustee Cram.</p> <p>YES: Trustees L. Brennan, S. Brennan, Cram, Ferraro, Kaufmann, Ridoux, Rambaud, Richens and Guzzo.</p> <p>NAYS: Trustee Abby-White with comment. Trustee Abby-White supported the changing of the by-laws to have term limits for officers, and was not in favor when the by-laws were changed last year to remove the term limits. She does not support any candidate who has served as an Officer for more than 3 years.</p> <p>ABSTENTIONS: None</p>	

<p>C. Establishment of a Regular Meeting Schedule of the Board of Trustees –</p> <ol style="list-style-type: none"> 1. Discussion of Board Schedule 2. Adoption of 2018 Board of Trustees Annual Calendar <p>D. Appointment of Standing Committees – Chair Guzzo requested the trustees to communicate with him on which committee they would like to serve on. The standing committee appointments will be adopted at the December meeting.</p> <p>E. Resolution of Designation of Public Notice Requirements –</p> <p>F. Annual Report of the College – Dr. Stout provided information on the NJ annual reporting requirement and acknowledged the Office of Planning & Institutional Effectiveness for responding to our external reporting requirements. Our annual institutional profile was submitted to the NJ’s Office of the Secretary of Higher Education this past September. He introduced, Ms. Avis McMillon who reported on the creation of our annual report which is comprised of highlights of the past year, fast facts, and unaudited college financials. The annual report was provided to the Board of Trustees, our Freeholders and the public.</p>	<p>A motion was made to elect Tracey Abby-White as Vice-Chair by Trustee Richens and seconded by Trustee L. Brennan</p> <p>YES: Trustees Abby-White, L. Brennan, S. Brennan, Cram, Ferraro, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p> <p>A motion was made to adopt the presented annual calendar for 2018 by Vice-Chair Abby-White and seconded by Trustee Richens.</p> <p>YES: Trustees Abby-White, L. Brenna, S. Brennan, Cram, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSETENTIONS: None</p> <p>A motion was made to approve the resolution of designation of public notice requirements by Vice Chair Abby-White and seconded by Trustee Richens.</p> <p>YES: Trustees Abby-White, L. Brenna, S. Brennan, Cram, Kaufmann, Ridoux,</p>	
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	Rambaud, Richens and Chair Guzzo NAYS: None ABSETENTIONS: None	
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Reports from the Board Committees and Liaisons

- A. Executive Committee – Date -** Chair Guzzo reported on the Executive Committee held on November 6. He remarked on the executive committee’s expanded role to include reviewing mundane legal issues, which will ultimately help to reduce the length of the executive session.
- B. Finance & Facilities Committee – Date -** Trustee Kaufmann reported on the Finance & Facilities Committee held on November 7.
- Enrollment:** Trustee Kaufmann reported that the FY17 audited enrollment was 9,236; the forecasted enrollment for FY18 is 9,088, a decrease of 1.6%. He recounted that a recent study by the administration indicated that Brookdale should anticipate a decline in enrollment on the order of about 3+%. He commented that in the last 10 years FTE has declined approximately 12.2%; in the last 5 years enrollment has decreased approximately 14.6%. He indicated this is a national community college trend and the research shows that Brookdale’s decline in enrollment is less than other NJ community colleges. The administration is scrutinizing all replacement hires to insure they are critical to maintaining the quality education sustained by Brookdale. In addition, he advised the trustees that they should anticipate another tuition increase in the next budget.
 - Audited Financial FY17:** Trustee Kaufmann provided information on FY17. He indicated that the audited results from the last fiscal year showed the college operating at a small loss. In addition, he pointed out the need to maintain a reasonable reserve fund.
- C. Report from the Engineer of the Record –** Mr. Charles Rooney reported on the Lincroft Campus Central Utility Plan, the upgrading of the Lincroft parking lot 6, the maintenance barn roof replacement, BAC & SLC roof replacement, the Freehold Campus drainage improvements and the sewer ejector pumps project. He provided an update on the facilities master plan as well.
Capital Project Report submitted in Financial Dashboard.
- D. Policy & Education Committee –** Trustee Cram reported on the meeting held on October 30. He summarized the highlights of the meeting which included a 5 year program review on the Teacher Assistant Program and the CTE Teacher Program. Professor Miller provided a MSCHE Update and we are planning to accept the final draft of the self- study document at the December board meeting. Dr. Reed presented a request for the discontinuance of Social Services Academic Certificate of Achievement and the Social Service Associate in Arts, International Studies Option. Both of the certificates showed low enrollment, are accommodated through other program options and are deemed no longer relevant for employment. Dr. Reed also presented on the introduction of a template to be used in determining the return on investment for program review purposes. The template is being introduced in response to the board’s interest in better understanding the costs associated with programs to inform future program and budget decisions. He reported that the bulk of the meeting was spent on reviewing 13 policies; of which 7 have had minor modifications and are recommended for lodging at tonight’s meetings. The other 6 policies were tabled pending further discussion and investigation by the board and college counsel.
- E. Student’s Perspective –** Trustee Ridoux reported on a student survey he conducted and the students are

overwhelming happy with the outcome of parking lot 7.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of Public Business Meeting Minutes – October 17, 2017	<p>A motion to approve the October 17, 2017 minutes of the Public Business Meeting was made by Trustee Richens and seconded by Trustee Latonya Brennan.</p> <p>YES: Trustees L. Brennan, S. Brennan, Cram, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: Vice-Chair Abby-White</p>	
Approval of Executive Session Minutes – October 17, 2017	<p>A motion to approve the October 17, 2017 executive session minutes as written was made by Trustee Richens and seconded by Trustee Latonya Brennan.</p> <p>YES: Trustees L. Brennan, S. Brennan, Cram, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: Vice-Chair Abby-White</p>	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of Public Business Meeting Minutes – October 24, 2017	<p>A motion to approve the October 24, 2017 minutes as written was made by Trustee Richens and seconded by Vice-Chair Abby-White.</p> <p>YES: Trustees Abby-White, L. Brennan, S. Brennan, Cram, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
Review of Consent Agenda <ul style="list-style-type: none"> <i>No items were removed from the consent agenda.</i> <p>Acceptance of Consent agenda</p>	<p>A motion to adopt the consent agenda with no changes was made by Trustee Richens and seconded by Vice-Chair Abby-White.</p> <p>YES: Trustees Abby-White, L. Brennan, S. Brennan, Cram, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Dr. Stout reported at the request of Vice-Chair Abby-White on the awarding of the \$1,776,855 grant by the U. S. Department of Education under the Title III: Strengthening Institutions program. He explained that the grant will be used to develop programs to enhance our courses and student services. It is a competitive process and very selective; 10 colleges across the nation were awarded a Title III grant. He thanked those instrumental in the writing of the grant application.</p>		
Public Comment on Agenda Items		
<p>Assistant Professor Jack Ryan commented on Policy 3. 0003 Employees with Disabilities and encouraged any future projects to include input from someone from the Office of the Disabilities or an individual that has a disability. In addition,</p>		

<p>he commented on the annual report and acknowledged the work of College Relations. He also pointed out that In past years the</p> <p>He commented on the curbing in lot 6 and brought up maintenance concerns with snow cleanup.</p> <p>He urged the board to reconsider having term limits for Chair and Vice-Chair to encourage board leadership development. He has seen a positive leadership development process in our own college governance structure by the use of term limits.</p>		
A. Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Consent Agenda - Chair Guzzo</p> <p>A. Acceptance of Grants B. Application for Grants C. Approval of Human Resources D. Purchases In Excess of \$35,000 and New Jersey “Pay to Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500 E. Open Invoice Payment Requests for Vendor, Students and Employee Payments F. Monthly Financial Dashboards</p>	<p>A motion to approve the consent agenda was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, L. Brennan, S. Brennan, Cram, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Interim President’s Report – Dr. David M. Stout expressed an interest in providing informative</p> <p>A. Tenure Process – Dr. Matthew Reed presented on the tenure process at Brookdale Community College. PowerPoint slides are included in Attachment A.</p> <p>B. Dr. Stout asked Graduate Trustee Ridoux to share his recent success at Rutgers while participating in the KPMG International Case Competition. 9 teams of 4 were selected out of the 200 applicants to present their case to the KPMG executives. His team is advancing to the next round in Boston. He said that he will be formally representing Rutgers, but in his heart he will be representing Brookdale Community College.</p> <p>C. Ms. Allison Fitzpatrick, Director of the Wall Campus provided a mid-semester update on the Wall Campus. She shared that fall 2017 enrollment is up 28% and it is the highest enrollment they have seen in the last 5 years. They recently conducted a student survey. The students surveyed liked the overall design of the building, the convenience of the campus, the cleanliness of the building, the staff and faculty are welcoming and they liked the technology improvements. The surveyed students would like to see food and coffee options and expanded student services. They have increased the outreach to the local community to increase awareness of the new facilities and the full degrees available at the Wall Campus...They will host a local roundtable with the local mayors and elected officials to ensure that we are providing the services and</p>		

programs which are most needed to the local community. They also have a plan to host a business networking event. She thanked the Board of Trustees for their continued support.

- D. **MSCHE Report** – Dr. Nancy Kegelmann reported on Dr. Miles, Chair of Brookdale’s Middle States Evaluation Team’s, preliminary visit on October 24. She provided an update on the Verification of Compliance which is due on December 1 and the self-study report will be brought forward for board approval at the December board meeting to allow timely submission to Middle States in mid-January 2018. (Full report – **Attachment B)**

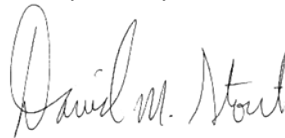
Topic and Discussion	Votes Taken	Action and Follow-up Actions
Discontinuance of the Social Services Academic Credit Certificate of Achievement	<p>A motion was made to approve the discontinuance of the Social Services Academic Credit Certificate by Trustee by Trustee Richens and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, L. Brennan, S. Brennan, Cram, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
Discontinuance of the Social Services Associate in Arts, International Studies Option –	<p>A motion was to approve the discontinuance of the Social Services Associate in Arts, International Studies Option by Trustee Richens and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, L. Brennan, S. Brennan, Cram, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
Lodging of Brookdale Community College’s	A motion was made to	

<p>Policies</p> <ol style="list-style-type: none"> 1. Policy 2.3000 Services to Public and Nonprofit Organizations 2. Policy 3.3000 Employment Pending Board Approval 3. Policy 3.0002 Non-Rep Employees Policy 3.0003 Employees w Disabilities 4. Policy 4.1004 Grants & Loans for Student Aid 5. Policy 6.1001 Credit & Noncredit Students with Disabilities 6. Policy, 6.9000 Athletic Policy 	<p>lodge the following board policies:</p> <p>Policy 4.1004 Grants & Loans for Student Aid; Policy 6.1001 Credit & Noncredit Students with Disabilities; Policy 2.3000 Services to Public and Nonprofit Organizations; Policy 3.0002 Non-Represented Employees; Policy 3.0003 Employees with Disabilities; Policy 6.9000 Athletic Policy; Policy 3.3000 Employment Pending Board Approval by Trustee Ridoux and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, L. Brennan, S. Brennan, Cram, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Public Comment –</p> <p>Mr. Jacobs read the announcement on public comment.</p> <p>Assistant Professor Jack Ryan asked that the radio tower contract be reviewed to look to see if there are any negotiating opportunities to raise revenue, especially in light of the improvements they are making on the tower. In addition, he commented on the Ken Burns event and the many other smaller events that our students have the opportunity to participate in and the long lasting rewards they receive</p>		

<p>both personally and professionally.</p> <p>He commented on the tenure process and the discussion on if faculty should be required to have a terminal degree. He believes that a terminal degree is important for Administration but that faculty and staff can be just as effective in the classroom with or without a Ph.D.</p> <p>Professor Eric Goll commented on the success of the Chemistry Carnival. He thanked those involved in their support of the event. He suggested the process of reserving rooms on campus could be improved. In addition, he felt the room configuration for the Board of Trustees meeting could be improved.</p>		
<p>Old/New Business – Vice-Chair Abby-White commented on the open house and was pleased with the configuration of the event.</p> <p>The Foundation meeting is on Thursday and she encouraged 100% trustee participation in the Building Minds Building Futures Scholarship Fund.</p> <p>She will work with Chair Guzzo to add 2 more trustees to the Innovative Revenue Committee. She spoke with Mr. Cary Chevat from LifeSports and they are willing to move forward to perform a feasibility study, traffic study, economic study and provide employment metrics. The committee will have a discussion as to the needs of the board before moving forward with any studies. She has spoken to the Freeholders and the majority are interested in the continued investigation of this potential partnership.</p> <p>At the recommendation of Trustee Cram, she will be speaking to Carol Ribeiro, President and CEO of Virtual High School about their dual enrollment program with Anne Arundel Community College.</p> <p>She created an Innovative Revenue Committee folder in BoardMax which includes 3 presentations from a past ACCT National Conference and encouraged all trustees to view the presentation materials.</p> <p>Chair Guzzo requested the radio tower contract be provided to Mr. Jacobs, Esq. for review.</p>		
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>Resolution to Hold a Closed Meeting –</p> <p>Mr. Jacobs read the resolution to enter into executive session. (Attachment C)</p>	<p>A motion was made to approve the resolution to hold an executive session by Trustee Ridoux and seconded by Trustee Richens.</p> <p>YES: Trustees Abby-White, L. Brennan, S. Brennan, Cram,</p>	

	<p>Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>Motion to Re-Open the Meeting to the Public – Chair Guzzo</p>	<p>A motion was made to re-open the meeting to the public by Trustee Richens and seconded by Trustee Abby-White. It was unanimously passed.</p>	
<p>Adjournment – Chair Guzzo</p> <p><i>The meeting was adjourned at 9:25 p.m.</i></p>	<p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Abby-White. It was unanimously passed.</p>	

Respectfully submitted



David M. Stout, Ph.D., Secretary

Brookdale Community College

Middle States Update

November 14, 2017

Dr. Miles, Chair of Brookdale's Middle States Evaluation Team, conducted her preliminary visit on October 24. Dr. Miles was on campus to introduce herself, help the institution understand how the team will operate during its visit from March 4 through 7, and to gauge college wide engagement with the process and knowledge of the self-study.

Dr. Miles met with the Middle States Co-Chairs, the President, Cabinet, students, Middle States Steering, the college community, the Board, and toured the Lincroft campus. Dr. Miles commended Steering for its work on the self-study and was interested in our co-chair model of one faculty and one administrator for each Standard and Steering. She praised our students and said we should be very proud of them. Several times, she noted the institution's resilience during challenging times and that she was hearing that the College has "turned the corner", an affirmation the College is heading in the right direction.

Dr. Miles indicated that during the visit her team members will be looking for significant evidence to support our self-study assertions. She specifically referred to the formulation of plans such as systematic administrative assessment, budget development, and staff's credentials. She acknowledged our recent mission review and revision as recommended in Standard 1. The document roadmap will have links to new evidence as developed prior to final submission.

The Verification of Compliance report is complete and will be uploaded to the Middle States portal by December 1.

We are on schedule for your approval of the self-study at the December Board meeting and submission to Middle States in mid-January 2018.

The Tenure Process at Brookdale

Dr. Matthew Reed, Vice President for Learning
November 14, 2017

What Tenure Is

- ▶ **Protection Against Arbitrary Dismissal.** Dismissal requires "cause" and "due process," or a bona fide RIF.
- ▶ **Intended to protect Academic Freedom.**
- ▶ **A de facto form of compensation.**
- ▶ **Defined by NJ State Law (Title 18A).** After five full years, the next reappointment brings tenure. The time cannot be extended. "Up or Out."

Academic Freedom

- ▶ 1940 AAUP Statement on Principles of Academic Freedom and Tenure
 - ▶ "The common good depends upon the free search for truth and its free exposition."
 - ▶ "Tenure is a means to certain ends; specifically: (1) freedom of teaching and research and of extramural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability."
 - ▶ "Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject."

Academic Freedom Covers...

- ▶ Discussion of controversial issues when relevant to the course
- ▶ Differences in educational philosophy
- ▶ Holding unpopular views
- ▶ The Free Speech rights of citizens, including the right to criticize the government and/or public figures

Academic Freedom Does Not Cover...

- ▶ Criminal Offenses
- ▶ Misconduct – sexual or other harassment, plagiarism, fraud, intoxication
- ▶ Negligence
- ▶ Demonstrated Incompetence
- ▶ Defamation, Libel, Slander
- ▶ "Abandonment of Position"

- ▶ Recommended source: "Defining Academic Freedom," by Cary Nelson. InsideHigherEd.com, December 21, 2010

Brookdale's Tenure Process

- ▶ Allocation of Positions
- ▶ Hiring Protocol
- ▶ Annual Reviews
- ▶ Application for Tenure

Allocation of Positions

- ▶ Deans' Council meets with VP of Learning to determine allocation. Factors considered include:
 - ▶ Actual and Projected Enrollments in an area
 - ▶ Current Composition of Department, including adjunct percentage (avg. 50%)
 - ▶ Subject matter needs
 - ▶ External accreditation requirements, where relevant (e.g. Nursing, Paralegal)
 - ▶ Strategic Directions
 - ▶ Availability of adjuncts in a given discipline

Hiring Protocol

- ▶ Search committee drafts ad, approved by HR
- ▶ Posted nationally
- ▶ 8-12 candidates get first-round interviews, including teaching demonstrations
- ▶ 3-4 finalists identified
- ▶ Final round interview by VP for Learning, Institute Dean, Chair of first-round committee, and Campus Diversity Officer
- ▶ Reference Checking
- ▶ Submission for Board Approval

Annual Review Process Pre-Tenure

- ▶ Tenure-track faculty are reviewed every year. Elements include:
 - ▶ Student Opinion Reports (SOR's) for every class
 - ▶ Classroom observations by Institute Deans twice per year
 - ▶ Full Evaluations by Deans every year
 - ▶ Reports of new degrees, curriculum development, department and college service, professional development (AFPDR)
 - ▶ Until tenure, recommendations to reappoint are annual

Application for Tenure

- ▶ Peer Review – recommendation by department
- ▶ Classroom Observation reports
- ▶ Student Course Evaluations
- ▶ Self-Evaluation referencing professional development and department/college service
- ▶ Dean's Evaluations
- ▶ Endorsement by VP and President, Subject to Board Approval

What if...?

- ▶ We don't wait until the last minute. 3 candidates are up this year.
- ▶ College regulations allow for financial issues to be considered.
- ▶ Financial considerations are applied at the time of allocating positions.
- ▶ Anyone with tenure may be dismissed for "cause," subject to "due process."
- ▶ Tenure does not grant immunity to RIFs, but it establishes an order. In a given area, adjuncts must go first, followed by pre-tenure faculty. Tenured faculty go last.
- ▶ Tenure has helped us recruit.

Your questions?

2.1 Acceptance of Grants
Executive Summary**Programs Serving Youth for the County of Monmouth – Out-of-School Youth (OSY)**

Brookdale has been awarded a one-year renewal grant from the County of Monmouth, Workforce Investment Board under its Programs Serving Youth. The Out-of-School Youth (OSY) Program provides disengaged youth between the ages of 16 and 24 with instruction and support to promote the achievement of educational gains, attainment of a degree or certificate including the high school equivalency, and placement in employment or further education. Brookdale will serve students at four locations including College's regional locations in Long Branch, Neptune, Hazlet, Freehold, and the Dorothy McNish Parent Center in Asbury Park. Linda Roma, Director of Adult Basic Education, will administer the program.

The total grant award is **\$304,440** and does not require a match from the college.

Displaced Homemakers

Brookdale has been awarded a grant from the New Jersey Department of Children and Families, Division on Women for continued funding under its Displaced Homemakers Program. The program provides employability skills training to approximately 200 displaced homemakers residing in Monmouth County. Program services include intake assessment, educational training/employment development, individual and group counseling, workshops, referrals and job development/placement and are offered at the Long Branch, Hazlet, Freehold regional centers, as well as the Lincroft campus. The program, under the direction of Laurie Salka, Program Administrator for Displaced Homemakers, has been funded for over thirty years.

The total grant award is **\$120,575** with a match of **\$26,228** for a total of **\$146,803**.

Displaced Homemakers – Grants-in Aid Funding

Brookdale has been issued a contract modification for its Displaced Homemakers Program from the Division on Women under the Grants-in-Aid Program. The modification provides additional funding to support training for a minimum of 18 clients to complete a short-term certificate program that will assist them in entering and obtaining success in the job market. The program is under the direction of Laurie Salka, Director Displaced Homemakers.

The total grant award is **\$29,425** and does not require a match from the college.

December 19, 2017: Director of Grants and Institutional Development, Laura Qaissaunee

Delta Dental SMILE Mini Grant

Brookdale has been awarded a grant from the Delta Dental of New Jersey Foundation. The purpose of the grant is to provide five need-based \$500 scholarships to students enrolled in the Dental Radiology Technology program. The project is under the direction of Marian Smith, Program Manager, Continuing and Professional Studies.

The total grant award is **\$5,000** and does not require a match from the college.

The Brookdale Community College Foundation accepted this award on behalf of the College and has recorded it as restricted funds.

Recommendation:

The Interim President recommends that the Board of Trustees adopt a resolution accepting the funds listed and authorizing the Interim President to sign funding notification forms and any appropriate amendments.

December 19, 2017: Director of Grants and Institutional Development, Laura Qaissaunee

RESOLUTION

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

	<u>Amount</u>
Programs Serving Youth	\$304,440
Displaced Homemakers	\$120,575
Displaced Homemakers-Grants-in Aid Funding	\$29,425
Delta Dental SMILE Mini Grant	\$5,000

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 Interim President recommends acceptance of said grant funds;

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

December 19, 2017: Director of Grants and Institutional Development, Laura Qaissaunee

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 32 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

	Recommendations
Faculty	5
Support Staff	5
Police	1
Adjuncts	6
Coaches	2

B. Change of Status

	Recommendations
Faculty	2
Administrative	6
Support Staff	1

C. Separations

	Recommendations
Executive	1
Faculty	2
Support Staff	1

A. HIRES**FACULTY**

1. Name: Nicole DeSantis
Department: Counseling
Position: Instructor, Counseling, full-time temporary position
Salary: \$29,098 prorated from an annual base of \$58,196
Effective: 2/1/18 – 6/30/18
2. Name: Paul Hye
Department: Automotive Technology
Position: Instructor, full-time temporary position
Salary: \$29,281 prorated from an annual base of \$56,777
Effective: 1/16/18 – 6/30/18
3. Name: Ursula Lasky
Department: Nursing
Position: Instructor, position pending a positive reference check
Salary: \$29,805 prorated from an annual base of \$57,793
Effective: 1/16/18 – 6/30/18
4. Name: Wendy Massaro Johnson
Department: Nursing
Position: Instructor, full-time, temporary position
Salary: \$29,281 prorated from an annual base of \$56,777
Effective: 1/16/18 – 6/30/18
5. Name: Alexandra Tegethoff
Department: Nursing
Position: Instructor
Salary: \$29,281 prorated from an annual base of \$56,777
Effective: 1/16/18 – 6/30/18

FACULTY DEGREE SUMMARY

Doctoral	Masters	Baccalaureate
1	3	1

SUPPORT STAFF

1. Name: Trupti Ashar
 Department: College Store
 Position: Textbook Specialist, full-time temporary N4 position
 Salary: \$39,693
 Effective: 1/2/18 until further notice, but not later than 4/30/18

2. Name: Kamala Das
 Department: Freehold Campus
 Position: Student Assistant, 10-month
 Salary: \$35,839
 Effective: 1/2/18

3. Name: Ethan Fria
 Department: Library
 Position: Library Associate
 Salary: \$39,693
 Effective: 1/2/18

4. Name: Susan Mannion
 Department: Enrollment Management
 Position: Call Center Operator
 Salary: \$39,693
 Effective: 1/2/18

5. Name: Joseph Sanpietro
 Department: Brookdale at Neptune
 Position: Student Assistant, 10-month position
 Salary: \$35,839
 Effective: 1/2/18

POLICE

1. Name: Walter Koegel
 Department: Police
 Position: Probationary Police officer
 Salary: \$37,225
 Effective: 12/20/17

ADJUNCTS

1. Name: Felice Armenio
 Department: Computer Science
2. Name: Joshua Cohen
 Department: Psychology
3. Name: Daniel Cooperman
 Department: Engineering & Technology
4. Name: Melissa Marques
 Department: Anthropology
5. Name: Amy Niessen
 Department: English
6. Name: Dana Schaed
 Department: Continuing & Professional Studies

ADJUNCT DEGREE SUMMARY

Doctoral	Masters
2	4

COACHES

1. Name: James Gleason
 Department: Athletics
 Position: Assistant Softball Coach
 Compensation: \$3,150
 Dates: 3/15/18 – 5/30/18
2. Name: Valentino Neil Thompson
 Department: Athletics
 Position: Assistant Coach, Women's Basketball
 Compensation: \$3,150
 Dates: 11/1/17 – 3/15/18

B. CHANGE OF STATUS**FACULTY**

1. Name: Heather Revesz
Department: English
Position: Instructor
Action: Change in status from A4 to a faculty position through outsourcing
New Salary: \$29,281 prorated from an annual base of \$56,777
Effective: 1/16/18
2. Name: Robin Smith
Department: Nursing
Position: Professor
Action: 20% reduction in load for 20% reduction in salary
New Salary: \$66,045
Effective: 1/16/18 – 6/30/18

ADMINISTRATIVE

1. Name: Hilda Dudick
Department: Learning
Position: Administrator
Action: Extension of monthly stipend
Effective: 1/1/18 – until further notice, but no later than 6/30/18
2. Name: Jackleline Mejias-Fuertes
Department: Small Business Development Center
Position: Director
Action: Extension of grant-funded position
New Salary: No change
Effective: 1/1/18 – 6/30/18
3. Name: Avis McMillon
Department: College Relations
Position: Executive Director
Action: Extension of monthly stipend
Effective: 1/1/18 – until further notice, but not later than 6/30/18
4. Name: Ann Marie Sparaco
Department: Finance & Operations
Position: Assistant to the Vice President
Action: Change in status from part-time 30 hrs/wk, to full-time 37.5 hrs/wk
New Salary: \$78,547
Effective: 1/1/18

5. Name: Tricia Taylor
 Department: Athletics
 Position: Acting Assistant Director
 Action: Temporary reassignment from A1 to A3
 New Salary: Salary prorated from an annual base of \$56,984
 Effective: 11/18/17 until further notice, but not later than 4/30/18
6. Name: Helen Vota
 Department: College Store
 Position: Interim Manager
 Action: Temporary reassignment from N4 to A4 position through outsourcing
 New Salary: Salary prorated from an annual base of \$65,549
 Effective: 1/16/18 until further notice, but not later than 4/30/18

SUPPORT STAFF

1. Name: Christopher Lowsky
 Department: Enrollment Management
 Position: Call Center Operator
 Action: Change in status from temporary to regular position through bona fide search
 New Salary: No change
 Effective: 12/20/17

C. SEPARATIONS**EXECUTIVE**

1. Name: Carl Calendar
 Department: Humanities Institute
 Position: Institute Dean
 Action: Resignation for the purpose of retirement
 Effective: 6/30/18

FACULTY

1. Name: Grace Brunner
 Department: Nursing
 Position: Instructor
 Action: End of temporary assignment
 Effective: 12/23/17



BOARD OF TRUSTEES

General Functions

Administration

Human Resources

Finance & Facilities

Policy & Education

2. Name: Joanna Kotsis
Department: Reading
Position: Instructor
Action: End of temporary assignment
Effective: 12/23/17

SUPPORT STAFF

1. Name: Katherine Wiegiers
Department: Office of Health Science
Position: Senior Office Assistant
Action: Resignation
Effective: 1/2/18

4.2 *Purchases in Excess of \$35,300 and New Jersey "Pay-to-Play" bids, and
Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500*

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of \$35,300. These proposed contracts have been bid in accordance with "County College Contracts Law," N.J.S. Chapter 64A-Title 18A, and Board of Trustees' Policy No. 4.2000, 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 Interim President and the Finance & Facilities Committee of the Board of Trustees at a meeting held December 12, 2017.

December 19, 2017: Interim Executive Director Finance & ITS, Joseph Pingitore

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$35,300, or purchases with a combined total in excess of \$35,300; 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 Executive Director, Finance & IT 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 \$35,300

December 19, 2017

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Capital				
1	Electro Maintenance Inc.	Emergency Electrical Switch Replacement / 18A:64A-25.6 (Emergency purchases and contracts). This emergency contract is for the replacement of an electrical switch and refurbishment of another to be used as a spare for future use. This contract is funded by Chapter 12.	Exempt	\$ 24,372.71
2	Always Safe Sidewalks	Sidewalk Repairs / 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 board, body, or officer, agency or authority or any other state or subdivision). This contract is for sidewalk repairs on the Lincroft Campus and is funded by Chapter 12.	Exempt	\$ 91,005.00
3	John Simon Instrument Co., Inc.	Leica DM500 Microscopes, Bid No. 18-14 / Notice was sent to 4 vendors, received 2 replies. This contract is for the supply, delivery and set-up of 20 Leica DM500 microscopes for the microbiology lab and is funded by the MAS Go Bond.	Bid	\$ 19,000.00
4	T & M Associates	Architectural & Engineering Services / Exempt 18A:64A-25.5.a.(1) (Professional services). This contract is for professional plumbing and electrical engineering design services for the replacement of sewage ejector pumps in the MAS and ATC buildings. This contract is funded by the capital budget.	Exempt	\$ 21,300.00
Grant				
5	Monmouth County Vocational School District; Burlington County Institute of Technology; Essex County Vocational Technical Schools	Consulting Services / Exempt 18A:64A-25.5.a.(15) (Professional consulting services) and 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). These contracts will offer districts an opportunity to incorporate the required CTE Program content and instruction with in-house training. The program curriculum will emphasize classroom management, strategies for instruction, differentiated instruction, and the application of curriculum theory. These contracts are funded by the Career & Technical Education Certificate of Eligibility Educator Preparation Program (CTE CE EPP) grant.	Exempt	\$ 30,000.00

6	Southern Regional Board of Education	External Evaluation Consultant Services for Career and Technical Education (CTE) Provisional Teacher Pilot Program / Exempt 18A:64A-25.5.a.(15) (Professional consulting services) and 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 external evaluation consultant services required for the alternate route teaching program. This contract is funded by the Career & Technical Teacher Pilot Grant (CTE) grant. FY17 \$21,907.	Exempt	\$	22,884.00	
7	Adorama, Inc.; B&H Foto & Electronics Corp.; HB Communications Inc.	Audio Visual Equipment and Supplies, Bid No. 18-12 / Notice was sent to 34 vendors, received 6 replies. These contracts are for the supply and delivery of audio visual equipment and supplies for the Communications Media department and is funded by the Perkins grant.	Bid	\$	19,524.00	
8	Adorama, Inc.; B&H Foto & Electronics Corp.; Canon Solutions America	Canon Cameras, Lenses, Camcorders, and Océ Plot Wave Printer, Bid No. 18-13 / Notice was sent to 24 vendors, received 5 replies. These contracts are for the supply and delivery of cameras, lenses, camcorders and printer for the Interior Design and Graphic Design departments. These contracts are funded by the Perkins grant.	Bid	\$	49,989.30	
Operating						
9	Imagery Print & Promotional Products; American Solutions for Business; Authentic Promotions; Creative Advertising Specialties; Drew & Rogers Inc.	Promotional Giveaways, Bid No. 18-09 / Notice was sent to 23 vendors, received 13 replies. This is an 18-month contract for the supply and delivery of promotional giveaways for various college and student recruitment events. These contracts are funded by Institutional Marketing. FY18 YTD Expenditure \$16,503.69. Bid estimate total \$36,577.52. 18-month period estimate \$40,000.	Bid	\$	40,000.00	*
10	Veritiv, Inc. dba XPEDX; Paper Mart, Inc.; W.B. Mason Co., Inc.; Paterson Card and Paper Co.	Printing Services Paper & Envelopes, Bid No. 18-10 / Notice was sent to 13 vendors, received 5 replies. These contracts are for the supply and delivery of paper and envelopes for the period of January 1, 2018 through June 30, 2018 and are funded by the Printing Services budget. FY17 \$43,409.	Bid	\$	43,409.00	*

10	Veritiv, Inc. dba XPEDX; Paper Mart, Inc.; W.B. Mason Co., Inc.; Paterson Card and Paper Co.	Printing Services Paper & Envelopes, Bid No. 18-10 / Notice was sent to 13 vendors, received 5 replies. These contracts are for the supply and delivery of paper and envelopes for the period of January 1, 2018 through June 30, 2018 and are funded by the Printing Services budget. FY17 \$43,409.	Bid	\$	43,409.00 *
11	W.B. Mason Co., Inc.	Copy Paper and Recycled Paper, Bid No. 18-11 / Notice was sent to 8 vendors, received 4 replies. This contract is for the supply and delivery of copy paper and recycled paper for the New Jersey County College Joint Purchasing Consortium (NJCCJPC) for the period of January 1, 2018 through June 30, 2018. This contract is funded by the Printing Services budget. FY17 \$20,664.	Bid	\$	20,664.00 *
12	NJCCC Consortium - Ward's Science; J & H Berge, Inc., dba Labmart Inc.	Scientific Supplies and Equipment / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). These contracts are for the supply and delivery of scientific supplies and equipment for the Wall Campus microbiology and biology labs. These contracts are funded by the Microbiology and Biology budgets.	Exempt	\$	26,305.84
13	TelVue Corporation	System and Software Upgrade / Exempt 18A:64A-25.5.a.(19) (Support and maintenance of proprietary software). This contract is for the system and software upgrade of the TelVue system. The TelVue system is a broadcast technology provider that supports video broadcasters automate channels, expands audiences across multiple screens, and broadens the ability to monetize content. TelVue powers over 2,500 hyperlocal and PEG channels (including Brookdale Community College), and delivers Brookdale local programing to Monmouth County through Comcast and FiOS cable providers. This contract is funded by College Relations and will be reimbursed by the County.	Exempt	\$	22,098.87

* Estimated expense based on historical data

Unless otherwise exempt, bids were publicly advertised according to law.

4.2b *Payments to Vendors, Students, and Employees*

Payments made to vendors, students, and employees in month ending October 31, 2017 totaled \$2,209,581.43. 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.

Additional documentation for payments is available in the Accounts Payable Department.

This report was reviewed by the Interim President and the Finance & Facilities Committee of the Board of Trustees at a meeting held December 12, 2017.

December 19, 2017: Interim Executive Director, Finance & IT Joseph Pingitore



4.1 Monthly Dashboard Summary Month Ending October 31, 2017

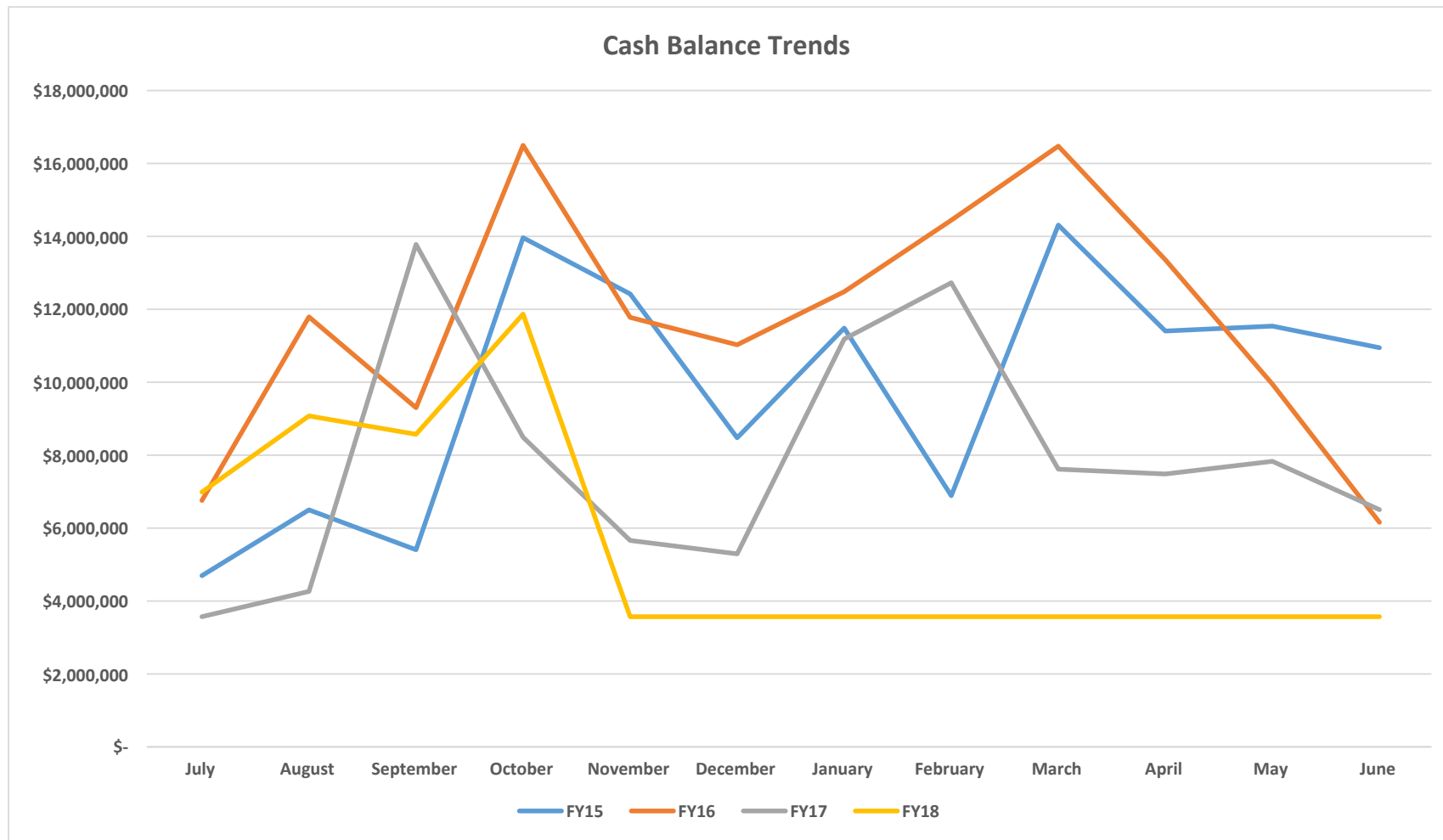
The comparative schedule compares data reported from the same time frame last year to the current time period. FY17 audited enrollment was 9,236; the forecasted enrollment for FY18 is 9,088, a decrease of 1.6 percent. Operating revenue is down \$286,660 and operating expenses are down 86,602. Capital revenue and expenses are down \$3,427,486 and \$4,764,186, respectively, due to the completion of several significant capital projects.

Cash disbursements through October 31, 2017 totaled \$9,122,893. In addition to payroll and its related expenses, and Bookstore purchases, the significant vendor payments include (\$821k) for health benefits; (\$147k) to ISS for cleaning services; (\$458k) to Ellucian which includes (\$27k) related to overage help desk calls for FY17; (\$174k) for the 3rd installment of property and liability insurance; (\$184k) for MAS science lab renovation; and (\$90k) to U.S. Department of Education for the financial aid liability.

Cash balances as of October 31, 2017 total \$11,868,799 an increase of \$3,377,325 compared to prior year. The increase is related to the significant draw on cash for capital projects in FY17 and the timing of vendor payments.

Annual Comparative Change

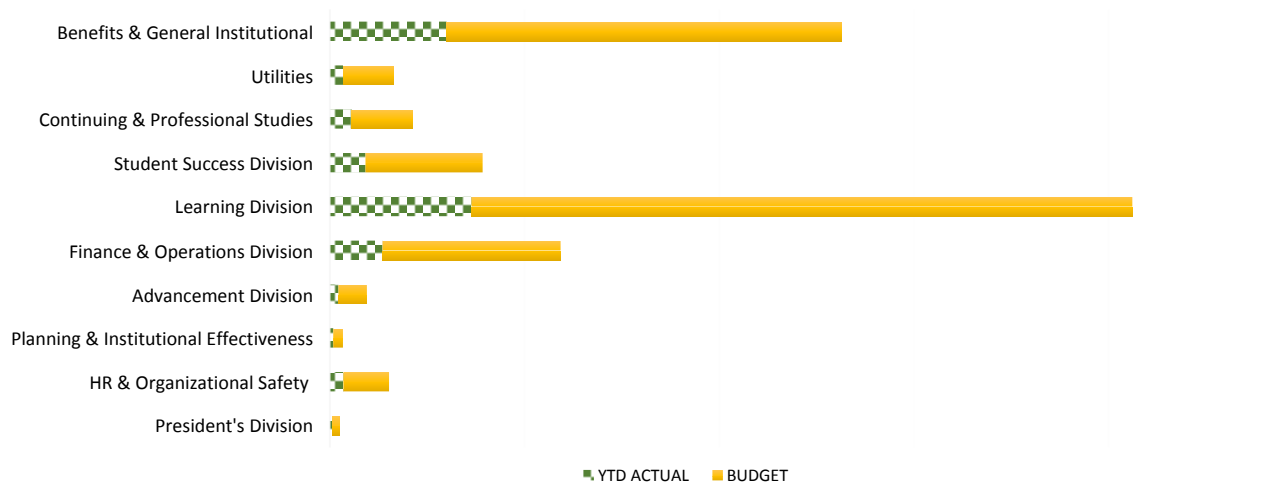
	Current Year 10/31/17	Prior Year 10/31/16	CHANGE
ENROLLMENT			
Credit FTE	9,088	9,236	(148) -1.6%
OPERATING EXPENDITURES			
Learning Division	\$ 7,270,642	\$ 7,128,618	\$ 142,024
Benefits & General Institutional	6,000,061	6,415,565	(415,504)
Sub Total	13,270,703	13,544,183	(273,480)
All other divisions	7,755,880	7,570,002	185,878
Total Operating Expenses	21,026,583	21,114,185	(87,602)
OPERATING REVENUE			
Tuition	19,991,627	20,050,930	(59,303)
Fees	2,317,990	2,626,193	(308,203)
Sub Total	22,309,617	22,677,123	(367,506)
State Appropriations	3,482,313	3,459,647	22,666
County Appropriations	6,675,673	6,675,673	-
All other revenue	1,797,607	1,739,427	58,180
Total Operating Revenue	34,265,210	34,551,870	(286,660)
CASH			
Cash	11,868,800	8,491,475	3,377,325
Total Cash	11,868,800	8,491,475	3,377,325
CAPITAL EXPENDITURES			
Renewals & Replacements	1,125,990	5,734,678	(4,608,688)
Minor Capital	1,469,780	1,625,278	(155,498)
Total Capital Expenses	2,595,770	7,359,956	(4,764,186)
CAPITAL REVENUE			
State	932,376	4,038,067	(3,105,691)
County	193,614	527,501	(333,887)
Other	4,591,137	4,579,045	12,092
Total Capital Revenue	5,717,127	9,144,613	(3,427,486)



	Bank Balance	Bank Balance	Bank Balance	Bank Balance
	FY15	FY16	FY17	FY18
July	4,695,490.85	6,757,244.60	3,570,626.48	6,987,818.69
August	6,499,893.88	11,791,267.80	4,263,736.13	9,075,766.32
September	5,406,224.07	9,300,989.32	13,778,672.78	8,572,967.69
October	13,963,708.86	16,496,876.82	8,491,475.15	11,868,799.73
November	12,422,584.06	11,778,664.16	5,660,842.23	3,570,626.48 *
December	8,476,699.42	11,026,720.15	5,293,772.96	3,570,626.48 *
January	11,485,398.29	12,483,175.90	11,185,016.42	3,570,626.48 *
February	6,889,084.92	14,443,122.61	12,727,793.82	3,570,626.48 *
March	14,310,161.42	16,474,262.44	7,615,704.29	3,570,626.48 *
April	11,404,612.90	13,357,477.24	7,484,159.28	3,570,626.48 *
May	11,539,628.91	9,948,557.42	7,831,055.53	3,570,626.48 *
June	10,947,299.73	6,157,952.73	\$ 6,505,486.18	3,570,626.48 *

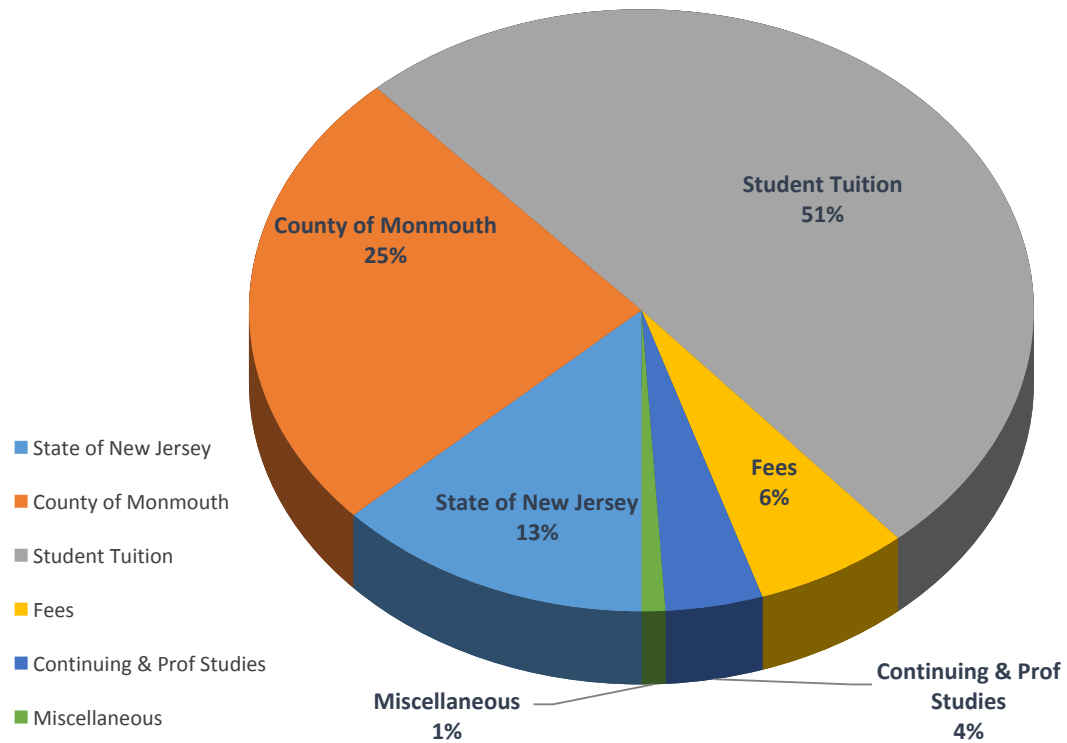
* Represents the floor over the past 3 years

October 2017 Operating Expenses



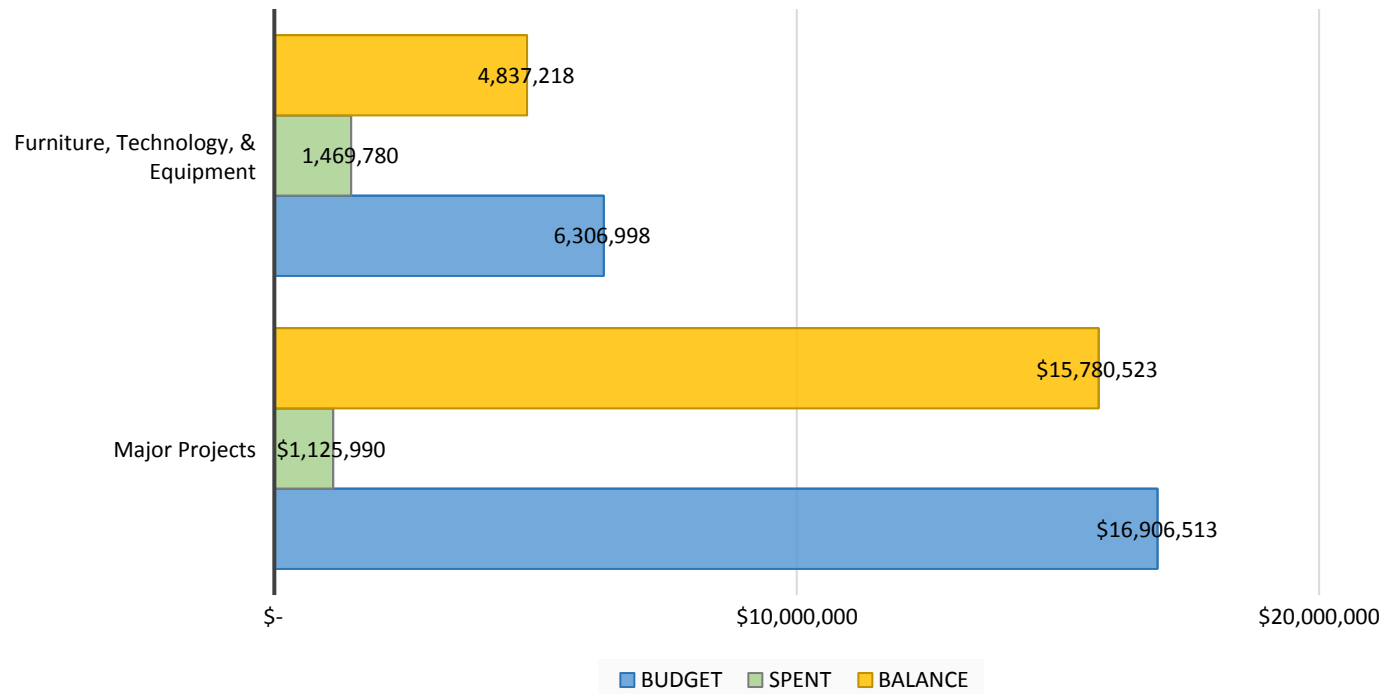
	BUDGET	YTD ACTUAL	COMMIT	BALANCE
President's Division	\$ 382,404	\$ 109,233	\$ 167,557	\$ 105,614
HR & Organizational Safety	2,344,392	693,304	1,209,526	441,562
Planning & Institutional Effectiveness	500,107	170,618	253,144	76,345
Advancement Division	1,461,193	438,570	793,874	228,749
Finance & Operations Division	9,144,774	2,704,543	5,347,728	1,092,503
Learning Division	33,943,582	7,270,642	19,787,220	6,885,720
Student Success Division	6,016,300	1,827,576	3,307,922	880,802
Continuing & Professional Studies	3,098,821	1,121,383	1,140,655	836,783
Utilities	2,574,414	690,653	1,826,980	56,781
Benefits & General Institutional	20,274,891	6,000,061	1,354,272	12,920,558
Total	<u>\$ 79,740,878</u>	<u>\$ 21,026,583</u>	<u>\$ 35,188,878</u>	<u>\$ 23,525,417</u>

October 2017 Operating Revenue Sources



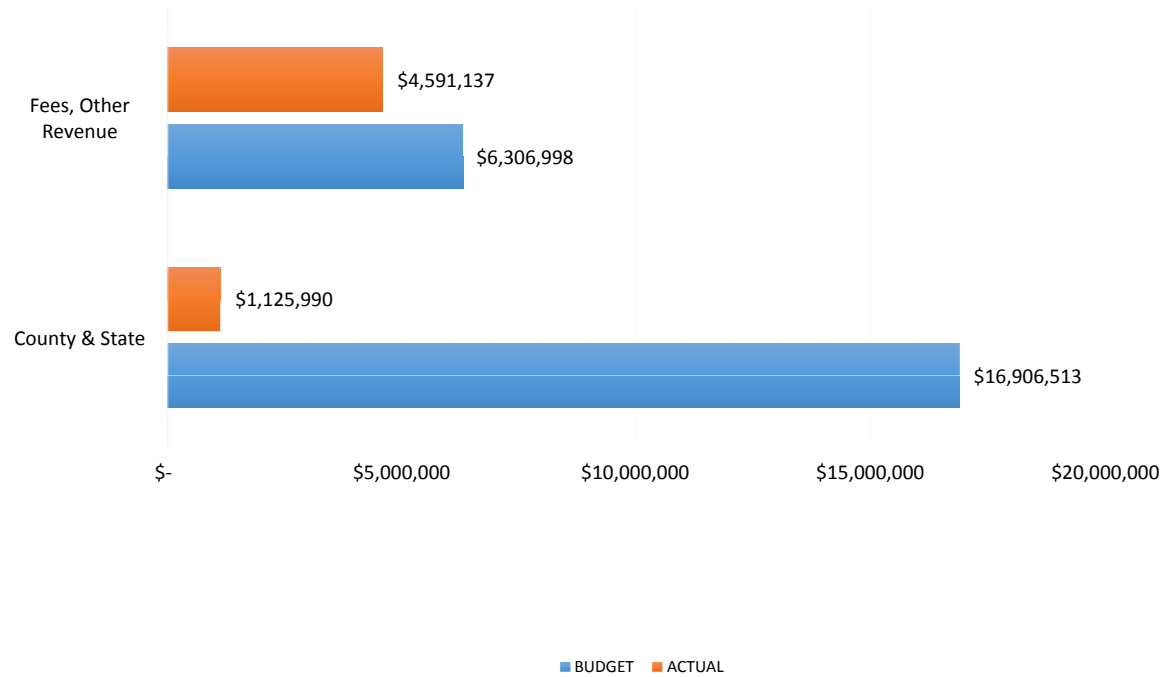
		BUDGET		YTD ACTUAL		BALANCE
State of New Jersey	\$	10,446,940	\$	3,482,313	\$	6,964,627
County of Monmouth		20,027,019		6,675,673		13,351,346
Student Tuition		40,221,298		19,991,627		20,229,671
Fees		5,068,313		2,317,990		2,750,323
Continuing & Prof Studies		3,200,000		1,637,895		1,562,105
Approp from Reserve		-		-		-
Miscellaneous		777,308		159,712		617,596
Total	\$	79,740,878	\$	34,265,210	\$	45,475,668

October 2017 Capital Fund Expenditures



	BUDGET		ALLOCATED		SPENT		BALANCE
Major Projects	\$	16,906,513	\$	7,222,289	\$	1,125,990	\$ 15,780,523
Furniture, Technology, & Equipment		6,306,998		123,463		1,469,780	4,837,218
Total	\$	23,213,511	\$	7,345,752	\$	2,595,770	\$ 20,617,741

October 2017 Capital Funding Sources



Capital Summary

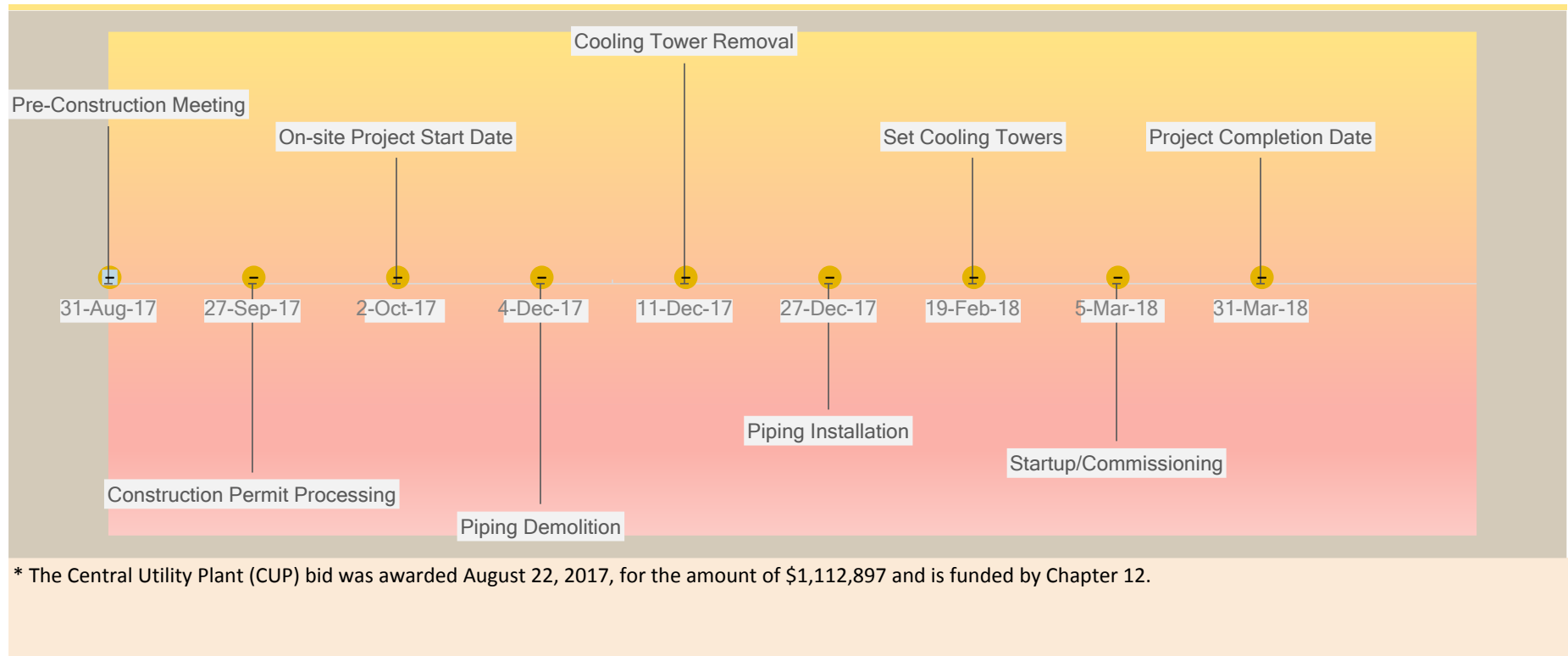
	BUDGET		ACTUAL	
County & State	\$	16,906,513	\$	1,125,990
Fees, Other Revenue	\$	6,306,998	\$	4,591,137

Capital Summary through October 31, 2017

		ASSOCIATED REVENUE	ALLOCATED	ACTUAL & COMMIT	BALANCE
Chapter 12					
FY12		\$ 320,651		\$ -	\$ -
	8120550 - Wall Campus Expansion	-	320,651	320,651	-
		320,651	320,651	320,651	-
FY13		534,372	-	-	-
	8130515 - Replacement of Carpet and Flooring MAC	-	290,474	203,273	87,201
	8130530 - Infrastructure Improvements Lincroft	-	243,898	-	243,898
		534,372	534,372	203,273	331,099
FY14		1,335,139	-	-	-
	8140510 - Infrastructure Improvements Lincroft	-	1,335,139	220	1,334,919
		1,335,139	1,335,139	220	1,334,919
FY15		2,694,232	-	-	-
	8150510 - Infrastructure Improvements (CAR, LAH, CVA)	-	1,452,998	25,849	1,427,149
	8150515 - Life Safety	-	755,634	16,123	739,511
	8150520 - CAR One Stop Renovation	-	485,600	9,900	475,700
		2,694,232	2,694,232	51,872	2,642,360
FY16		3,000,000	-	-	2,606,300
	8160505 - Roof Replacement Lincroft Campus		393,700	80,674	313,026
		3,000,000	393,700	80,674	2,919,326
FY17		3,500,000	-	-	1,555,825
	8170510 - Milling, Paving and Striping Lincroft Parking Lots		805,000	412,927	392,073
	8170515 - CUP		1,122,974	1,122,974	-
	8170520 - Maintenance Building Renovations		16,201	16,201	-
		3,500,000	1,944,175	1,552,102	1,947,898
FY18*		3,800,000	-	-	3,800,000
Total Chapter 12		15,184,394	7,222,269	2,208,792	12,975,602
Capital Projects					
	8131005 - Higher Ed Bond Administration - Wall	159,842	20	159,862	-
	8131010/8131030 - Equipment Leasing Fund (ELF)	840,571	-	159,979	680,592
	8131015/8131025 - Hi Ed Technology Infrastructure (HETI)	34,980	-	9,600	25,380
	8161005 - Higher Ed Bon Administration - MAS	686,726	-	578,325	108,401
	8132450 - College Hi Ed Bond Admin Match - Wall	53,185	-	53,185	-
	8132455/8132460 - College HETI Match	34,980	-	9,600	25,380
	8162450 - College Hi Ed Bond Admin Match - MAS	228,909	-	192,775	36,134
Total Capital Projects		2,039,192	20	1,163,326	875,887
Total Major Capital		17,223,586	7,222,289	3,372,118	13,851,489
Minor Capital		5,989,925	106,490	2,567,723	3,546,031
Total Capital		\$ 23,213,511	\$ 7,328,779	\$ 5,939,841	\$ 17,397,520

* Pending County Bond Sale

CUP Condenser Water Piping and Cooling Tower Replacement Project





BROOKDALE COMMUNITY COLLEGE PROJECTS

A. CAPITAL PROJECTS

1) LINCROFT CAMPUS CENTRAL UTILITY PLANT-

SCOPE: Replace cooling tower and condenser water piping within plant (base bid) with possible replacement of the replacement of the cooling towers (alternate bid).

STATUS: Seven bids were received on July 13, 2017. Estock Piping, Chesterfield, NJ was low bidder for both the piping replacement and the cooling tower replacement with bids of \$489,150.00 and \$623,767.00 respectively. A contract in the amount of \$1,112,917 was awarded to Estock Piping on August 22, 2017. A preconstruction meeting was held on August 31, 2017. All shop drawings have been reviewed and approved. Demolition of piping is scheduled to begin the week of December 4th with demolition for the cooling towers scheduled for the following week. Installation of new piping is scheduled for January/February 2018. Overall completion is scheduled for mid-March 2018.

2) LINCROFT CAMPUS PARKING LOTS

Parking Lot 6 - A contract in the amount of \$23,500 awarded to Mixalia Enterprises on August 22, 2017 for the replacement of the existing concrete curb and sidewalk along the west side of the lot adjacent to the Arena has been completed. A concept plan proposing the construction of interior parking islands was prepared by our office and has been accepted by the College. The concrete work will be bid over the winter with construction to be performed in Spring 2018 after which the Monmouth County Highway Department will be requested to repave the lot most likely next summer (2018).

3) MAINTENANCE BARN ROOF REPLACEMENT

Due to damage from a prior wind event, the College received \$81,400 from an insurance claim to structurally repair and replace a portion of the roof. Plans and specifications were prepared by College staff and bids were received on September 12, 2017. A contract was awarded to Circle A Construction in the amount of \$97,700 at the October 17, 2017 Board of Trustees meeting. Construction is expected to start in early December and be completed by the end of the year.

4) BAC & SLC ROOF REPLACEMENTS

SLC- The College awarded a contract to Roof Connect, Elkton, MD to replace 3,200 SF of flat roof over the bookstore in the SLC building in the amount of \$80,674 on September 12, 2017. Work is 100% complete with final inspections scheduled for mid-December.

BAC- The informal quote provided by Roof Connect to replace the entire roof (21,000 SF) of the BAC building for \$312,712 was considered too high and has been rejected. Per the College request, our office submitted a proposal to complete plans and specifications to replace the roof on October 25, 2017. It is our understanding other proposals were solicited and are under review by the College. Construction is anticipated to be performed Spring 2018.



B. DESIGN/STUDIES/REPORTS

1) FREEHOLD CAMPUS DRAINAGE IMPROVEMENTS

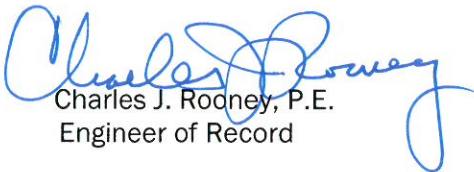
Due to an underlying clay layer, a perched groundwater condition has resulted in water bleeding onto the parking lot pavement after heavy rain events at several locations. This condition has created icing problems in the winter and over time will shorten the life of the pavement. In January 2017 a section of underdrain was installed along the upslope side of the parking lot to cut off the perched groundwater from reaching the parking lot. The underdrain has shown some improvement to the amount and duration of water bleeding onto the pavement. In the interest of better understanding the underlying soil conditions, five soil borings were performed on August 10, 2017. The borings indicated a layer of moderately compacted sand below the dense clay layer. As the boring holes were backed filled with gravel, the boring holes have the potential to act as wicks and provide relief to the perched groundwater above the clay layer. Review of the site in late August following two days of rain indicated the backfilled soil borings may be providing relief. Our office will continue to monitor the site over the fall/winter. Should the backfilled boring holes not provide sufficient relief, additional underdrains will be required.

2) FACILITIES MASTER PLAN UPDATE

In the interest of obtaining more accurate information for budgeting and planning purposes, a comprehensive phased update to the May 2016 Facilities Master Plan (FMP) update is recommended. The Board of Trustees awarded a contract to Reserve Advisors on October 17, 2017 to complete a reserve study of the Freehold Campus. Our office is available to assist Tim Drury, Director of Facilities Management in the preparation of a list of recommended Capital Improvements Projects utilizing current available Chapter 12 funding (over \$9 million).

3) SEWER EJECTOR PUMPS

Per the College request our office submitted a proposal to prepare Plans and Specifications for upgrading/replacing sanitary sewer ejector pumps located in the MAS and ATC buildings on October 23, 2017. It is our understanding the College has requested other proposals which are currently being reviewed. The preliminary project cost is approximately \$120,000


Charles J. Rodney, P.E.
Engineer of Record

4.2a *Change Order Request Report*

The Change Order Request Report contains summary information and a resolution for increases to existing Blanket Purchase Orders.

This report is submitted to the Board of Trustees to provide background information to enable the approval of the change requests.

Additional details for these proposed purchases are available in the Purchasing Office for review by the Board of Trustees.

This item was discussed with the Interim President and the Finance and Facilities Committee of the Board of Trustees at a meeting held December 12, 2017.

December 19, 2017: Interim Executive Director, Finance & ITS, Joseph Pingitore

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$35,300, or purchases with a combined total in excess of \$35,300; and

WHEREAS, College policy requires Board approval for a change in contractual terms to any previously Board approved purchase, and

WHEREAS, the Board of Trustees has reviewed the purchase 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.

Brookdale Community College
Change Order Reconciliation
December 19, 2017

Vendor Name	Description	Contract Award	Change Orders Approved	Current Contract Value	Proposed C/Os	Contract Total	Proposed % Increase
1 Circle A Construction Co.	Additional work on the Maintenance Building Repair Project (replace rotted lumber and repair truss, post and framing).	\$ 97,700.00	\$ -	\$ 97,700.00	\$ 3,900.00	\$ 101,600.00	4%
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		\$ 97,700.00	\$ -	\$ 97,700.00	\$ 3,900.00	\$ 101,600.00	

4.3 *Approval of the Designation of the College's Public Agency Compliance Officer
(P.A.C.O.)*

In accordance with N.J.A.C. 17:27 3.2, on an annual basis prior to January 10 of each calendar year, the College is required to designate a liaison between the Contract Compliance Unit of the New Jersey Department of the Treasury and the College. Enclosed is a resolution appointing Manager, Contract Administration, Bonnie Passarella, to act on behalf of the College.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held December 12, 2017.

December 19, 2017: Interim Executive Director, Finance & & ITS, Joseph Pingitore

RESOLUTION

WHEREAS, Brookdale Community College, hereinafter the “College”, was established under and by virtue of the laws of the State of New Jersey; and

WHEREAS, the College is subject to N.J.A.C. 17:27-3.2 requiring the designation of an individual to serve as its Public Agency Compliance Officer (hereinafter “P.A.C.O.”); and

WHEREAS, the statute provides that the P.A.C.O. is the liaison between the Contract Compliance Unit of the New Jersey Department of the Treasury and the College; and

WHEREAS, the statute also provides that the P.A.C.O. is responsible for administering contract procedures pertaining to equal employment opportunity regarding both the College and its service providers; and

WHEREAS, the statute requires the College to submit the contact information for the designated P.A.C.O. to the Contract Compliance Unit of the New Jersey Department of the Treasury; and

WHEREAS, the College’s Manager, Contract Administration has demonstrated the capability, proficiency, and willingness to serve in this capacity.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that, in accordance with N.J.A.C. 17:27-3.2, the Manager, Contract Administration is hereby designated Public Agency Compliance Officer of Brookdale Community College and the President is directed to submit Ms. Passarella’s contact information to the N.J. Department of the Treasury as required.

December 19, 2017

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE & PROPERTY
CONTRACT COMPLIANCE AUDIT UNIT
EEO MONITORING PROGRAM

Print Form

Submit by Email

Designation Of Public Agency Compliance Officer (P.A.C.O)

The designated Public Agency Compliance Officer (P.A.C.O.) is:

Public Agency:	<u>Brookdale Community College</u>	Telephone:	<u>732-224-2239</u>
Name:	<u>Bonnie Passarella</u>	Fax:	<u>732-224-2895</u>
Title:	<u>Manager, Contract Administration</u>	Email:	<u>bpassarella@brookdalecc.eud</u>
Business Address:	<u>765 Newman Springs Road</u>		
	<u>Lincroft, NJ 07738</u>		

Current Highest Elected or Appointed Official: _____

☐ No Person currently serving as the P.A.C.O.

☒ The P.A.C.O will be appointed at the next Board/Council meeting. A copy of the resolution designating the appointee will be sent to the Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program.

☐ Additional technical assistance is required.

Public Agency Official Signature: _____

Please mail or fax form to:

* Po Box 236 * Trenton * New Jersey * 08625 * Phone: 609-292-5473 * Fax: 609-292-1102 * www.state.nj.us/treasury/contract_compliance

4.4 *Authorization to enter into a contract with the County of Monmouth to provide One-Stop Operator Services for calendar year 2018, January 1 through December 31.*

The Federal Workforce Investment Opportunity Act (WIOA) legislation is designed to strengthen and improve our nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers.

Recent legislation declared that every One-Stop in the country is required to outsource some portion of its services to a third party entity. Monmouth County has chosen to outsource its One-Stop partner coordination and service delivery system process monitoring and compliance. The County has asked Brookdale to provide this service for the upcoming calendar year beginning January 1, 2018.

The County has agreed to pay Brookdale the sum of \$50,000 for the services for the period January 1 – December 31, 2018, with a one-year option for renewal.

The resolution that follows will serve as the Board's approval to engage a contract with the County to provide these services.

This contract was discussed by the Interim President and the Finance & Facilities Committee of the Board of Trustees at a meeting held December 12, 2017.

December 19, 2017: Interim Executive Director Finance & ITS, Joseph Pingitore

RESOLUTION

WHEREAS, on two occasions, the County of Monmouth has solicited competitive proposals to provide One-Stop Operator Services for a one-year period, with a one-year renewal option; and

WHEREAS, no proposals were received by the County of Monmouth on either occasion; and

WHEREAS, the County of Monmouth entered into discussions with Brookdale Community College (the College) to seek the requested services; and

WHEREAS, the College is positioned to provide such services and agrees to the terms set forth by the County of Monmouth; and

WHEREAS, the County of Monmouth agrees to pay the College a sum of \$50,000 for a one-year period, and provide for a one-year renewal option; and

THEREFORE BE IT RESOLVED, that it would be in the best interest of the College to provide such services to the County; and

NOW THEREFORE BE IT FURTHER RESOLVED by the Board of Trustees of Brookdale Community College that approval for providing the One-Stop Operator Services to the County of Monmouth has been reviewed and the same is hereby approved.

4.5 *Authorization to Exercise the Lease of the First and Second Floors at Eastern Monmouth (Neptune) HEC*

The College is committed to providing access to higher education and training to all persons in the County and Central New Jersey through its Lincroft, Wall, and Freehold campuses and Higher Education Centers (HECs). The College operates a HEC in Neptune at the Neptune Township Board of Education, 60 Neptune Boulevard, Neptune Township, in Monmouth County, New Jersey.

In a joint meeting of the Neptune Board of Education (BOE) and Brookdale Board of Trustees in December 2013, the Trustees signed an Agreement creating Poseidon Early College High School. Targeting academically prepared Neptune HS students, the program makes it possible for students to complete a high school diploma and an associate's degree in four years. The use of the first and second floors of the Neptune building enables increased programming as well as the opportunity to provide other Brookdale initiatives, including expanding non-credit programming.

The Leases as noted below, with two, one year renewable options exercisable in writing by Brookdale sixty days prior to expiration of the then current Term, unless terminated at an earlier date for any reason set forth in the Lease. The Lease shall be paid in equal monthly installments in advance of the month of occupancy.

Through a lease structure with the Neptune Board of Education the first floor area consists of 9,470 square feet of space and is payable as follows:

7/1/17 – 6/30/18	\$165,738
7/1/18 – 6/30/19	\$144,891
7/1/19 – 6/30/20	\$147,789

The second floor consists of 8,600 square feet of space and is payable as follows:

9/1/17 – 6/30/18	\$107,500
7/1/18 – 6/30/19	\$131,580
7/1/19 – 6/30/20	\$134,211

The Interim President recommends that the Board of Trustees approve the Lease Agreement(s) for the first and second floor of Eastern Monmouth Higher Education Center located in Neptune, commencing September 1, 2017.

This report was reviewed by the Interim President and the Finance Committee of the Board of Trustees at the meeting held December 12, 2017.

RESOLUTION

WHEREAS, it is inherent with the College's Philosophy and Mission to provide the Monmouth County Community with maximum access to quality educational programs and services; and

WHEREAS, Brookdale Community College has maintained and operated a Higher Education Center in Neptune since the fall of 1985 and;

WHEREAS, the College entered into an Agreement with the Neptune Board of Education to create the Poseidon Early College High School (ECHS) in 2013, and;

WHEREAS, the current location has proven satisfactory in terms of access and general accommodations to house the Poseidon Early College High School needs; and

WHEREAS, the general conditions for entering into the Lease Agreement(s) of the first and second floors of the Neptune Township Board of Education facility at 60 Neptune Boulevard, Neptune, NJ, have been review by the Executive and Finance Committees of the Board of Trustees; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Lease Agreement(s) as indicated have been reviewed and approved.

4.6 *Acceptance of Brookdale Community College's FY17 Financial Statement Audit*

Pursuant to the requirements of the Higher Education Reorganization Act of 1994, the Board of Trustees authorized the appointment of external auditors, O'Connor & Drew, PC to perform the required audit for fiscal year ending June 30, 2017, at its May 16, 2017 meeting.

An audit of financial accounts has been completed, and the results of the College's FY17 Financial Statement audit are herewith transmitted to the Board of Trustees for its review and acceptance.

This report was reviewed by the President and the Audit Committee of the Board of Trustees at a meeting held December 12, 2017.

December 19, 2017: Interim Executive Director Finance & ITS, Joseph Pingitore

**BROOKDALE COMMUNITY
COLLEGE**
(a Component Unit of the County of Monmouth)

MANAGEMENT LETTER

JUNE 30, 2017

BROOKDALE COMMUNITY COLLEGE
(a Component Unit of the County of Monmouth)

Management Letter

June 30, 2017

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To the Honorable President and
Members of the Board of Trustees of
Brookdale Community College
Lincroft, New Jersey

A valuable part of our service consists of communicating to the Board of Trustees of Brookdale Community College (the "College") any recommendations for improvements in the process of internal control.

Internal control is broadly defined as a process, affected by the Board of Trustees, management and staff, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

- Effectiveness and efficiency of operations
- Reliability of financial reporting
- Compliance with applicable laws and regulations

We review internal controls with respect to our assessment of the reliability of financial data and our assessment of the College's compliance with applicable laws and regulations. Internal controls with respect to effectiveness and efficiency of operations are not critical to our financial statement audit. However, these areas are important to management as they address the College's basic business objectives, including performance and operating goals and safeguarding of resources.

Because internal controls serve many important purposes, there are increasing calls for better internal control systems. Internal controls are looked upon more and more as a solution to a variety of potential problems.

Although everyone at the College has responsibility for internal controls, the President is ultimately responsible and should assume "ownership" of the system. More than any other individual, the President sets the "tone at the top" that affects integrity and ethics and other factors of a positive control environment.

Management is accountable to the Board of Trustees, which provides governance, guidance and oversight. Effective board members are objective, capable and inquisitive with knowledge of the College's activities and environment.

**Certified Public Accountants
Braintree, Massachusetts**

OPEN

Internal Control Handbooks

In planning and performing an audit, an auditor is required to consider an entity's internal control environment to determine the extent and types of audit procedures to perform. While gaining an understanding of the College's internal control environment, we requested the internal control policy and procedure manuals from the accounts receivable, accounts payable and payroll departments. Part of an effective internal control environment is the documentation of policies and procedures to ensure that they are being followed in accordance with management's expectations.

Based on our procedures we noted the following:

Accounts Receivable –The department created the “Brookdale Community College Accounts Receivable Policy and Procedures Manual.” This document was two pages in length and discussed policies and procedures of the department in a general manner. We recommend that the manual be enhanced to reflect the following:

- The procedures on how the College accepts various types of payments.
- Roles and responsibilities of individuals within the department.

Accounts Payable –The department created the “Brookdale Community College Purchasing Manual – Standard Operating Procedures.” We found this manual to be descriptive of the various policies of the department. We recommend the manual be enhanced to reflect the roles of the individuals in the department and their transactional responsibilities.

Payroll – The payroll department created the “Payroll Department Internal Controls” report which documents the specific internal controls in place in the department. We recommend the manual be enhanced to reflect the roles of the individuals in the department and their transactional responsibilities.

Recommendation

We recommend that each department head review their current internal control manual. The manual for each department should document not only the policies of each department but the process and procedures that each employee of that department undertakes to meet its objectives. The manual should be reviewed by a senior member of the finance department.

Management's Response

College management has instructed each Department Head of Finance to review their current internal policies and procedure manual. The department manuals will be updated to include the policies and procedures of the department as well as documentation of internal controls in place. The manuals will be submitted to Senior Management of Finance by January 31, 2017 for initial review and finalization.

Fixed Assets

During our audit, the Executive Director made us aware that a building under construction at the College's Wall Campus was depreciated during the year ended June 30, 2016. At June 30, 2017, this project was still in process and had not been completed. Accounting standards require that depreciation of a constructed asset only occur upon the asset being placed into service. As a result, Finance proposed and recorded, a restatement of the June 30, 2016 financial statements to reverse the depreciation that had been recorded on this building. As a result of the restatement, the College's prior year capital assets, net of accumulated depreciation and net investment in capital assets increased by \$187,013. Prior year depreciation expense decreased by \$187,013.

Recommendation

We recommend that the College implement procedures to review construction projects to determine when they have been completed in order to begin depreciation in the appropriate time period.

Management's Response

Management has implemented procedures to review construction projects to determine completion and begin depreciation. This is evidenced by management identifying and correcting the construction of the Wall building.

Financial Aid

During our audit we performed procedures under Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and State of New Jersey OMB Circular 15-08. This required us to perform tests over compliance of the College's awarding and disbursing of Federal and State of New Jersey financial aid programs.

During these tests, we noted the following findings which are disclosed in the single audit section of the College's audited financial statements:

Federal Finding 2017-001

Criteria

According to 34 C.F.R. Sections 668.16(e):

- (e) For purposes of determining student eligibility for assistance under a Title IV, HEA program, establishes, publishes, and applies reasonable standards for measuring whether an otherwise eligible student is maintaining satisfactory progress in his or her educational program.

Finding

In order to receive a Title IV award, students must adhere to the College's satisfactory academic progress ("SAP") policy. This policy requires students to meet a minimum grade point average and be on pace to complete their educational program within 150% of the published length of time. The Financial Aid office utilizes software to calculate a student's SAP at the end of each academic semester.

If the student does not meet the College's SAP requirement, they are then placed on warning status for the next academic semester. If the student does not meet the College's SAP policy while under warning status, the student is then placed on suspension status. Under suspension status, the student will not be awarded financial aid unless they appeal. If the College's Appeal Committee approves the appeal, the student is placed on Probation status and is eligible to receive Title IV aid.

During our testing of return of Title IV awards ("R2T4"), we noted one student who received a Federal Pell Grant who was on academic suspension and therefore was ineligible to receive Title IV aid.

Cause

The Financial Aid Office inadvertently believed this student should have received a Title IV award even though they were not in compliance with the College's SAP policy. When this student withdrew from the institution, they were disbursed a Federal Pell Grant.

Federal Finding 2017-002

Criteria

According to 34 C.F.R. Section 668.164(l)(3)

If a check sent to a student or parent is not returned to the institution but is not cashed, the institution must return the funds to the Secretary no later than 240 days after the date it issued the check.

Finding

Of our non-statistically valid sample of 6 outstanding checks aged over 240 days selected for testing, 4 students had credit balances caused by Title IV aid.

Cause

The College did not monitor outstanding checks aged over 240 days caused by Title IV credit balances for this compliance requirement.

State Finding 2017-001

Criteria

According to New Jersey Administrative Code - § 9A:9-2.5 Student Notification:

Students shall be notified of grant eligibility through the Student Eligibility Notice issued by the Higher Education Student Assistance Authority. The amount of the grant is subject to change based on the annual level of appropriations and other resources available to the student (see N.J.A.C. 9A:9-2.9). The institution's written notification to the student regarding State financial assistance shall contain a clause indicating the State is not responsible for funding of the grant in the event of fraudulent, inaccurate or misleading information.

Finding

Of our non-statistically valid sample of 40 students with state aid, 38 students received a Tuition Aid Grant. Of these 38 students, the required disclosure was not included in the student's award letter.

Cause

The award letter was not designed to include the above information.

Recommendations

Federal Finding 2017-001

The College should provide training to employees who oversee the awarding of financial aid to reinforce the SAP policy.

Federal Finding 2017-002

We recommend the College review its procedures to monitor outstanding checks caused by a Title IV balances. Procedures should be put in place to timely remit funds to ED.

State Finding 2017-001

The College should add the required language to the award letter sent to each student receiving a Tuition Aid Grant.

Management's Response

Federal Finding 2017-001

The College will change its process for calculating R2T4 for students with a post withdrawal disbursement and utilize the evaluation process which measures the ability to receive an award against rules that have been programed which includes SAP statuses. This change will assure that even though there could have been an award, without passing global rules, the student never would have been awarded.

Federal Finding 2017-002

The College's Accounts Receivable Office determined a report cannot be generated to determine if a student refund check was caused by Federal Financial Aid. The Office of Information Technology will create a report flagging outstanding checks aged over 180 days in which Federal Financial Aid was disbursed. The report will be provided monthly to the Financial Aid Office who will manually review the list and determine which checks need to be void and returned. The Financial Aid Office and Accounts Receivable Office will communicate to the Accounts Payable Office to void these checks. If a student has a balance due, the credit would be applied to the outstanding balance. Any remaining amount would be communicated to the Financial Aid Office to return to the appropriate authority within the 240 day requirement.

State Finding 2017-001

The College's Financial Aid award letter will expand the current statement with the addition of the last sentence as follows: *"Your total award is subject to the availability of funds from the appropriate agencies and the laws and regulations which govern these programs, and is thus subject to change. The State of New Jersey is not responsible for funding of the grant in the event of fraudulent, inaccurate or misleading information."*

CONCLUSION

We would like to thank all of the management and staff who assisted during the course of our fieldwork. The staff was very helpful and exhibited a genuine effort and pride in their work. If we can be of any assistance in the implementation of any of the above-mentioned recommendations, please do not hesitate to call our office.

DRAFT

BROOKDALE COMMUNITY COLLEGE

(A Component Unit of the County of Monmouth)

FINANCIAL STATEMENTS AND MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2017

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)

**Financial Statements and
Management's Discussion and Analysis**

June 30, 2017 and 2016

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BROOKDALE COMMUNITY COLLEGE
(A Component Unity of the County of Monmouth)

**Financial Statements and
Management's Discussion and Analysis**

June 30, 2017 and 2016

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INDEPENDENT AUDITORS' REPORT

To the Honorable President and
Members of the Board of Trustees of
Brookdale Community College
Lincroft, New Jersey

Report on Financial Statements

We have audited the accompanying financial statements of Brookdale Community College (a component unit of the County of Monmouth) (the "College"), which comprise the statements of net position as of June 30, 2017 and 2016, the related statements of revenues and expenses, statement of changes in net position and statements of cash flows for the years then ended, and the related notes to the financial statements. We have also audited the financial statements of the Brookdale Community College Foundation as of June 30, 2017 and 2016 and the related statements of revenues, expenses, and changes in net position and cash flows for the years then ended. Our responsibility is to express an opinion on the financial statements based on our audit.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the College as of June 30, 2017 and 2016, and the respective changes in net position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Restatement of Prior Year Financial Statements

As discussed in Note 2 to the financial statements, the College restated prior balances to adjust accumulated depreciation due to a building being depreciated prior to completion. Our opinion is not modified with respect to this matter.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis on pages 4-12, the schedules of the College's proportionate share of the net pension liability on pages 49-51 and the schedules of the College's contributions on page 52-54 and the notes to the required supplemental information on page 55 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplemental Information

Our audits were conducted for the purpose of forming an opinion on the financial statements of the College, taken as a whole. The Schedule of Expenditures of Federal Awards on pages 60 and the Schedule of Expenditures of State of New Jersey Awards on page 61 is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*; and State of New Jersey OMB Circular 15-08, *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid* is not a required part of the basic financial statements. Both schedules have been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated **OPEN**, on our consideration of the College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control over financial reporting and compliance.

**Certified Public Accountants
Braintree, Massachusetts**

OPEN

DRAFT

MANAGEMENT'S DISCUSSION AND ANALYSIS

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Management's Discussion and Analysis
For the fiscal years ended June 30, 2017 and 2016

Management's Discussion and Analysis ("MD&A") presents the financial performance of Brookdale Community College (the "College") during the fiscal year ended June 30, 2017. This MD&A will provide various financial analyses comparing fiscal year 2017 to fiscal year 2016, as well as fiscal year 2015 activity.

Enrollment

The College enrollment is comprised of credit and noncredit full-time equated students ("FTEs"). A full-time equated student represents a student or combination of students taking thirty (30) credits.

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>Change 2016-2017</u>
Credit FTEs	9,236	9,818	10,184	(582)
Noncredit FTEs	<u>561</u>	<u>556</u>	<u>541</u>	<u>5</u>
Total FTEs	<u>9,797</u>	<u>10,374</u>	<u>10,725</u>	<u>(577)</u>

Full-time equated enrollment for credit and noncredit enrollment in fiscal year 2017 was 9,797, compared to fiscal year 2016 FTE enrollment of 10,374. This represents a 5.6 percent decrease.

- Credit enrollment decreased from 9,818 FTEs in fiscal year 2016 to 9,236 FTEs in fiscal year 2017, which represents a 5.9 percent decrease.
- Noncredit enrollment increased from 556 FTEs in fiscal year 2016 to 561 FTEs in fiscal year 2017, which represents a 0.9 percent increase.
- Credit enrollment decreases followed a national trend across the higher education sector.

General Financial Information

The College's basic financial statements include the statements of net position, statements of revenues, expenses, and changes in net position, and statements of cash flows. The financial statements are prepared in accordance with the accounting principles established by the Governmental Accounting Standards Board ("GASB").

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Management's Discussion and Analysis - Continued
For the fiscal years ended June 30, 2017 and 2016

Financial Highlights

Condensed Schedule of Net Position

The following represents assets, liabilities and net position of the College as of June 30, 2017, 2016 and 2015:

	<u>2017</u>	<u>Restated 2016</u>	<u>2015</u>	<u>Change 2016-2017</u>
Current assets	\$ 14,551,340	16,238,551	20,629,077	(1,687,211)
Noncurrent assets:				
Capital assets	<u>162,711,079</u>	<u>152,359,293</u>	<u>148,315,025</u>	<u>10,351,786</u>
Total assets	<u>\$ 177,262,419</u>	<u>168,597,844</u>	<u>168,944,102</u>	<u>8,664,575</u>
Deferred outflow of resources	<u>\$ 20,342,437</u>	<u>11,788,197</u>	<u>3,638,495</u>	<u>8,554,240</u>
Current liabilities	\$ 14,198,962	15,402,356	14,298,935	(1,203,394)
Noncurrent liabilities	<u>98,783,421</u>	<u>90,248,287</u>	<u>84,499,145</u>	<u>8,535,134</u>
Total liabilities	<u>\$ 112,982,383</u>	<u>105,650,643</u>	<u>98,798,080</u>	<u>7,331,740</u>
Deferred inflows of resources	<u>\$ 6,385,305</u>	<u>5,697,612</u>	<u>4,195,734</u>	<u>687,693</u>
Net position:				
Net investment in capital assets	\$ 123,808,316	111,721,806	106,668,991	12,086,510
Restricted	1,193,330	1,523,003	3,884,789	(329,673)
Unrestricted	<u>(46,764,478)</u>	<u>(44,207,023)</u>	<u>(40,964,997)</u>	<u>(2,557,455)</u>
Total net position	<u>\$ 78,237,168</u>	<u>69,037,786</u>	<u>69,588,783</u>	<u>9,199,382</u>

The decrease in current assets of \$1,687,211 is due to the following:

- An increase in cash and cash equivalents of \$666,598.
- A decrease in accounts receivable of \$1,216,792, mainly the result of a decrease in State and County receivables.
- A decrease in deposits held by trustee of \$329,673, mainly due to assets held by trustees under the Equipment Leasing Fund (ELF) and the Higher Education Technology Improvement (HETI) agreements with New Jersey Educational Facilities Authority being expended on technology projects.
- A decrease in prepaid expenses of \$685,616

Capital assets increased in the net by \$10,351,786, which is due to net additions of \$16,542,960, less the net change in accumulated depreciation of \$6,191,174.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Management's Discussion and Analysis - Continued
For the fiscal years ended June 30, 2017 and 2016

Financial Highlights – Continued

Condensed Schedule of Net Position

Deferred outflows of resources increase of \$8,554,240 is due to an increase of \$8,726,072 related to net pension liability offset by a decrease of \$171,832 related to the deferred loss on bond refinancing.

The decrease in current liabilities of \$1,203,394 is due to the following:

- Accounts payable and accrued expenses decreased \$1,669,958 due to a decrease in capital accounts payable for construction of the Wall project as the project is near completion.
- Unearned student tuition and fees increased \$511,636.

Non-current liabilities increased \$8,535,134 due to the following:

- Long-term debt decreased \$1,868,167. The College made bond principal payments totaling \$1,767,645 and amortized bond premium of \$138,910.
- Net pension liability increased \$10,403,301 representing the net pension liability allocated to Brookdale Community College in the State of New Jersey Public Employees' Retirement System and State of New Jersey Police and Firemen's Retirement System audit reports.

Restatement of Prior Year Financial Statements

During the year ended June 30, 2017, the College discovered that it had begun to depreciate a building that was under construction during the year ended June 30, 2016. As a result of the restatement, the College's capital assets, net of accumulated depreciation and net investment in capital assets increased by \$187,013 and depreciation expense decreased by \$187,013.

The cumulative effect on the financial statement as reported for June 30, 2016 is as follows:

	<u>As Reported 2016</u>	<u>Prior Period Adjustments</u>	<u>Restated 2016</u>
Depreciable assets	\$ 253,416,303	(5,940,924)	247,475,379
Accumulated depreciation	(107,126,485)	187,013	(106,939,472)
Construction in progress	—	5,940,924	5,940,924
Nondepreciable asset, land	5,882,462	—	5,882,462
Capital assets, net of accumulated depreciation	<u>152,172,280</u>	<u>187,013</u>	<u>152,359,293</u>
Depreciation	<u>6,436,833</u>	<u>(187,013)</u>	<u>6,249,820</u>
Net investment in capital assets	111,534,793	187,013	111,721,806
Restricted - capital expenditures	1,523,003	—	1,523,003
Unrestricted	<u>(44,207,023)</u>	<u>—</u>	<u>(44,207,023)</u>
Total net position	<u>\$ 68,850,773</u>	<u>187,013</u>	<u>69,037,786</u>

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Management's Discussion and Analysis - Continued
For the fiscal years ended June 30, 2017 and 2016

Capital Asset Activity

Capital asset activity for the fiscal year ended June 30, 2017 was as follows:

	<u>Restated 2016</u>	<u>Additions</u>	<u>Retirements</u>	<u>2017</u>
Land	\$ 5,882,462	—	—	5,882,462
Construction in progress	5,940,924	10,869,544	—	16,810,468
Building and improvements	234,665,699	5,362,854	—	240,028,553
Furniture and equipment	12,809,680	489,208	(178,646)	13,120,242
	<u>259,298,765</u>	<u>16,721,606</u>	<u>(178,646)</u>	<u>275,841,725</u>
Total	259,298,765	16,721,606	(178,646)	275,841,725
Less accumulated depreciation	<u>(106,939,472)</u>	<u>(6,361,042)</u>	<u>169,868</u>	<u>(113,130,646)</u>
Capital assets, net	<u>\$ 152,359,293</u>	<u>10,360,564</u>	<u>(8,778)</u>	<u>162,711,079</u>

As a best practice, the College contracts with a third party firm to conduct an independent physical inventory of all College assets every 5 years, and as such conducted a physical inventory during 2016. Building and improvements, furniture and equipment additions are the product of our MAS Science Lab renovation. Construction in progress included the construction of a 37,000 square foot building located at our Wall Branch Campus. In July 2017, construction of the building was completed; the building opened in September of 2017. Funding for the project came from three sources: State of New Jersey grant programs, the County of Monmouth, and College contribution. Retirements included equipment past a useful life cycle.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Management's Discussion and Analysis - Continued
For the fiscal years ended June 30, 2017 and 2016

Summary of Revenues, Expenses, and Changes in Net Position

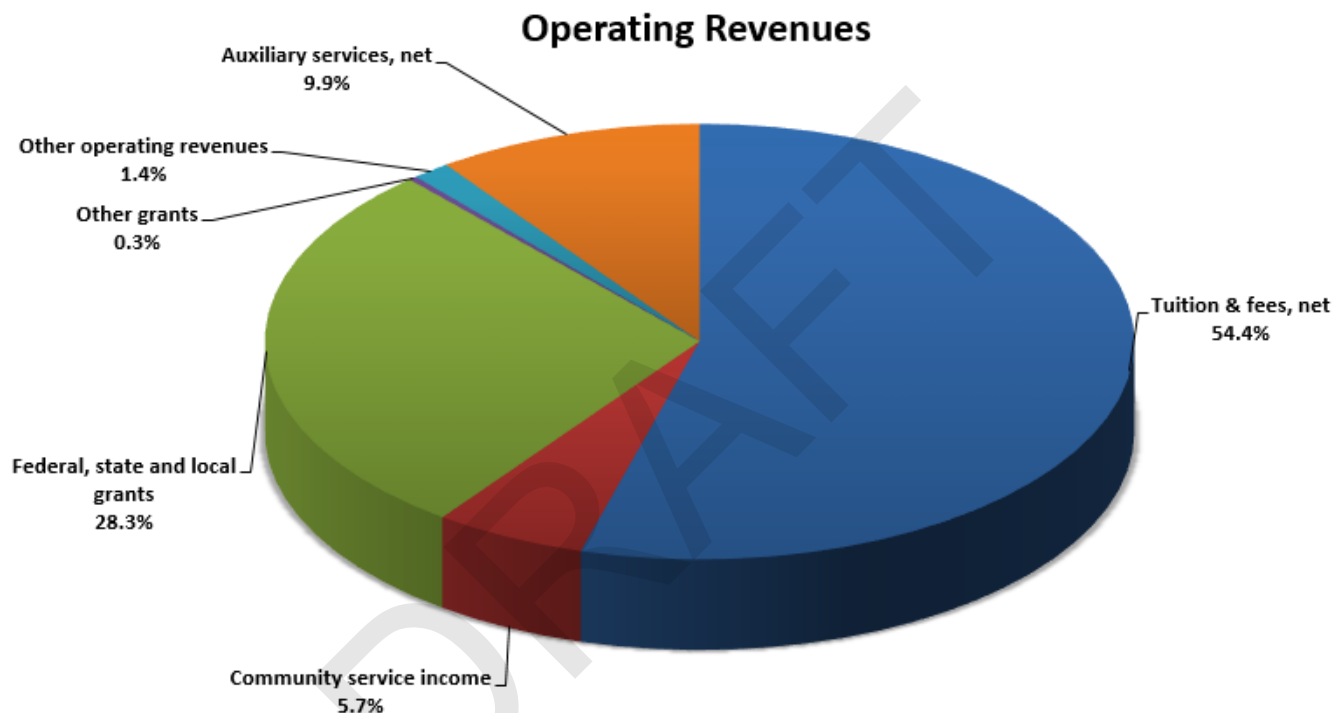
The College receives revenue from three main sources: student tuition and fees, state aid, and county support. The balance of revenue was from miscellaneous sources, which include Continuing Professional Services, grants and Auxiliary services (bookstore, dining & events).

	<u>2017</u>	<u>Restated 2016</u>	<u>2015</u>	<u>Change 2016-2017</u>
Operating revenues:				
Tuition, net	\$ 22,732,966	21,639,935	21,005,531	1,093,031
Fees	5,918,816	6,057,579	5,997,306	(138,763)
Chargebacks to other counties	256,750	303,826	315,482	(47,076)
Community service income	3,007,892	3,042,276	2,679,006	(34,384)
Federal, state and local grants	15,039,477	16,770,318	18,327,669	(1,730,841)
Other grants	158,642	146,895	178,537	11,747
Other operating revenues	754,635	857,976	934,289	(103,341)
Auxiliary services, net	5,273,405	5,797,205	5,845,950	(523,800)
Total operating revenues	<u>53,142,583</u>	<u>54,616,010</u>	<u>55,283,770</u>	<u>(1,473,427)</u>
Operating expenses	<u>104,163,737</u>	<u>109,225,573</u>	<u>113,747,225</u>	<u>(5,061,836)</u>
Operating loss	<u>(51,021,154)</u>	<u>(54,609,563)</u>	<u>(58,463,455)</u>	<u>3,588,409</u>
Nonoperating revenues (expenses):				
State appropriations	10,414,993	10,378,691	10,350,862	36,302
Local appropriations	20,027,019	20,027,019	20,027,019	—
Pell Grants	13,210,632	15,451,175	16,434,086	(2,240,543)
Investment income	—	—	47,450	—
Other nonoperating revenues	3,692,306	3,760,423	3,659,699	(68,117)
Other nonoperating expenses	(104,515)	(89,380)	(20,918)	(15,135)
Bond issuance expense	—	(473,930)	—	473,930
Interest expense	(1,650,441)	(1,652,816)	(2,031,898)	2,375
Net nonoperating revenues	<u>45,589,994</u>	<u>47,401,182</u>	<u>48,466,300</u>	<u>(1,811,188)</u>
Loss before other revenues	(5,431,160)	(7,208,381)	(9,997,155)	1,777,221
Other revenues:				
Capital appropriations	<u>14,630,542</u>	<u>6,657,384</u>	<u>5,047,293</u>	<u>7,973,158</u>
Increase (Decrease) in net position	<u>9,199,382</u>	<u>(550,997)</u>	<u>(4,949,862)</u>	<u>9,750,379</u>
Net position as of beginning of year	<u>69,037,786</u>	<u>69,588,783</u>	<u>74,538,645</u>	<u>(550,997)</u>
Net position as of end of year	<u>\$ 78,237,168</u>	<u>69,037,786</u>	<u>69,588,783</u>	<u>9,199,382</u>

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Management's Discussion and Analysis - Continued
For the fiscal years ended June 30, 2017 and 2016

Revenues

The College charged \$129.75 and \$122.75 per student credit hour ("SCH") to a maximum of \$1,946.25 and \$1,841.25 per term in fiscal years 2017 and 2016, respectively. In addition, the College charged a General Service Fee of 24% of tuition, or \$31.14 and \$29.46 per student credit hour to a maximum of \$467.10 and \$441.90, respectively during the same periods. Those fees helped fund technology enhancements, student life and activities, capital improvements and debt service obligations.



Tuition, fee, and chargeback revenue decreased by \$815,892; this decrease was offset by a decrease in scholarship allowances of \$1,723,084, for an overall net increase of \$907,192. Lower enrollment resulted in lower general service fees, and reduced revenue figures. The increase is due to an increase in tuition rates offset by a decline in credit enrollment.

The Bookstore, Event Management and Dining Services operations make up the main components of the College's Auxiliary Services. The decrease in Auxiliary Services revenue of \$523,800 was indicative of the decreased enrollment and affected the bookstore gross revenue.

Nonoperating revenues

State aid increased by \$36,302 due to a reallocation of funding to the 19 community colleges based on audited FY16 enrollment data. Overall State aid funding to the sector remained flat in FY17.

Total County aid of \$20,027,019 remained flat from 2016 to 2017.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Management's Discussion and Analysis - Continued
For the fiscal years ended June 30, 2017 and 2016

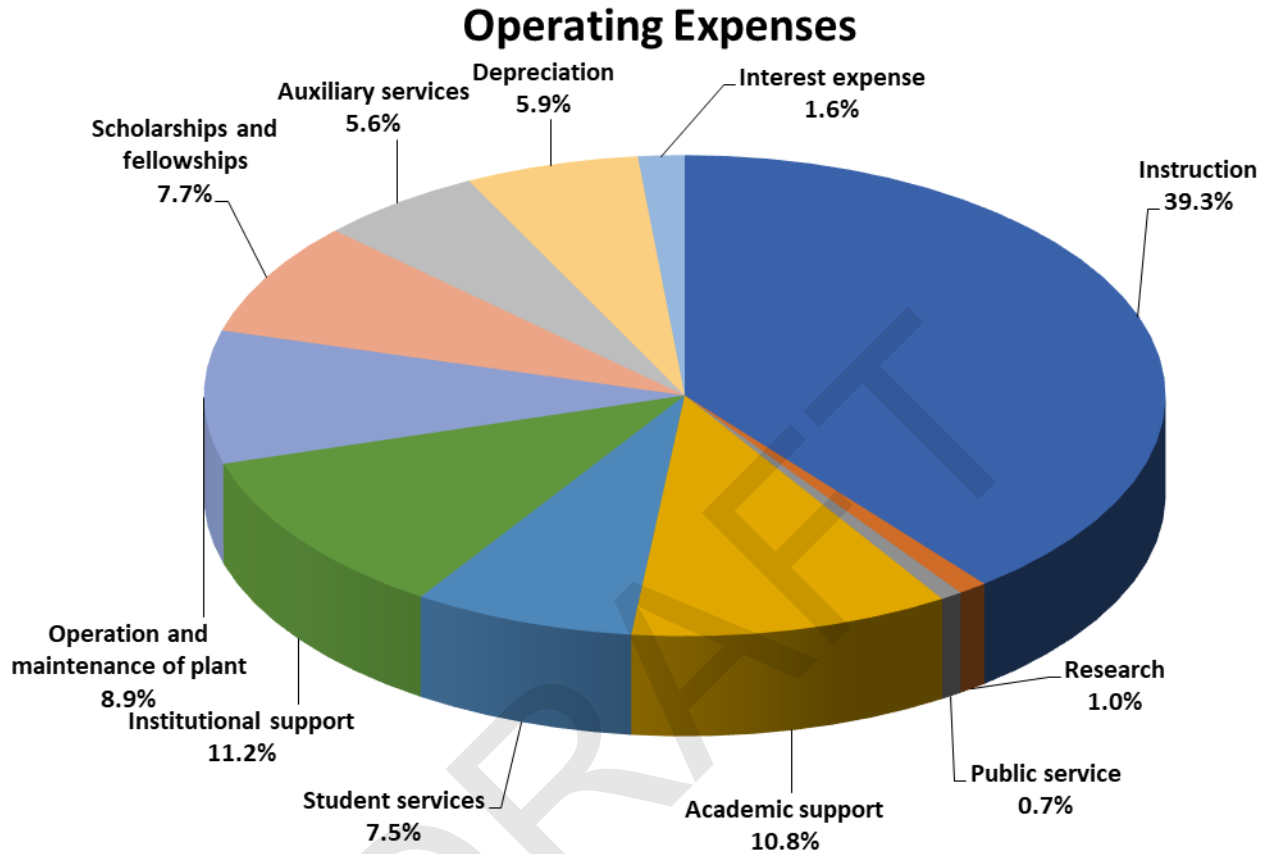
Expenses

Operating expenses are those expenses paid by the College to acquire or produce goods and services to fulfill its mission. Naturally, the majority of expenses were integral to the College's core mission – student success. The College had total operating and interest expenses of \$105,814,178 in FY17 compared with \$110,878,389 in FY16. The operating expenses of the College by functional classification for the years ended June 2017 and 2016 were:

	<u>2017</u>	<u>Restated 2016</u>	<u>2015</u>	<u>Change 2016-2017</u>
Operating expenses:				
Instruction	\$ 41,493,143	42,040,465	41,130,964	(547,322)
Research	1,039,731	1,032,364	960,852	7,367
Public service	775,640	732,886	804,930	42,754
Academic support	11,351,283	12,160,996	15,193,478	(809,713)
Student services	7,881,811	8,847,886	9,947,405	(966,075)
Institutional support	11,855,075	10,311,672	10,394,589	1,543,403
Operation and maintenance of plant	9,445,969	11,368,551	10,765,512	(1,922,582)
Scholarships and fellowships	8,092,859	9,828,850	11,642,815	(1,735,991)
Auxiliary services	5,867,184	6,652,083	7,131,536	(784,899)
Depreciation	<u>6,361,042</u>	<u>6,249,820</u>	<u>5,775,144</u>	<u>111,222</u>
Total operating expenses	104,163,737	109,225,573	113,747,225	(5,061,836)
Interest expense	<u>1,650,441</u>	<u>1,652,816</u>	<u>1,652,816</u>	<u>(2,375)</u>
Total operating and interest expenses	<u>\$ 105,814,178</u>	<u>110,878,389</u>	<u>115,400,041</u>	<u>(5,064,211)</u>

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Management's Discussion and Analysis - Continued
For the fiscal years ended June 30, 2017 and 2016

Expenses – Continued



Operating and interest expenses decreased \$5,064,211 in fiscal year 2017 over fiscal year 2016. This decrease is primarily the result of the College continuing to focus on ways to reduce expenditures, in an effort to decrease reliance on self-funding the annual budget. Campus-wide savings maximized through attrition of personnel following staff retirements and resignations offset by increases to the cost of health benefits and other benefit obligations.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Management's Discussion and Analysis - Continued
For the fiscal years ended June 30, 2017 and 2016

Summary of Net Position

The College had the following net position as of June 30,:

	<u>2017</u>	<u>Restated 2016</u>	<u>2015</u>	<u>Change 2016-2017</u>
Net position:				
Unrestricted	\$ 888,304	1,080,837	3,951,389	(192,533)
Restricted	1,193,330	1,523,003	3,884,789	(329,673)
Impact of GASB 68	<u>(47,652,782)</u>	<u>(45,287,860)</u>	<u>(44,916,386)</u>	<u>(2,364,922)</u>
	<u>(45,571,148)</u>	<u>(42,684,020)</u>	<u>(37,080,208)</u>	<u>(2,887,128)</u>
Net investment in capital assets	<u>123,808,316</u>	<u>111,721,806</u>	<u>106,668,991</u>	<u>12,086,510</u>
Total net position	<u>\$ 78,237,168</u>	<u>69,037,786</u>	<u>69,588,783</u>	<u>9,199,382</u>

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)

Statements of Net Position

As of June 30, 2017 and 2016

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Statements of Net Position
As of June 30, 2017 and 2016

	Brookdale Community College (Restated)		Brookdale Community College Foundation	
Assets	2017	2016	2017	2016
Current assets:				
Cash and cash equivalents (notes 1 and 3)	\$ 5,734,067	5,067,469	657,519	577,916
Short-term investments (note 3)	—	—	3,436,689	3,296,542
Accounts receivable, net of allowance of \$1,037,962 in 2017 and \$898,471 in 2016 (note 4)	6,474,901	7,691,693	202,318	293,629
Deposits held by trustees (note 3)	1,193,330	1,523,003	—	—
Inventories	623,643	745,371	—	—
Prepaid expenses	525,399	1,211,015	—	—
Total current assets	14,551,340	16,238,551	4,296,526	4,168,087
Noncurrent assets:				
Endowment investments (note 3)	—	—	2,118,015	2,041,263
Capital assets, net of accumulated depreciation of \$113,130,646 in 2017 and \$106,939,472 in 2016 (note 6)	162,711,079	152,359,293	—	—
Total noncurrent assets	162,711,079	152,359,293	2,118,015	2,041,263
Total assets	177,262,419	168,597,844	6,414,541	6,209,350
Deferred Outflows of Resources				
Related to pensions	17,162,438	8,436,366	—	—
Deferred loss on bond refinancing (note 7)	3,179,999	3,351,831	—	—
Total deferred outflows	20,342,437	11,788,197	—	—
Liabilities				
Current liabilities:				
Accounts payable and accrued expenses (notes 5 and 10)	9,480,946	11,150,904	36,508	123,316
Unearned student tuition and fees	2,869,184	2,357,548	—	—
Unearned grant revenue	119,576	126,259	—	—
Long-term debt, current portion (note 7)	1,729,256	1,767,645	—	—
Total current liabilities	14,198,962	15,402,356	36,508	123,316
Noncurrent liabilities:				
Long-term debt, net of current portion (note 7)	40,353,506	42,221,673	—	—
Net pension liability	58,429,915	48,026,614	—	—
Total noncurrent liabilities	98,783,421	90,248,287	—	—
Total liabilities	112,982,383	105,650,644	36,508	123,316
Deferred Inflows of Resources				
Related to pensions	6,385,305	5,697,612	—	—
Net Position				
Net investment in capital assets	123,808,316	111,721,806	—	—
Restricted:				
Nonexpendable:				
Scholarships	—	—	1,213,818	1,190,871
Library	—	—	953,637	902,086
Expendable:				
Capital	1,193,330	1,523,003	—	—
Scholarships	—	—	3,141,464	2,852,024
Unrestricted (note 8)	(46,764,478)	(44,207,023)	1,069,114	1,141,053
Total net position	\$ 78,237,168	69,037,786	6,378,033	6,086,034

The accompanying notes are an integral part of the financial statements.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Statements of Revenues and Expenses,
For the fiscal years ended June 30, 2017 and 2016

	Brookdale Community College (Restated)		Brookdale Community College Foundation	
	2017	2016	2017	2016
Operating revenues:				
Student revenues:				
Tuition, net of scholarship allowances of \$15,948,557 for 2017 and \$17,671,642 in 2016	\$ 22,732,966	21,639,935	—	—
Chargebacks to other counties	256,750	303,826	—	—
	22,989,716	21,943,761	—	—
Auxiliary services, net of scholarships of \$1,031,220 for 2017 and \$1,517,321 in 2016	5,273,405	5,797,205	—	—
Fees	5,918,816	6,057,579	—	—
Net student revenues	34,181,937	33,798,545	—	—
Community service income	3,007,892	3,042,276	—	—
Federal grants	10,740,281	12,282,872	—	—
State grants	3,676,042	4,059,494	—	—
Local grants	623,154	427,952	—	—
Other grants	158,642	146,895	—	—
Special events	—	—	274,772	211,209
Other operating revenues	754,635	857,976	—	—
Total operating revenues	53,142,583	54,616,010	274,772	211,209
Operating expenses:				
Instruction	41,493,143	42,040,465	—	—
Research	1,039,731	1,032,364	—	—
Public service	775,640	732,886	—	—
Academic support	11,351,283	12,160,996	—	—
Student services	7,881,811	8,847,886	—	—
Institutional support	11,855,075	10,311,672	189,972	169,521
Operation and maintenance of plant	9,445,969	11,368,551	—	—
Scholarships and fellowships	8,092,859	9,828,850	552,963	429,381
Auxiliary services	5,867,184	6,652,083	—	—
Depreciation	6,361,042	6,249,820	—	—
Total operating expenses	104,163,737	109,225,573	742,935	598,902
Operating loss	(51,021,154)	(54,609,563)	(468,163)	(387,693)
Nonoperating revenues (expenses):				
State appropriations	10,414,993	10,378,691	—	—
Local appropriations	20,027,019	20,027,019	—	—
Pell Grants	13,210,632	15,451,175	—	—
Contributions	—	—	304,352	542,199
Investment income	—	—	455,810	249,996
Other nonoperating revenues	3,692,306	3,760,423	—	—
Other nonoperating expenses	(95,737)	(60,050)	—	—
Interest expense	(1,650,441)	(1,652,816)	—	—
Loss on disposal of assets	(8,778)	(29,330)	—	—
Bond issuance expense	—	(473,930)	—	—
On-behalf payments - alternate benefit program:				
Revenues	2,003,142	2,120,192	—	—
Expenses	(2,003,142)	(2,120,192)	—	—
On-behalf payments - police & firemen's retirement system:				
Revenues	73,885	60,828	—	—
Expenses	(73,885)	(60,828)	—	—
Net nonoperating revenues	45,589,994	47,401,182	760,162	792,195
Income (loss) before other revenues	(5,431,160)	(7,208,381)	291,999	404,502
Other Revenues (expenses)				
Capital appropriations	14,630,542	6,657,384	—	—
Increase (Decrease) in net position	9,199,382	(550,997)	291,999	404,502
Net position as of beginning of year (restated)	69,037,786	69,588,783	6,086,034	5,681,532
Net position as of end of year	\$ 78,237,168	69,037,786	6,378,033	6,086,034

The accompanying notes are an integral part of the financial statements.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Statements of Changes in Net Position
For the fiscal years ended June 30, 2017 and 2016

	Primary Government				
	<u>Investment in Capital Assets, net</u>	<u>Restricted For Capital</u>	<u>Restricted Non-expendable</u>	<u>Unrestricted</u>	<u>Total</u>
Balance, June 30, 2015	\$ 106,668,991	3,884,789	—	(40,964,997)	69,588,783
Changes in net position for 2016 as previously reported	4,865,802	(2,361,786)	—	(3,242,026)	(738,010)
Correction of error (Note 2)	<u>187,013</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>187,013</u>
Balance, June 30, 2016, as restated	111,721,806	1,523,003	—	(44,207,023)	69,037,786
Changes in net position for 2017	<u>12,086,510</u>	<u>(329,673)</u>	<u>—</u>	<u>(2,557,455)</u>	<u>9,199,382</u>
Balance, June 30, 2017	<u>\$ 123,808,316</u>	<u>1,193,330</u>	<u>—</u>	<u>(46,764,478)</u>	<u>78,237,168</u>
	Component Unit				
	<u>Investment in Capital Assets, net</u>	<u>Restricted Expendable</u>	<u>Restricted Non-expendable</u>	<u>Unrestricted</u>	<u>Total</u>
Balance, June 30, 2015	\$ —	2,493,745	2,076,823	1,110,964	5,681,532
Changes in net position for 2016	<u>—</u>	<u>358,279</u>	<u>108,391</u>	<u>(62,168)</u>	<u>404,502</u>
Balance, June 30, 2016	—	2,852,024	2,185,214	1,048,796	6,086,034
Changes in net position for 2017	<u>—</u>	<u>289,440</u>	<u>(17,759)</u>	<u>20,318</u>	<u>291,999</u>
Balance, June 30, 2017	<u>\$ —</u>	<u>3,141,464</u>	<u>2,167,455</u>	<u>1,069,114</u>	<u>6,378,033</u>

The accompanying notes are an integral part of the financial statements.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Statements of Cash Flows
For the fiscal years ended June 30, 2017 and 2016

	Brookdale Community College		Brookdale Community College Foundation	
	2017	(Restated) 2016	2017	2016
Cash flows from operating activities:				
Student tuition and fees (including chargebacks to other counties)	\$ 29,283,809	27,268,356	—	—
Noncredit revenue	3,129,948	3,065,673	—	—
Grants and contracts	15,292,755	16,814,848	—	—
Grant payments	(28,408,751)	(32,368,388)	—	—
Payments to suppliers	(7,533,374)	(9,796,786)	(185,981)	(81,041)
Payments to employees	(45,647,824)	(45,597,336)	(90,800)	(95,055)
Payments for scholarships and fellowships	(7,061,639)	(8,311,529)	(552,963)	(334,913)
Auxiliary services:				
Bookstore and dining services receipts	4,604,885	5,463,029	—	—
Bookstore and dining services payments	(4,112,849)	(4,667,123)	—	—
Other auxiliary services payments	(1,005,095)	(1,572,252)	—	—
Special events receipts	—	—	266,038	225,167
Other operating receipts	754,635	857,976	—	—
Net cash used in operating activities	(40,703,500)	(48,843,532)	(563,706)	(285,842)
Cash flows from noncapital financing activities:				
State appropriations	10,414,993	10,378,691	—	—
Local appropriations	20,027,019	20,027,019	—	—
Pell Grants	13,353,095	15,333,539	—	—
Other nonoperating revenue	3,587,791	2,935,973	—	—
Contributions	—	—	404,398	335,216
Net cash provided by noncapital financing activities	47,382,898	48,675,222	404,398	335,216
Cash flows from capital financing activities:				
Proceeds from issuance of debt	—	22,820,000	—	—
Payments on capital debt	(1,734,724)	(1,506,035)	—	—
Deceased bonds	—	(22,820,000)	—	—
Capital appropriations	15,703,089	3,180,087	—	—
Interest paid on capital debt	(1,680,279)	(1,773,957)	—	—
Purchases of capital assets	(18,630,559)	(7,622,816)	—	—
Net cash used in capital financing activities	(6,342,473)	(7,722,721)	—	—
Cash flows from investing activities:				
Proceeds from sales and maturities of investments	—	—	330,377	554,967
Interest and dividends on investments	—	—	85,727	71,289
Purchases of investments	—	—	(177,193)	(524,848)
Net cash provided by investing activities	—	—	238,911	101,408
Net increase (decrease) in cash and cash equivalents	336,925	(7,891,031)	79,603	150,782
Cash and cash equivalents as of beginning of year	6,590,472	14,481,503	577,916	427,134
Cash and cash equivalents as of end of year	\$ 6,927,397	6,590,472	657,519	577,916
Reconciliation of operating loss to net cash used in operating activities:				
Operating loss	\$ (51,021,154)	(54,609,563)	(468,163)	(387,693)
Adjustments to reconcile operating loss to net cash used in operating activities:				
Depreciation expense	6,361,042	6,249,820	—	—
Bad debt expense	139,491	47,965	—	—
Net pension expense	2,364,924	371,475	—	—
Changes in assets and liabilities:				
Grants and other receivables	(137,709)	(47,800)	(8,735)	13,958
Inventories	121,728	59,470	—	—
Prepaid expenses	685,616	34,792	—	—
Accounts payable and accrued expenses	277,609	(169,099)	—	—
Due to Brookdale Community College	—	—	(86,808)	87,893
Deposits held in custody of others	—	—	—	—
Unearned student tuition and fees	511,636	(783,403)	—	—
Unearned grant revenue	(6,683)	2,811	—	—
Net cash used in operating activities	\$ (40,703,500)	(48,843,532)	(563,706)	(285,842)
Cash and cash equivalents as of end of year				
Cash and cash equivalents	\$ 5,734,067	5,067,469	657,519	577,916
Deposits held by trustees	1,193,330	1,523,003	—	—
Total	\$ 6,927,397	6,590,472	657,519	577,916
Supplemental Information:				
Change in Pell grants receivable	\$ 142,463	\$ (117,636)	—	—
Change in accounts receivable capital	\$ 1,072,547	\$ (3,477,297)	—	—
Change in capital assets in accounts payable	\$ (1,917,731)	\$ 1,936,202	—	—
Change in accrued interest payable	\$ (29,836)	\$ (144,699)	—	—
Current year deferred loss on bond refinancing	\$ 171,832	\$ 3,170,549	—	—
Bond issuance costs	\$ —	\$ 473,930	—	—

The accompanying notes are an integral part of the financial statements.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements
June 30, 2017 and 2016

(1) Organization and Summary of Significant Accounting Policies

Organization

Brookdale Community College (the “College”) was established in 1967 as a unit of the New Jersey Master Plan for Higher Education and became part of a statewide network of 19 county colleges. The College offers pre-baccalaureate preparation (A.S. and A.A. degrees) as well as programs and certificates which are designed to prepare students for employment (A.A.S. degrees). The College also maintains a comprehensive Continuing and Professional Studies operation which provides lifelong learning opportunities to the citizens and businesses of the County of Monmouth (the “County”). The College opened its doors to students on September 29, 1969.

The work of the College is centered on the main campus in Lincroft, New Jersey, on the site of the former Brookdale Farm. The main campus is spread across more than 200 acres of woodlands and rolling hills and includes 27 buildings comprised of classrooms, library, theatre/auditorium, student center, bookstore, sports arena, dining facilities, administrative offices, maintenance shop, day care center, and the Monmouth Museum.

The College also operates the Brookdale at Freehold Campus and Brookdale at Wall Campus, as well as three Higher Education Centers (“HECs”) located throughout the County in Neptune, Long Branch, and Hazlet. Offerings at these sites include GED preparation, Adult Basic Education, English as a Second Language, and a variety of credit courses. Additionally, the College has developed unique partnerships with four year institutions to offer Brookdale students the ability to earn associate, bachelor and master degrees at Brookdale locations.

Financial Reporting and Summary of Significant Accounting Policies

Component Unit

The College organized Brookdale Community College Foundation (the “Foundation”), a legally separate component unit, in 1973, under the laws of the State of New Jersey, for the sole benefit of the College, faculty, and students. The purpose of the Foundation is to receive, hold, invest, administer, encourage, and solicit contributions from the general public for the benefit of Brookdale Community College. The Foundation’s efforts benefit the College in the undertaking of projects which foster and promote educational philosophy, mission and goals of the College; in providing funds for the development of curriculum and education media; and in the creation of scholarships. The financial statements of the Brookdale Community College Foundation are presented discretely in the College’s financial statements because of the nature and significance of its relationship with the College, including its ongoing financial support of the College. Copies of the Foundation’s financial statements can be obtained by writing to Brookdale Community College Foundation, Lincroft, New Jersey.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(1) Organization and Summary of Significant Accounting Policies (continued)

Financial Reporting and Summary of Significant Accounting Policies (continued)

Deferred Outflows and Deferred Inflows of Resources

The Statement of Net Position reports separate sections for deferred inflows of resources and deferred outflows of resources. Deferred outflows of resources, reported after Total Assets, represents a reduction of net position that applies to a future period(s) and will be recognized as an outflow of resources (expense) at that time. Deferred inflows of resources, reports after Total Liabilities, represents an increase of net position that applies to a future period(s) and will be recognized as an inflow of resources (revenue) at that time.

Transactions are classified as deferred outflows of resources and deferred inflow of resources only when specifically prescribed by the Governmental Accounting Standards Board ("GASB") standards. The College is required to report the following as deferred outflows of resources and deferred inflows of resources:

Defined Benefit Pension Plans - The difference between expected (actuarial) and actual experience, changes in actuarial assumptions, net difference between projected (actuarial) and actual earnings on pension plan investments, changes in the College's proportion of expenses and liabilities to the pension as a whole, differences between the College's pension contribution and its proportionate share of contributions, and the College's pension contributions subsequent to the pension valuation measurement date.

Deferred Loss on Bond Refinancing – In a transaction involving current refundings or advance refundings resulting in defeasance of debt, any difference between the reacquisition price and the net carrying amount of the old debt is deferred and amortized to interest expense over a period of time that is the shorter of the remaining life of the old debt or the life of the new debt.

Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Public Employees' Retirement System ("PERS") and Police and Fire Retirement System ("PFRS") and additions to/deductions from PERS's and PFRS's fiduciary net position have been determined on the same basis as they are reported by the plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(1) Organization and Summary of Significant Accounting Policies (continued)

Recently Issued Accounting Pronouncements

GASB Statement 75 – *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* is effective for periods beginning after June 15, 2017. This Statement replaces Statement 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pension Plans* and Statement 57, *OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans*. The objective of Statement 75 is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions (“OPEB”). It also requires additional information by state and local governmental employers about financial support for OPEB that is provided by other entities. The Statement establishes standards for recognizing and measuring liabilities, deferred outflows and inflows of resources, and expense/expenditures. GASB 75 also identifies the assumptions and methods that are required to be used to project benefit payments, discount projected benefit payments to their actuarial present value and attribute that present value to periods of employee service for defined benefit OPEB. As discussed in Note 12, management anticipates that implementation of this standard will require the restatement of balances as of July 1, 2017.

GASB Statement 83 – *Certain Asset Retirement Obligations* (“ARO’s”) is effective for periods beginning after June 15, 2018. An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. This Statement establishes criteria for determining the timing and pattern of recognition of a liability and a corresponding deferred outflow of resources for AROs and requires that recognition occur when the liability is both incurred and reasonably estimable. Management has not completed its review of the requirements of this standard and its applicability.

GASB Statement 84 – *Fiduciary Activities* is effective for periods beginning after December 15, 2018. The objective of this Statement is to establish criteria for identifying fiduciary activities. Activity meeting the established criteria would then be presented in a statement of net position and a statement of changes in net position. Pension and other employee benefit trust funds, investment trust funds, private-purpose trust funds and custodial funds would be reported, as applicable, according to this Statement. Information of component units of a primary government would be shown in the aggregate with the fiduciary funds of the primary government. Under this Statement, a liability could be recognized to the beneficiaries in a fiduciary fund if the government has been compelled to disburse fiduciary resources. Management has not yet evaluated the effects of the implementation of this Statement.

GASB Statement 85 – *Omnibus 2017* is effective for periods beginning after June 15, 2017. The objective of this Statement is to address practice issues that have been identified during implementation and application of certain GASB Statements. This Statement addresses a variety of topics including issues related to blending component units, goodwill, fair value measurement and application, and postemployment benefits (pensions and other postemployment benefits). Management has not completed its review of the requirements of this standard and its applicability.

GASB Statement 86 – *Certain Debt Extinguishment Issues* is effective for reporting periods beginning after June 15, 2017. The primary objective of this Statement is to improve consistency in accounting and financial reporting for in-substance defeasance of debt by providing guidance for transactions in which cash and other monetary assets acquired with only existing resources - resources other than the proceeds of refunding debt - are placed in an irrevocable trust for the sole purpose of extinguishing debt. This Statement also improves accounting and financial reporting.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(1) Organization and Summary of Significant Accounting Policies (continued)

Recently Issued Accounting Pronouncements

GASB Statement 86 – Continued - for prepaid insurance on debt that is extinguished and disclosures in the financial statements for debt that is defeased in substance. Management has not completed its review of the requirements of this standard.

GASB Statement 87 – Leases is effective for periods beginning after December 15, 2019. Implementation of this standard will require lessees to recognize on their statement of net position the rights and obligations resulting from leases categorized as operating leases as assets, liabilities, or deferred inflows / outflows of resources. It provides for an election on leases with terms of less than twelve months to be excluded from this Statement. Management is in the process of evaluating this Statement and has not yet determined its impact on the financial statements.

Basis of Accounting and Measurement Focus

The accompanying financial statements have been prepared on the accrual basis of accounting using the economic resources measurement focus in accordance with *Government Auditing Standards*. The College reports its financial statements as a business-type activity, as defined by GASB Statement No. 35. Business-type activities are those that are financed in whole or in part by fees charged to external parties for goods or services.

Net Position

The College classifies its resources into three net position categories:

- *Net investment in capital assets:* Capital assets, net of accumulated depreciation, and outstanding principal balances of debt attributable to the acquisition, construction, or improvement of those assets.
- *Restricted:*
 - Nonexpendable* – Net position subject to externally-imposed stipulations that must be maintained permanently by the College.
 - Expendable* – Net position whose use by the College is subject to externally-imposed stipulations that can be fulfilled by actions of the College pursuant to the stipulations or that expire by the passage of time.
- *Unrestricted:* Net position not subject to externally-imposed stipulations that may be designated for specific purposes by action of management or the Board of Trustees or may otherwise be limited by contractual agreements with outside parties. Substantially all unrestricted net position are designated for academic programs and initiatives and capital programs.

When an expense is incurred that can be paid using either restricted or unrestricted resources, the College's policy is to first apply the expense towards restricted resources and then towards unrestricted resources.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(1) Organization and Summary of Significant Accounting Policies (continued)

Financial Reporting and Summary of Significant Accounting Policies (continued)

Other

Other significant accounting policies followed in the preparation of the accompanying financial statements are outlined below:

- (a) Cash and cash equivalents consist of cash on deposit with banks and money market funds with original maturities of three months or less when purchased.
- (b) Inventories consist of books, clothing, and other bookstore merchandise and are recorded at the lower of cost or market using the average cost.
- (c) Investments are stated at fair value, which is based upon quoted market prices, and consist of certificates of deposit, equities, bonds and notes, and mutual funds. Interest, dividends and change in the fair value of investments consisting of both realized and unrealized gains or losses, are reported as investment income on the statements of revenues, expenses and changes in net position.
- (d) Capital assets are recorded at historical cost and include land, buildings and building improvements and furniture and equipment over \$5,000. The costs of normal maintenance and repairs that do not add value to the asset are not capitalized. Major outlays for capital assets are capitalized as the projects are constructed and transferred to the appropriate asset category upon completion. Capital assets are depreciated using the straight-line method over the following estimated useful lives:

	<u>Useful Lives</u>
Buildings and building improvements	10 - 45 years
Furniture and equipment	5 - 10 years

- (e) The County of Monmouth is generally responsible for the issuance of certain bonds and notes for the College's capital expenditures which are financed by County bond ordinances; unexpended bond ordinances are available for capital expenditures in subsequent years. The County is also responsible for the payment of interest on this issued debt and the retirement of such obligations. Accordingly, this debt is reported in the financial statements of the County of Monmouth and is not included in the accompanying financial statements of the College. However, The Monmouth County Improvement Authority has issued Lease Revenue Bonds for which the College is responsible for future debt service payments (see note 7).
- (f) Student tuition and fees and auxiliary services are presented net of scholarships applied to student accounts, while other payments made directly to students are presented as scholarship expense and are recognized in the period incurred. Student tuition and fees collected for courses that are held subsequent to fiscal year-end are recorded as unearned student tuition and fees in the accompanying statements of net position.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(1) Organization and Summary of Significant Accounting Policies (continued)

Financial Reporting and Summary of Significant Accounting Policies (continued)

Other (continued)

- (g) Grants receivable represent amounts awarded to, but not yet received by, the College. Revenues are recognized as the grants are expended. Amounts received from grants which have not yet been earned under the terms of the agreements are recorded as unearned grant revenue in the accompanying statement of net position.
- (h) Revenue from State of New Jersey and County appropriations is recognized in the fiscal years during which the State of New Jersey and County of Monmouth appropriate the funds to the College.
- (i) Accounts receivable are reported at net realizable value. Accounts are written off when they are determined to be uncollectible based upon management's assessment of individual accounts. The allowance for doubtful accounts is estimated based on the College's historical losses and periodic review of individual accounts.
- (j) Auxiliary services expenses include direct and indirect administration and general costs related to their operations.
- (k) Chargebacks to other counties represent the amount the College charges the counties in which out-of-county students reside for their portion of the College's operating expenses, as provided by the criteria and procedures specified in the Statement of Auditing and Accounting Standards for County Colleges recommended by the Council of County Colleges and for use by the Department of Treasury pursuant to New Jersey Statutes Annotated ("N.J.S.A.") 18A:64A-22 and 29.
- (l) The College receives appropriations from the State of New Jersey and the County of Monmouth. The College is economically dependent on these appropriations to carry on its operations and is considered to be a component unit of the County of Monmouth.
- (m) Grants and contributions are recorded as unrestricted revenue or restricted net position depending on the absence or existence of any donor restrictions. Unconditional grants and contributions are recognized as revenue when the related promise to give is disclosed.

Donor-restricted grants and contributions whose restrictions are satisfied in the same period as funds are recognized are reported as unrestricted support in the statements of revenues, expenses and changes in net position.
- (n) The College's policy defines operating activities in the statements of revenues, expenses, and changes in net position as those that serve the College's principal purpose and generally result from exchange transactions such as payments received for services and payments made for the purchase of goods and services. Examples include (1) student tuition and fees, net of scholarship allowances, (2) sales and services of auxiliary services and (3) most federal, state, and local grants and contracts. Nonoperating revenues include activities that have the characteristics of nonexchange transactions, such as operating appropriations from the State of New Jersey and County of Monmouth, contributions and investment income. Interest expense is reported as a nonoperating expense.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(1) Organization and Summary of Significant Accounting Policies (continued)

Financial Reporting and Summary of Significant Accounting Policies (continued)

Other (continued)

- (o) The College is exempt from federal income taxes under Internal Revenue Code Section 115. The Foundation is an organization described under Section 501(c)(3) of the Internal Revenue Code ("Code") and therefore is exempt from federal income taxes under 501(a) of the Code.
- (p) The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingencies at the dates of the financial statements and revenues and expenses recognized during the reporting periods. The College's significant estimates include the accrual for employee compensated absences, net pension liability, the allowance for doubtful accounts, and the useful lives of capital assets. Actual results could differ from those estimates.

(2) Correction of Previously Issued Financial Statements

Restatement of Prior Year Financial Statements

During the year ended June 30, 2017, the College discovered that it had begun to depreciate a building that was under construction during the year ended June 30, 2016. As a result of the restatement, the College's capital assets, net of accumulated depreciation and net investment in capital assets increased by \$187,013 and depreciation expense decreased by \$187,013.

The cumulative effect on the financial statement as reported for June 30, 2016 is as follows:

	As Reported June 30, 2016	Prior Period Adjustments	Restated June 30, 2016
Depreciable assets	\$ 253,416,303	(5,940,923)	247,475,380
Accumulated depreciation	(107,126,485)	187,013	(106,939,472)
Construction in progress	—	5,940,923	5,940,923
Nondepreciable asset, land	5,882,462	—	5,882,462
Capital assets, net of accumulated depreciation	<u>152,172,280</u>	<u>187,013</u>	<u>152,359,293</u>
Depreciation	<u>6,436,833</u>	<u>(187,013)</u>	<u>6,249,820</u>
Net investment in capital assets	111,534,793	187,013	111,721,806
Restricted - capital expenditures	1,523,003	—	1,523,003
Unrestricted	<u>(44,207,023)</u>	<u>—</u>	<u>(44,207,023)</u>
Total net position	<u>\$ 68,850,773</u>	<u>187,013</u>	<u>69,037,786</u>

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(3) Cash and Cash Equivalents and Investments

Cash and Cash Equivalents

Custodial Credit Risk

Custodial credit risk is the risk that, in the event of a bank failure, the College's deposits may not be returned to it. Although the College does not have a formal policy regarding custodial credit risk, N.J.S.A. 17:9-41 et seq. requires that governmental units shall deposit public funds in public depositories protected from loss under the provisions of the Governmental Unit Deposit Protection Act ("GUDPA"). GUDPA is a supplemental insurance program set forth by the New Jersey Legislature to protect the deposits of local government agencies.

As of June 30, 2017 and 2016 the College's and Foundation's combined bank balances of \$9,335,244 and \$7,784,885 were insured, collateralized or uninsured as follows:

	Brookdale Community College		Brookdale Community College Foundation	
	2017	2016	2017	2016
Insured	\$ 250,000	250,000	250,000	250,000
Collateralized under GUDPA	8,271,361	6,913,391	—	—
Uninsured	15,640	15,690	548,243	355,804
	<u>\$ 8,537,001</u>	<u>7,179,081</u>	<u>798,243</u>	<u>605,804</u>

Deposits Held by Trustees

Deposits held by trustees represent assets held by trustees under the terms of various agreements with the New Jersey Educational Facilities Authority ("NJEFA"). Deposits held by trustees are carried in the financial statements at fair value and consist entirely of cash and cash equivalents. As of June 30, 2017 and 2016, the College's deposits held by trustees are \$1,193,330 and \$1,523,003, respectively.

(3) Cash and Cash Equivalents and Investments

Investments

Custodial Credit Risk

For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the College will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. Investment securities are exposed to custodial credit risk if the securities are uninsured, are not registered in the name of the College, or are held by either the counterparty or the counterparty's trust department or agent but not in the College's name. The Foundation's investments for the fiscal year ended June 30, 2017 and 2016 are \$5,554,704 and \$5,337,805, respectively, in certificates of deposit, mutual funds, bonds and notes, and equities at various financial institutions.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(3) Cash and Cash Equivalents and Investments (continued)

Investments (continued)

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. While the College does not have a formal policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates, to mitigate this risk, the majority of investments purchased have a maturity date of no more than one year. The Foundation monitors the investment maturities of bond investments as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk

Credit risk is the risk that an issuer or counterparty to an investment will not fulfill its obligations. N.J.S.A. does not limit the investment types that County Colleges may purchase and the College has no investment policy that limits its investment choices. The Foundation's investment policy establishes guidelines for permissible investments, which include certificates of deposits, mutual funds, equities and bonds.

Foreign Currency Credit Risk

As of June 30, 2017 and 2016 the Foundation's exposure to foreign current risk is as follows:

<u>Investment</u>	<u>Currency</u>	<u>Maturity</u>		<u>FY 17 Fair Value</u>	<u>Rating</u>
Royal Bank of Canada	Canadian dollar	10/13/2017	\$	5,000	AA-
Medtronic Global Holdings	European euro	4/1/2027		12,235	A
			\$	<u>17,235</u>	
<u>Investment</u>	<u>Currency</u>	<u>Maturity</u>		<u>FY 16 Fair Value</u>	<u>Rating</u>
Bank of Montreal	Canadian dollar	1/25/2019	\$	24,629	A+

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(3) Cash and Cash Equivalents and Investments (continued)

Investments (continued)

Concentration of Credit Risk

The College and the Foundation do not place a limit on the amount that may be invested in any one issuer. No investment exceeded 5% of the or more of the total investment balance for the years ended June 30, 2017 and 2016.

The risk categories for the bond fund holdings held by the Foundation as of June 30, 2017 and 2016, are as follows:

<u>Investment rating*</u>	<u>FY17</u>	<u>FY16</u>
AAA	\$ 308,522	438,452
AA+	239,183	281,113
AA	19,881	47,759
AA-	89,690	38,332
A+	62,008	168,172
A	84,247	162,520
A-	206,475	383,175
BBB+	372,781	50,577
BBB	85,382	15,750
BBB-	58,181	—
BB+	38,324	25,000
	<u>\$ 1,564,674</u>	<u>1,610,851</u>

*These ratings are determined by Standard & Poor's, a division of McGraw-Hill Companies, Inc. All ratings represent the opinions of the research provider and are disclaimed as not representations or guarantees of performance.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(3) Cash and Cash Equivalents and Investments (continued)

Investments (continued)

The Foundation investments as of June 30, 2017 and 2016 are stated at fair value and consist of the following:

2017					
<u>Investment Maturities (in years)</u>					
<u>Investment Type</u>	<u>Market Value</u>	<u>Less than 1</u>	<u>1-5 years</u>	<u>6-10 years</u>	<u>More than 10</u> <u>years</u>
Corporate bonds	\$ 993,337	138,599	280,564	421,914	152,260
Government bonds	501,917	-	244,666	143,690	113,561
Municipal bonds	52,185	-	-	24,931	27,254
Foreign bonds	17,235	-	5,000	-	12,235
	<u>1,564,674</u>	<u>138,599</u>	<u>530,230</u>	<u>590,535</u>	<u>305,310</u>
Mutual funds	9,930				
Preferred stock	138,851				
Equities	<u>3,841,249</u>				
	<u>\$ 5,554,704</u>				

2016					
<u>Investment Maturities (in years)</u>					
<u>Investment Type</u>	<u>Market Value</u>	<u>Less than 1</u>	<u>1-5 years</u>	<u>6-10 years</u>	<u>More than 10</u> <u>years</u>
Corporate bonds	\$ 917,712	37,278	394,076	349,966	136,392
Government bonds	650,281	31,022	423,558	78,445	117,256
Municipal bonds	18,230	-	-	-	18,230
Foreign bonds	24,629	-	24,629	-	-
	<u>1,610,851</u>	<u>68,300</u>	<u>842,262</u>	<u>428,411</u>	<u>271,878</u>
Mutual funds	9,964				
Preferred stock	138,596				
Equities	<u>3,578,394</u>				
	<u>\$ 5,337,805</u>				

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(3) Cash and Cash Equivalents and Investments (continued)

Investments (continued)

Foundation investment income for the years ended June 30, 2017 and 2016 is as follows:

	<u>2017</u>	<u>2016</u>
Investment income	\$ 85,727	71,289
Net realized and unrealized gains	<u>370,083</u>	<u>178,707</u>
Total investment income	<u>\$ 455,810</u>	<u>249,996</u>

Fair Value Hierarchy

The fair value hierarchy categorizes inputs to valuation techniques used to measure fair value into three levels. Level 1 inputs are quoted market prices for identical assets or liabilities in active markets that a government can access at the measurement date. Level 2 inputs are inputs, other than quoted prices included within Level 1, that are observable for an asset or liability, directly or indirectly. Level 3 inputs are unobservable inputs. The highest priority is assigned to Level 1 inputs and the lowest to Level 3 inputs. If the fair value is measured using inputs from more than one level of the hierarchy, the measurement is considered to be based on the lowest priority input level that is significant to the entire measurement. Valuation techniques used should maximize the use of the observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at June 30, 2017 and 2016.

Common stocks, preferred stocks, equities, corporate bonds, municipal bonds, foreign bonds and U.S Government securities: Valued at the closing price recorded on the active market on which the individual securities are traded.

Mutual Funds: Valued at the net asset value of the shares held by the Foundation at year end.

The preceding methods described may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the Foundation believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine if the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

At June 30, 2017 and 2016, all investments of the Foundation are categorized in Level 1 of the fair value hierarchy. As of June 30, 2017 and 2016 the College holds no investments.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(4) Accounts Receivable

Accounts receivable consisted of the following as of June 30, 2017 and 2016:

	<u>Brookdale Community College</u>		<u>Brookdale Community College Foundation</u>	
	<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>
Federal, state and local grants receivable	\$ 4,917,724	6,074,873	—	—
Student accounts receivable	1,897,473	1,621,594	—	—
Community development receivables	156,762	279,459	—	—
Other receivables	<u>540,904</u>	<u>614,238</u>	<u>202,318</u>	<u>293,629</u>
	7,512,863	8,590,164	202,318	293,629
Less allowance for doubtful accounts	<u>1,037,962</u>	<u>898,471</u>	<u>—</u>	<u>—</u>
	<u>\$ 6,474,901</u>	<u>7,691,693</u>	<u>202,318</u>	<u>293,629</u>

(5) Accounts Payable and Accrued Expenses

Accounts payable and accrued expenses consisted of the following as of June 30, 2017 and 2016:

	<u>Brookdale Community College</u>		<u>Brookdale Community College Foundation</u>	
	<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>
Vendors	\$ 874,409	419,674	—	—
Construction	804,095	2,751,662	—	—
Payroll	3,038,337	2,967,235	—	—
Pension contribution	1,766,782	2,124,084	—	—
Compensated absences - vacation	2,160,894	1,840,038	—	—
State of New Jersey unemployment	500,000	499,997	—	—
Other	<u>336,429</u>	<u>548,214</u>	<u>36,508</u>	<u>123,316</u>
	<u>\$ 9,480,946</u>	<u>11,150,904</u>	<u>36,508</u>	<u>123,316</u>

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(6) Capital Assets

For the years ended June 30, 2017 and 2016, capital assets and accumulated depreciation was as follows:

	Balance Jun30, 2016 Restated	Additions	Retirements	Balance June 30, 2017
Depreciable assets:				
Buildings and building improvements	\$ 234,665,699	5,362,854	-	240,028,553
Equipment	12,809,680	489,208	(178,646)	13,120,242
	<u>247,475,379</u>	<u>5,852,062</u>	<u>(178,646)</u>	<u>253,148,795</u>
Less accumulated depreciation:				
Buildings and building improvements	(98,377,409)	(5,328,667)	-	(103,706,076)
Equipment	(8,562,063)	(1,032,375)	169,868	(9,424,570)
	<u>(106,939,472)</u>	<u>(6,361,042)</u>	<u>169,868</u>	<u>(113,130,646)</u>
Depreciable assets, net	140,535,907	(508,980)	(8,778)	140,018,149
Construction in progress	5,940,924	10,869,544	-	16,810,468
Nondepreciable asset - land	5,882,462	-	-	5,882,462
Capital Assets, Net	<u>\$ 152,359,293</u>	<u>10,360,564</u>	<u>(8,778)</u>	<u>162,711,079</u>

	Balance June 30, 2015	Additions	Retirements	Balance June 30, 2016 Originally Reported	Adjustments	Balance June 30, 2016 Restated
Depreciable assets:						
Buildings and building improvements	\$ 230,898,273	3,805,136	(37,710)	234,665,699	-	234,665,699
Equipment	11,574,954	1,990,746	(756,020)	12,809,680	-	12,809,680
	<u>242,473,227</u>	<u>5,795,882</u>	<u>(793,730)</u>	<u>247,475,379</u>	<u>-</u>	<u>247,475,379</u>
Less accumulated depreciation:						
Buildings and building improvements	(93,034,461)	(5,534,299)	8,380	(98,560,380)	182,971	(98,377,409)
Equipment	(8,419,591)	(902,534)	756,020	(8,566,105)	4,042	(8,562,063)
	<u>(101,454,052)</u>	<u>(6,436,833)</u>	<u>764,400</u>	<u>(107,126,485)</u>	<u>187,013</u>	<u>(106,939,472)</u>
Depreciable assets, net	141,019,175	(640,951)	(29,330)	140,348,894	187,013	140,535,907
Construction in progress	1,413,388	4,527,536	-	5,940,924	-	5,940,924
Nondepreciable asset - land	5,882,462	-	-	5,882,462	-	5,882,462
Capital Assets, Net	<u>\$ 148,315,025</u>	<u>3,886,585</u>	<u>(29,330)</u>	<u>152,172,280</u>	<u>187,013</u>	<u>152,359,293</u>

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(7) Long-Term Debt

The activity in long-term debt for the years ended June 30, 2017 and 2016 was as follows:

Brookdale Community College				
	<u>June 30, 2016</u>	<u>Increase</u>	<u>Decrease</u>	<u>June 30, 2017</u>
A. Lease revenue bonds - Series 2008 issue:				
Before refunding - Serial bonds (interest rates from 4.75% to 5.00% due on various dates through fiscal year 2019)	\$ 1,775,000	—	(565,000)	1,210,000
B. Lease revenue bonds - Series 2009 issue:				
Serial bonds (interest rates from 2.0% to 5.125%; due on various dates through fiscal year 2023)	3,310,000	—	(420,000)	2,890,000
Term bonds (interest rate from 3.5% to 4.0%; due in fiscal years 2025 to 2032)	5,695,000	—	—	5,695,000
C. Lease revenue bonds - Series 2012 issue:				
Serial bonds (interest rates from 2.0% to 5.0%; due on various dates through fiscal year 2026)	5,900,000	—	(445,000)	5,455,000
D. Equipment leasing fund (interest rate of 5% due on various dates through fiscal year 2019)	363,714	—	(137,646)	226,068
E. Lease revenue bonds - Series 2015 issue:				
Serial bonds (interest rates from 3.0% to 5.0%; due on various dates through fiscal year 2036)	19,525,000	—	(200,000)	19,325,000
Term bonds (interest rate 3.5%; due through fiscal year 2039)	5,005,000	—	—	5,005,000
Bond premium	2,415,604	—	(138,910)	2,276,694
	<u>\$ 43,989,318</u>	<u>—</u>	<u>(1,906,556)</u>	<u>42,082,762</u>
Less current portion				<u>(1,729,256)</u>
				<u>40,353,506</u>

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(7) Long-Term Debt (continued)

Brookdale Community College				
	June 30, 2015	Increase	Decrease	June 30, 2016
A. Lease revenue bonds - Series 2008 issue:				
Before refunding - Serial bonds (interest rates from 4.75% to 5.00% due on various dates through fiscal year 2019)	\$ 6,750,000	—	(535,000)	(4,440,000)
Term bonds (interest rate from 5.25% to 6.00%; due in fiscal years 2027, 2029, 2032 and 2039)	18,380,000	—	—	(18,380,000)
B. Lease revenue bonds - Series 2009 issue:				
Serial bonds (interest rates from 2.0% to 5.125%; due on various dates through fiscal year 2023)	3,715,000	—	(405,000)	—
Term bonds (interest rate from 3.5% to 4.0%; due in fiscal years 2025 to 2032)	5,695,000	—	—	—
C. Lease revenue bonds - Series 2012 issue:				
Serial bonds (interest rates from 2.0% to 5.0%; due on various dates through fiscal year 2026)	6,335,000	—	(435,000)	—
D. Equipment leasing fund (interest rate of 5% due on various dates through fiscal year 2019)	494,749	—	(131,035)	—
E. Lease revenue bonds - Series 2015 issue:				
Serial bonds (interest rates from 3.0% to 5.0%; due on various dates through fiscal year 2036)	—	19,525,000	—	—
Term bonds (interest rate 3.5%; due through fiscal year 2039)	—	5,005,000	—	—
Bond premium	605,380	1,934,479	(124,255)	—
	<u>\$ 41,975,129</u>	<u>26,464,479</u>	<u>(1,630,290)</u>	<u>(22,820,000)</u>
Less current portion				<u>(1,767,645)</u>
				<u>42,221,673</u>

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(7) Long-Term Debt (continued)

- A. The lease revenue bonds – Series 2008 were issued by The Monmouth County Improvement Authority (MCIA) pursuant to an agreement with the College for the purpose of funding for the Big Four Projects, which was comprised of renovations to the Collins Arena, Fitness Center, Autotech and the Freehold campus. The agreement with MCIA requires the pledging of certain revenues to meet the sinking fund requirements of the issue. The College's mortgage obligation to MCIA is collateralized by certain land, buildings and building improvements, and equipment.

On September 2, 2015, the MCIA pursuant to an agreement with the College issued lease revenue Bond Series 2015. As a result, the Series 2008 is considered partially defeased and the liability in the amount of \$22,820,000 for this bond was decreased to \$1,775,000. A payment of \$565,000 was made during the fiscal year. A bond principal payment of \$590,000 is due on August 1, 2018; subsequent bond principal payments incrementally increase thereafter to a maximum of \$620,000 on August 1, 2019.

- B. The lease revenue bonds – Series 2009 were issued by MCIA pursuant to an agreement with the College for the purpose of refinancing the funding for construction of a multi-purpose student life center on the Lincroft campus of the College. The agreement with MCIA requires the pledging of certain revenues to meet the sinking fund requirements of the issue. The College's mortgage obligation to MCIA is collateralized by certain land, buildings and building improvements, and equipment.

Except for extraordinary optional redemption as described in the debt agreement, the Series 2009 bonds are not subject to redemption prior to August 1, 2019, and are redeemable thereafter at par plus accrued interest.

Bond principal payments are due August 1 of each year starting in the year 2010 and ending in the year 2029. A bond principal payment of \$420,000 was made on August 1, 2016, and \$435,000 is due on August 1, 2017; subsequent bond principal payments incrementally increase thereafter to a maximum of \$730,000 on August 1, 2031.

- C. The lease revenue bonds – Series 2012 were issued MCIA pursuant to an agreement with the College for the purpose of providing funds to MCIA to fund an escrow, the proceeds of which were used for the purpose of refunding all of MCIA's outstanding Lease Revenue Bonds - Series 2003, and paying certain costs in connection with the issuance of the bonds. As a result, the Series 2003 was considered to be defeased and the liability has been removed from the financial statements. The agreement with MCIA requires the pledging of certain rental revenues to meet the sinking fund requirements of the issue. The College's mortgage obligation to MCIA is collateralized by certain land, buildings and building improvements.

Except for extraordinary optional redemption as described in the debt agreement, the Series 2012 bonds are not subject to redemption prior to August 1, 2022, and are redeemable thereafter at par plus accrued interest.

Bond principal payments are due August 1 of each year starting in the year 2012 and ending in the year 2026. A bond principal payment of \$445,000 was made on August 1, 2016, and \$460,000 is due on August 1, 2017; subsequent bond principal payments incrementally increase thereafter to a maximum of \$635,000 on August 1, 2026.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(7) Long-Term Debt (continued)

- D. In fiscal year 2015, New Jersey Educational Facilities Authority (NJEFA) leased certain equipment to the College. The State's Equipment Leasing Fund (ELF) provides funds to support the purchase of scientific, engineering, technical, computer, communications, and instructional equipment for public and private institutions of higher education. The equipment was purchased with the proceeds of a NJEFA bond issuance. The total amount of equipment to be financed was \$2,724,217. The College's basic rent as set forth in the debt schedule is equal to approximately 22% of the debt service on the bonds, consisting of principal of \$609,466 and interest of \$101,124.

The bonds issued by the NJEFA are tax exempt and require annual and semiannual principal and interest payments, respectively, which commenced on November 1, 2014 for interest and May 1, 2015 for principal. Final payment to include principal, interest, and other expenses is due on May 1, 2020. A bond principal payment of \$137,646 was made on August 1, 2016, and \$144,256 is due on August 1, 2017. At the completion of the lease term in fiscal year 2020, title to the equipment will be transferred to the College.

- E. The lease revenue bonds – Series 2015 were issued by MCIA pursuant to an agreement with the College for the purpose of providing funds to MCIA to fund an escrow, the proceeds of which are to be used for the purpose of refunding all but \$1,775,000 MCIA's presently outstanding Lease Revenue Bonds – Series 2008, and pay certain costs in connection with the issuance of the bonds. As a result, the Series 2008 is considered partially defeased and the liability in the amount of \$22,820,000 has been reduced to \$1,775,000. The purpose of the original bond was for the Big Four Projects, which was comprised of renovations to the Collins Arena, Fitness Center, Autotech and the Freehold campus. The agreement with MCIA requires the pledging of certain revenues to meet the sinking fund requirements of the issue. The College's mortgage obligation to MCIA is collateralized by certain land, buildings and building improvements, and equipment.

Except for extraordinary optional redemption as described in the debt agreement, the Series 2015 bonds are not subject to redemption prior to August 1, 2025, and are redeemable thereafter at par plus accrued interest.

Bond principal payments are due August 1 of each year starting in fiscal year 2017 and ending in the year 2039. A bond principal payment of \$200,000 was made on August 1, 2016, and \$100,000 is due on August 1, 2017; subsequent bond principal payments incrementally increase thereafter to a maximum of \$1,730,000 in August 1, 2038.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(7) Long-Term Debt (continued)

The following is a schedule, by year, of future minimum payments under long-term debt as of June 30, 2017:

<u>Year Ending June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018	\$ 1,729,256	1,537,751	3,267,007
2019	1,699,998	1,467,443	3,167,441
2020	1,766,815	1,396,917	3,163,732
2021	1,795,000	1,328,375	3,123,375
2022	1,860,000	1,250,580	3,110,580
2023-2027	7,710,000	4,964,482	12,674,482
2028-2032	9,515,000	2,727,004	12,242,004
2033-2037	10,330,000	1,147,940	11,477,940
2038-2039	3,400,000	70,467	3,470,467
	<u>\$ 39,806,069</u>	<u>15,890,959</u>	<u>55,697,028</u>

Interest charges incurred in fiscal year 2017 and 2016 were \$1,650,441 and \$1,652,816, respectively.

In connection with the refinancing of the Lease Revenue Bonds - Series 2003 with the Lease Revenue Bonds - Series 2012, the premium on the bond refinancing was \$764,690 and deferred loss on the bond refinancing was \$415,734. Bond premium and deferred loss on the bond refinancing are amortized over 15 years (the life of the bond). As of June 30, 2017 and 2016 the balance of the bond premium is \$503,422 and \$554,400 and the deferred loss is \$273,666 and \$301,379, respectively. The premium on the bond is included in long-term debt on the statement of net position. Deferred loss on the bond refinancing is included in deferred outflows of resources on the statements of net position. The amount of premium charged as a reduction of interest expense for fiscal year 2017 and 2016 was \$50,982. The amount of deferred loss charged as an increase of interest expense for fiscal year 2017 and 2016 was \$27,716.

In connection with the refinancing of the Lease Revenue Bonds - Series 2008 with the Lease Revenue Bonds - Series 2015, the premium on the bond refinancing was \$1,934,479 and deferred loss on the bond refinancing was \$3,170,549. Bond premium and deferred loss on the bond refinancing are amortized over 22 years (the life of the bond). As of June 30, 2017 and 2016, the balance of the bond premium is \$1,773,272 and \$1,861,204 and the deferred loss is \$2,906,333 and \$3,050,452, respectively. The premium on the bond is included in long-term debt on the statement of net position. Deferred loss on the bond refinancing is included in deferred outflows of resources on the statement of net position. For fiscal year 2017 and 2016 the amount of premium charged as a reduction of interest expense was \$87,928 and \$73,276 and the amount of deferred loss charged as an increase of interest expense was \$144,116 and \$120,097, respectively.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(8) Designations of Unrestricted Net Position

As of June 30, 2017 and 2016, the College had designated portions of its unrestricted net position as follows:

	<u>June 30, 2017</u>	<u>June 30, 2016</u>
Designated:		
Auxiliary services	\$ 70,471	71,006
Risk management	124,384	112,552
Appropriation to succeeding fiscal years' budgets	<u>693,449</u>	<u>897,279</u>
	888,304	1,080,837
Impact of GASB 68 adjustments	<u>(47,652,782)</u>	<u>(45,287,860)</u>
	<u>\$ (46,764,478)</u>	<u>(44,207,023)</u>

(9) Retirement Plans

Plan Descriptions

The College participates in four major retirement plans for its employees – the State of New Jersey Public Employees' Retirement System ("PERS"), Police and Firemen's Retirement System ("PFRS"), Defined Contribution Retirement Program ("DCRP") and Alternate Benefit Program ("ABP"). ABP presently makes contributions to Teachers Insurance and Annuity Association – College Retirement Equities Fund ("TIAA/CREF"), VOYA Financial, AXA Equitable Life Insurance, MASS Mutual, Metlife, VALIC and Prudential Retirement. ABP alternatives are administered by a separate Board of Trustees. PERS and PFRS are cost-sharing, multiple-employer defined benefit pension plans administered by the State of New Jersey. Generally, all employees, except certain part-time employees, participate in one of these plans. The State of New Jersey Division of Pension and Benefits issues a publicly available financial report that includes financial statements and required supplementary information.

PERS and PFRS Information

PERS was established under the provisions of N.J.S.A. 43:15A to provide coverage, including post-retirement health care, to substantially all full-time employees of the State of New Jersey or public agency, provided the employee is not a member of another State of New Jersey-administered retirement system. PFRS was established under the provisions of N.J.S.A. 43:16A to provide coverage to substantially all full-time county and municipal police or firemen and State of New Jersey firemen appointed after June 30, 1994.

PERS Benefits Provided

The following represents the membership tiers for PERS:

Tier Definitions

- 1 Members who were enrolled prior to July 1, 2007
- 2 Members who were eligible to enroll on or after July 1, 2007 and prior to November 2, 2008
- 3 Members who were eligible to enroll on or after November 2, 2008 and prior to May 21, 2010
- 4 Members who were eligible to enroll after May 21, 2010 and prior to June 28, 2011
- 5 Members who were eligible to enroll on or after June 28, 2011

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(9) Retirement Plans (continued)

PERS Benefits Provided (continued)

Service retirement benefits of 1/55th of final average salary for each year of service credit is available to tiers 1 and 2 members upon reaching age 60 and to tier 3 members upon reaching age 62. Service retirement benefits of 1 /60th of final average salary for each year of service credit is available to tier 4 members upon reaching age 62 and tier 5 members upon reaching age 65. Early retirement benefits are available to tiers 1 and 2 members before reaching age 60, tiers 3 and 4 with 25 or more years of service credit before age 62 and tier 5 with 30 or more years of service credit before age 65. Benefits are reduced by a fraction of a percent for each month that a member retires prior to the age at which a member can receive full early retirement benefits in accordance with their respective tier. Tier 1 members can receive an unreduced benefit from age 55 to age 60 if they have at least 25 years of service. Deferred retirement is available to members who have at least 10 years of service credit and have not reached the service retirement age for the respective tier.

PFRS Benefits Provided

The following represents the membership tiers for PFRS:

Tier Definitions

- 1 Members who were enrolled prior to May 22, 2010
- 2 Members who were eligible to enroll on or after May 22, 2010 and prior to June 28, 2011
- 3 Members who were eligible to enroll on or after June 28, 2011

Service retirement benefits are available at age 55 and are generally determined to be 2% of final compensation for each year of creditable service, as defined, up to 30 years plus 1 % for each year of service in excess of 30 years. Members may seek special retirement after achieving 25 years of creditable service, in which benefits would equal 65% (tiers 1 and 2 members) and 60% (tier 3 members) of final compensation plus 1 % for each year of creditable service over 25 years, but not to exceed 30 years. Members may elect deferred retirement benefits after achieving ten years of service, in which case benefits would begin at age 55 equal to 2% of final compensation for each year of service.

PFRS Funding Policy

PERS members are required to contribute 7.06% of their annual covered salary for the periods July 1, 2015 to June 30, 2016 and July 1, 2016 to 2017. The College is required to contribute at an actuarially determined rate. During the year ended June 30, 2017 and 2016, the College's annual contributions to PERS was \$1,459,999 and \$1,546,015, respectively. The contribution requirements of the plan members and the College are established and may be amended by the State of New Jersey. PFRS members are required to contribute 10% of their annual covered salary for the years ended June 30, 2017 and 2016. The College contribution is based upon annual actuarially determined percentages of total compensation of all active members. The College's annual contribution approximates the actuarially determined pension cost for the year and is included in the accompanying financial statements. During fiscal year ended June 30, 2017 and 2016 the College's contribution to PFRS was \$306,783 and \$294,023, respectively. The contribution requirements of the plan members and the College are established and may be amended by the State of New Jersey.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(9) Retirement Plans (continued)

DCRP Information

In September 2010, the State of New Jersey mandated that employees otherwise eligible to enroll in PERS, who do not work the minimum required number of hours per week for PERS, but who earn salary of at least \$5,000 annually, are now being enrolled in a defined contribution retirement program ("DCRP"). DCRP members are required to contribute 5.5% of their annual base salary and the College is required to contribute 3%. The contribution requirements of the plan are established and may be amended by the State of New Jersey.

Alternate Benefit Program Information

ABP is organized under Section 410(a) of the Internal Revenue Code and provides the choice of seven investment carriers all of which are privately operated defined contribution retirement plans. The College assumes no liability for ABP members other than payment of contributions. ABP provides retirement and death benefits for or on behalf of these full-time professional employees and faculty members electing to participate in this optional retirement program. Participation eligibility as well as contributory and noncontributory requirements are established by the State of New Jersey Retirement and Social Security Law. Benefits are determined by the amount of individual accumulations and the retirement income option selected. All benefits vest after the completion of one year of service. Individually owned annuity contracts that provide for full ownership of retirement and survivor benefits are purchased at the time of vesting.

Participating College employees are required to contribute 5% and may contribute voluntary additional contributions of salary up to the maximum federal statutory limit, on a pre-tax basis. Employer contributions, some of which are reimbursed by the State of New Jersey, are 8% of base salary.

During the year ended June 30, 2017, ABP contributions, based upon participating employee salaries of \$25,039,269, were \$1,366,151 from employees and \$2,127,356 from the College. The State of New Jersey reimbursed the College \$2,003,141 for qualified employees and this amount is included in the accompanying financial statements as on-behalf payments

During the year ended June 30, 2016, ABP contributions, based upon participating employee salaries of \$26,502,402, were \$1,420,537 from employees and \$2,036,837 from the College. The State of New Jersey reimbursed the College \$2,120,192 for qualified employees and this amount is included in the accompanying financial statements as on-behalf payments.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

A special funding situation exists for the Local employers of the Police and Fire Retirement System of New Jersey. The State of New Jersey, as a nonemployer, is required to pay the additional costs incurred by Local employers. The amount recognized by the College as its proportionate share of the net pension liability, the related state support, and the total portion of the net pension liability that was associated with the College as of the June 30, 2017 and 2016 measurement date are as follows:

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(9) Retirement Plans (continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

	Measurement Date 2016	Measurement Date 2015
College's Proportionate Share of Net Pension Liability	\$ —	—
State of New Jersey's Proportionate Share of Net Pension Liability Associated with the College	<u>578,475</u>	<u>481,242</u>
	<u>\$ 578,475</u>	<u>481,242</u>

The following information is related to the Public Employees' Retirement System ("PERS") and Police and Firemen's Retirement System ("PFRS") are cost sharing multiple-employer defined benefit pension plans.

As of June 30, 2017 and 2016, the College reported a liability of \$58,429,915 and \$48,026,614, respectively, for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2016 and 2015 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2016 and 2015. The College's proportion of the net pension liability was based on a projection of the College's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarial determined. The College's proportion of PERS at June 30, 2016 and 2015 was .19% and .18% as of June 30, 2017 and 2016, respectively. The College's proportion of PFRS at June 30, 2016 and 2015 was .03% and .02% which was an increase of 12.5% from its proportion measured as of June 30, 2016.

At June 30, 2017 and 2016 the College reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(9) Retirement Plans (continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2017 and 2016 the College reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	June 30, 2017					
	Deferred Outflows of Resources			Deferred Inflows of Resources		
	<u>PERS</u>	<u>PFRS</u>	<u>Total</u>	<u>PERS</u>	<u>PFRS</u>	<u>Total</u>
Differences Between Expected and Actual Experience	\$ 958,511	—	958,511	\$ —	45,156	45,156
Changes of Assumptions	10,676,599	954,134	11,630,733	—	—	—
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	1,965,316	482,673	2,447,989	—	—	—
Changes in Proportion and Differences Between College's Contributions and Proportionate Share of Contributions	—	358,423	358,423	5,927,845	412,304	6,340,149
College's Contributions Subsequent to the Measurement Date	<u>1,459,999</u>	<u>306,783</u>	<u>1,766,782</u>	<u>—</u>	<u>—</u>	<u>—</u>
	<u>\$ 15,060,425</u>	<u>2,102,013</u>	<u>17,162,438</u>	<u>\$ 5,927,845</u>	<u>457,460</u>	<u>6,385,305</u>

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(9) Retirement Plans (continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (continued)

	June 30, 2016					
	Deferred Outflows of Resources			Deferred Inflows of Resources		
	<u>PERS</u>	<u>PFRS</u>	<u>Total</u>	<u>PERS</u>	<u>PFRS</u>	<u>Total</u>
Differences Between Expected and Actual Experience	\$ 1,014,832	—	1,014,832	\$ —	47,332	47,332
Changes of Assumptions	4,568,353	1,013,143	5,581,496	—	—	—
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	—	—	—	683,946	95,506	779,452
Changes in Proportion and Differences Between College's Contributions and Proportionate Share of Contributions	—	—	—	4,337,763	533,065	4,870,828
College's Contributions Subsequent to the Measurement Date	<u>1,546,015</u>	<u>294,023</u>	<u>1,840,038</u>	<u>—</u>	<u>—</u>	<u>—</u>
	<u>\$ 7,129,200</u>	<u>1,307,166</u>	<u>8,436,366</u>	<u>\$ 5,021,709</u>	<u>675,903</u>	<u>5,697,612</u>

As of June 30, 2017 and 2016, \$1,766,782 and \$1,840,038, respectively was reported as deferred outflows of resources related to pensions resulting from College contributions subsequent to the measurement date will be recognized as a reduction of the net position liability in the fiscal year ending June 30, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year Ending June 30,</u>	<u>PERS</u>	<u>PFRS</u>	<u>Total</u>
2017	\$ 1,727,412	320,230	2,047,642
2018	1,727,412	320,230	2,047,642
2019	2,001,265	431,475	2,432,740
2020	1,681,355	255,146	1,936,501
2021	<u>535,137</u>	<u>10,689</u>	<u>545,827</u>
	<u>\$ 7,672,581</u>	<u>1,337,770</u>	<u>9,010,351</u>

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(9) Retirement Plans (continued)

Actuarial Assumptions

The total pension liability was determined using the following actuarial assumptions applied to all periods included in the measurement:

Measurment Date - June 30, 2016		
	<u>PERS</u>	<u>PFRS</u>
Inflation	3.08%	3.08%
Salary Increases:		
Through 2026	1.65% - 4.15% Based on Age	2.10% - 8.98% Based on Age
Thereafter	2.65% - 5.15% Based on Age	3.10% - 9.98% Based on Age
Investment Rate of Return	7.65%	7.65%
Mortality Rate Table	RP-2000	RP-2000
Period of Actuarial Experience		
Study upon which Actuarial		
Assumptions were Based	July 1, 2008 - June 30, 2011	July 1, 2010 - June 30, 2013
Mesusement Date - June 30, 2015		
	<u>PERS</u>	<u>PFRS</u>
Inflation	3.04%	3.04%
Salary Increases:		
Through 2026	2.15% - 4.40% Based on Age	2.60% - 9.48% Based on Age
Thereafter	3.15% - 5.40% Based on Age	3.60% - 10.48% Based on Age
Investment Rate of Return	7.90%	7.90%
Mortality Rate Table	RP-2000	RP-2000
Period of Actuarial Experience		
Study upon which Actuarial		
Assumptions were Based	July 1, 2008 - June 30, 2011	July 1, 2010 - June 30, 2013

Adjustments for mortality improvements are based on Society of Actuaries Scale AA.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(9) Retirement Plans (continued)

Actuarial Assumptions (continued)

The Long-term expected rate of return on pension plan investments was determined using a building block method in which best-estimate ranges of expected future real rate of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentages and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plans' target asset allocation as of the June 30, 2016 and 2015 measurement dates (see the discussion of the pension plans investment policy) are summarized in the following tables:

<u>Asset Class</u>	Measurment Date - June 30, 2016			
	PERS		PERS	
	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Cash	5.00%	0.87%	5.00%	0.87%
U.S. Treasuries	1.50%	1.74%	1.50%	1.74%
Investment Grade Credit	8.00%	1.79%	8.00%	1.79%
Mortgages	2.00%	1.67%	2.00%	1.67%
High Yield Bonds	2.00%	4.56%	2.00%	4.56%
Inflation-Indexed Bonds	1.50%	3.44%	1.50%	3.44%
Broad US Equities	26.00%	8.53%	26.00%	8.53%
Developed Foreign Equities	13.25%	6.83%	13.25%	6.83%
Emerging Market Equities	6.50%	9.95%	6.50%	9.95%
Private Equity	9.00%	12.40%	9.00%	12.40%
Hedge Funds / Absolute Return	12.50%	4.68%	12.50%	4.68%
Real Estate (Property)	2.00%	6.91%	2.00%	6.91%
Commodities	0.50%	5.45%	0.50%	5.45%
Global Debt	5.00%	-0.25%	5.00%	-0.25%
REIT	5.25%	5.63%	5.25%	5.63%
	<u>100.00%</u>		<u>100.00%</u>	

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(9) Retirement Plans (continued)

Actuarial Assumptions (continued)

<u>Asset Class</u>	Mesurement Date - June 30, 2015			
	PERS		PFRS	
	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Cash	5.00%	1.04%	5.00%	1.04%
Core Bonds	1.75%	1.64%	1.75%	1.64%
Investment Grade Credit	10.00%	1.79%	10.00%	1.79%
Mortgages	2.10%	1.62%	2.10%	1.62%
High Yield Bonds	2.00%	4.03%	2.00%	4.03%
Inflation-Indexed Bonds	1.50%	3.25%	1.50%	3.25%
Broad US Equities	27.25%	8.52%	27.25%	8.52%
Developed Foreign Equities	12.00%	6.88%	12.00%	6.88%
Emerging Market Equities	6.40%	10.00%	6.40%	10.00%
Private Equity	9.25%	12.41%	9.25%	12.41%
Hedge Funds / Absolute Return	12.00%	4.72%	12.00%	4.72%
Real Estate (Property)	2.00%	6.83%	2.00%	6.83%
Commodities	1.00%	5.32%	1.00%	5.32%
Global Debt	3.50%	-0.40%	3.50%	-0.40%
REIT	4.25%	5.12%	4.25%	5.12%
	<u>100.00%</u>		<u>100.00%</u>	

Discount Rate

The discount rates used to measure the total pension liability of the PERS plan as of June 30, 2016 was 3.98% and for PFRS plan was 5.55%. The discount rates used to measure the total pension liability of the PERS plan as of June 30, 2015 was 4.90% and for PFRS plan was 5.79%. The projections of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate, contributions from employers will be made at contractually required rates (actuarial determined), and contributions from the State will be made at current statutorily required rates. Based on those assumptions, the pension plans' fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The following tables represent the College's proportionate share of the net pension liability calculated using the above discount rates as of June 30, 2016 and 2015 as well as what the College's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1% lower or 1% higher than the current rates used:

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(9) Retirement Plans (continued)

Actuarial Assumptions (continued)

	June 30, 2017		
	PERS		
	1% Decrease <u>(2.98%)</u>	Current Discount Rate <u>(3.98%)</u>	1% Increase <u>(4.98%)</u>
College's Proportionate Share of the Net Pension Liability	<u>\$ 63,157,813</u>	<u>\$ 51,541,272</u>	<u>\$ 41,950,810</u>
	PFRS (Non-Special Funding Situation)		
	1% Decrease <u>(4.55%)</u>	Current Discount Rate <u>(5.55%)</u>	1% Increase <u>(6.55%)</u>
College's Proportionate Share of the Net Pension Liability	<u>\$ 8,434,880</u>	<u>\$ 6,888,643</u>	<u>\$ 6,572,293</u>
	PFRS (Special Funding Situation)		
	1% Decrease <u>(4.55%)</u>	Current Discount Rate <u>(5.55%)</u>	1% Increase <u>(6.55%)</u>
School District's Proportionate Share of the Net Pension Liability	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
State's Proportionate Share of the Net Pension Liability	<u>708,320</u>	<u>578,475</u>	<u>551,909</u>
	<u>\$ 708,320</u>	<u>\$ 578,475</u>	<u>\$ 551,909</u>

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(9) Retirement Plans (continued)

Actuarial Assumptions (continued)

	June 30, 2016		
	PERS		
	1% Decrease (3.90%)	Current Discount Rate (4.90%)	1% Increase (5.90%)
College's Proportionate Share of the Net Pension Liability	<u>\$ 52,870,818</u>	<u>\$ 42,539,037</u>	<u>\$ 33,876,946</u>
	PFRS (Non-Special Funding Situation)		
	1% Decrease (4.79%)	Current Discount Rate (5.79%)	1% Increase (6.79%)
College's Proportionate Share of the Net Pension Liability	<u>\$ 6,812,593</u>	<u>\$ 5,487,577</u>	<u>\$ 3,563,921</u>
	PFRS (Special Funding Situation)		
	1% Decrease (4.79%)	Current Discount Rate (5.79%)	1% Increase (6.79%)
College's Proportionate Share of the Net Pension Liability	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
State's Proportionate Share of the Net Pension Liability	<u>\$ 492,089</u>	<u>\$ 492,089</u>	<u>\$ 492,089</u>
	<u>\$ 492,089</u>	<u>\$ 492,089</u>	<u>\$ 492,089</u>

Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in the separately issued New Jersey Division of Pension and Benefits financial report. Information on where to obtain the report is indicated above.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Financial Statements (continued)
June 30, 2017 and 2016

(10) Commitments and Contingencies

Commitments

The College leases the Neptune Higher Education building. Net rental expenses were approximately \$333,000 and \$325,000 in 2017 and 2016, respectively. The leases for the 1st and 2nd floors expired on June 30, 2017. The College is currently negotiating a one year lease with an option for two-one year renewals for both the first and second floors. Future minimum annual rental commitments, net of sublease rentals, will approximate \$273,000 for the year ending June 30, 2018.

Contingencies

The College is exposed to various risks of loss related to damage and destruction of assets, injuries to employees, damage to the environment or noncompliance with environmental requirements, and natural and other unforeseen disasters. The College has insurance to cover all buildings, contents or related risks in case of loss, and insures its vehicles and equipment for claims and assessments arising from bodily injury, property damages and other perils. Unfavorable judgments, claims or losses incurred by the College are covered by these policies.

(11) Compensated Absences

The College has recorded a liability for compensated absences in the amount of \$2,160,894 and \$2,124,084 as of June 30, 2017 and 2016, respectively, which is included in accounts payable and accrued expenses in the accompanying statements of net position. The liability is based upon employees' accrued vacation leave as of fiscal year-end. No amounts are recorded for accrued sick leave as the College does not make payments for accrued sick leave to employees upon termination.

(12) Other Postemployment Benefits

Plan Description - The College contributes to the New Jersey State Health Benefits Program ("SHBP"), a cost-sharing multiple-employer defined benefit postemployment healthcare plan administered by the State of New Jersey, Division of Pension and Benefits. SHBP provides medical, prescription drug, mental health/substance abuse and Medicare Part B reimbursement to retirees and their covered dependents. The State Health Benefits Program Act is found in the N.J.S.A., Title 52, Article 17.25 et.seq. Rules governing the operation and administration of the program are found in Title 17, Chapter 9 of the New Jersey Administrative Code. The State of New Jersey, Division of Pension and Benefits issues a publicly available financial report that includes financial statements and required supplementary information for SHBP.

Funding Policy - P.L. 1987, c.384 and P.L. 1990, c.6 required Teachers' Pensions and Annuity Fund (TPAF) and the Public Employees' Retirement System (PERS), respectively, to fund post-retirement medical benefits for those State employees who retire after accumulating 25 years of credited service or on a disability retirement. P.L. 2007, c.103 amended the law to eliminate the funding of postemployment medical benefits through PERS. It created separate funds outside of the pension plans for the funding and payment of postemployment medical benefits for retired State employees and retired educational employees. The cost of these benefits is funded through contributions by the State in accordance with P.L. 1994, c.62. Funding of post-retirement medical premiums changed from a pre-funding basis to a pay-as-you-go basis beginning in fiscal year 1994.

BROOKDALE COMMUNITY COLLEGE
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Notes to Financial Statements (continued)
June 30, 2017 and 2016

(12) Other Postemployment Benefits (continued)

The State's contribution rate is based on the *annual required contribution* ("ARC"), an amount actuarially determined in accordance with the parameters of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) of the plan over a period not to exceed 30 years.

The State is also responsible for the cost attributable to P.L. 1992, c.126, which provides free health benefits to members of PERS and the Alternate Benefit Program who retired from a school district or county college with 25 years of service. Employees who attained 20 years of service on June 28, 2011 and continue to work for a total of 25 years will be eligible for State-paid health benefits. Employees who did not have 20 years of service on June 28, 2011 pay the full premium for retiree health benefits.

As discussed in Note 1, GASB 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* is effective for fiscal 2018 and is applicable for employees participating in a cost-sharing multiple employer plan such as SHBP. The College will be required to restate beginning net position as of July 1, 2017 to recognize the employer's proportionate share of the plan's net other postemployment benefit ("OPEB") obligation. OPEB expense reported in the College's financial statements will reflect the change in the net OPEB liability for the fiscal year.

(13) Related Party Transactions

The Foundation utilized office space and received certain administrative assistance from the College at no charge during the year ended June 30, 2017 and 2016. The fair value of this space and these services is estimated at \$156,553 and \$153,763 and is included in the Foundation's statements of revenues, expenses, and changes in net position for the years ended June 30, 2017 and 2016.

During the fiscal year 2017 and 2016, certain services and expenses are received and paid between the Foundation and the College. All such expenses are put on account and settled periodically between the two parties. As of June 30, 2017 and 2016 the Foundation was indebted to the College in the amount of \$36,508 and \$123,316 respectively, representing student scholarships and operating expenses paid by the College on behalf of the Foundation. This amount is noninterest-bearing and is currently payable.

(14) Litigation

The College is also a party to various legal actions arising in the ordinary course of business. Although it is not possible to predict the outcome of these actions, it is the opinion of management that there is no exposure to such matters that, if decided adversely, would be material to the College's financial position or are not adequately covered by insurance.

**REQUIRED SUPPLEMENTARY
INFORMATION**

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Schedules of Required Supplementary Information
Schedules of Proportionate Share of Net Pension Liability
Public Employee's Retirement System ("PERS")
(Unaudited)

	<u>2017</u>	<u>2016</u>	<u>2015</u>
College's proportion of the net pension liability	0.09%	0.09%	0.10%
College's proportionate share of the net pension liability	\$ 51,541,272	\$ 42,539,037	\$ 39,460,262
College's covered-employee payroll	\$ 10,660,882	\$ 11,066,065	\$ 12,617,839
College's proportionate share of the net pension liability as a percentage of its covered-employee payroll	483.46%	384.41%	312.73%
Plan fiduciary net position as a percentage of the total pension liability	42.52%	44.06%	44.46%

Notes:

The GASB pronouncement requiring the presentation of the information on this schedule became effective for years beginning after June 15, 2014 and is intended to provide data for the most recent ten years.

See accompanying notes to the required supplemental information.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Schedules of Required Supplementary Information
Schedules of Proportionate Share of Net Pension Liability
Police and Firemen's Retirement System ("PFRS")
(Unaudited)

	<u>2017</u>	<u>2016</u>	<u>2015</u>
College's proportion of the net pension liability	0.03%	0.02%	0.03%
College's proportionate share of the net pension liability	\$ 6,888,643	\$ 5,487,577	\$ 4,569,789
College's covered-employee payroll	\$ 730,814	\$ 710,851	\$ 676,551
College's proportionate share of the net pension liability as a percentage of its covered-employee payroll	942.60%	771.97%	675.45%
Plan fiduciary net position as a percentage of the total pension liability	17.80%	18.40%	19.51%

Notes:

The GASB pronouncement requiring the presentation of the information on this schedule became effective for years beginning after June 15, 2014 and is intended to provide data for the most recent ten years.

See accompanying notes to the required supplemental information.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Schedules of Required Supplementary Information
Schedules of Proportionate Share of Net Pension Liability
Police and Firemen's Retirement System ("PFRS")(Special Funding)
(Unaudited)

	<u>2017</u>	<u>2016</u>	<u>2015</u>
College's proportion of the net pension liability	0.04%	0.03%	0.04%
College's proportionate share of the net pension liability	\$ -	\$ -	\$ -
State's proportionate share of the net pension liability associated with the College	<u>578,475</u>	<u>481,242</u>	<u>492,089</u>
Total	<u>\$ 578,475</u>	<u>\$ 481,242</u>	<u>\$ 492,089</u>
College's covered-employee payroll	\$ 730,814	\$ 710,851	\$ 676,551
College's proportionate share of the net pension liability as a percentage of its covered-employee payroll	79.15%	67.70%	72.73%
Plan fiduciary net position as a percentage of the total pension liability	100.00%	100.00%	100.00%

Notes:

The GASB pronouncement requiring the presentation of the information on this schedule became effective for years beginning after June 15, 2014 and is intended to provide data for the most recent ten years.

See accompanying notes to the required supplemental information.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Schedules of Required Supplementary Information
Schedules of Contributions
Public Employee's Retirement System ("PERS")
(Unaudited)

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contributions	\$ 1,459,999	\$ 1,546,015	\$ 1,629,195
Contributions in relation to the contractually required contribution	<u>(1,459,999)</u>	<u>(1,546,015)</u>	<u>(1,629,195)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
College's covered employee payroll	\$ 10,660,882	\$ 11,066,065	\$ 12,617,839
Contributions as a percentage of covered-employee payroll	13.69%	13.97%	12.91%

Notes:

The GASB pronouncement requiring the presentation of the information on this schedule became effective for years beginning after June 15, 2014 and is intended to provide data for the most recent ten years.

See accompanying notes to the required supplemental information.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Schedules of Required Supplementary Information
Schedules of Contributions
Police and Firemen's Retirement System ("PFRS")
(Unaudited)

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contributions	\$ 306,783	\$ 294,023	\$ 267,798
Contributions in relation to the contractually required contribution	<u>(306,783)</u>	<u>(294,023)</u>	<u>(267,798)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
College's covered employee payroll	\$ 730,814	\$ 710,851	\$ 676,551
Contributions as a percentage of covered-employee payroll	41.98%	41.36%	39.58%

Notes:

The GASB pronouncement requiring the presentation of the information on this schedule became effective for years beginning after June 15, 2014 and is intended to provide data for the most recent ten years.

See accompanying notes to the required supplemental information.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Schedules of Required Supplementary Information
Schedules of Contributions
Police and Firemen's Retirement System ("PFRS") (special funding)
(Unaudited)

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contributions	\$ 22,165	\$ 25,051	\$ 20,433
Contributions in relation to the contractually required contribution	<u>(22,165)</u>	<u>(25,051)</u>	<u>(20,433)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
College's covered employee payroll	\$ 730,814	\$ 710,851	\$ 676,551
Contributions as a percentage of covered-employee payroll	3.03%	3.52%	3.02%

Notes:

The GASB pronouncement requiring the presentation of the information on this schedule became effective for years beginning after June 15, 2014 and is intended to provide data for the most recent ten years.

See accompanying notes to the required supplemental information.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to the Required Supplementary Information
(Unaudited)
June 30, 2016

(1) General

The State of New Jersey Public Employees' Retirement System (PERS) and the Police and Firemen's Retirement System (PFRS) eligibility benefits changes in recent years are described in the Retirement Plans footnote in the financial statements (see Note 9).

(2) Changes in Assumptions

For PERS the discount rate was 3.98%, 4.90% and 5.39% for the years ended June 30, 2016, 2015 and 2014, respectively.

For SFRS the discount rate was 5.55%, 5.79% and 6.32% for the years ended June 30, 2016, 2015 and 2014, respectively.

DRAFT

SINGLE AUDIT SECTION

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Honorable President and
Members of the Board of Trustees of
Brookdale Community College
Lincroft, New Jersey

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Brookdale Community College (a Component Unit of the County of Monmouth) (the "College") as of and for the year ended June 30, 2017 and 2016, and the related notes to the financial statements, which collectively comprise the College's basic financial statements, and we have issued our report thereon dated **OPEN**. We also performed the audit of the Brookdale Community College's Foundation's financial statements, as of and for the year ended June 30, 2017 and 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the College's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Certified Public Accountants
Braintree, Massachusetts

OPEN

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR
FEDERAL AND STATE OF NEW JERSEY PROGRAM; REPORT ON INTERNAL
CONTROL OVER COMPLIANCE REQUIRED BY UNIFORM GUIDANCE AND STATE
OF NEW JERSEY OMB CIRCULAR 15-08**

To the Honorable President and Members of the Board of Trustees of
Brookdale Community College
Report on Compliance for Each Major Federal and State of New Jersey Program

We have audited Brookdale Community College's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget ("OMB") *Compliance Supplement* and State of New Jersey *State Grant Compliance Supplement* that could have a direct and material effect on each of Brookdale Community College's major Federal and State of New Jersey programs for the year ended June 30, 2017. Brookdale Community College's major Federal and State of New Jersey programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Brookdale Community College's management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its Federal and State of New Jersey programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Brookdale Community College's major Federal and State of New Jersey programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (the "Uniform Guidance"); and State of New Jersey OMB Circular 15-08, *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid*. Those standards, Uniform Guidance and New Jersey OMB Circular 15-08 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major Federal or State of New Jersey program occurred. An audit includes examining, on a test basis, evidence about Brookdale Community College's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major Federal and State of New Jersey program. However, our audit does not provide a legal determination of Brookdale Community College's compliance.

Opinion on Compliance on Each Major Federal and State of New Jersey Program

In our opinion, Brookdale Community College complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major Federal and State of New Jersey programs for the year ended June 30, 2017.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance, which are required to be reported in accordance with the Uniform Guidance and State of New Jersey OMB Circular 15-08. These findings are described in the accompanying schedule of findings and questioned costs as Uniform Guidance Finding 2017-001 and 2017-002 and State of New Jersey OMB Circular 15-08 Finding 2017-001. Our opinion on each major federal program is not modified with respect to these matters.

Report on Internal Control Over Compliance

Management of Brookdale Community College is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to on the previous page. In planning and performing our audit of compliance, we considered Brookdale Community College's internal control over compliance with the types of requirements that could have a direct and material effect on each major Federal and State of New Jersey program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major Federal and State of New Jersey program and to test and report on internal control over compliance in accordance with Federal Uniform Guidance and State of New Jersey OMB Circular 15-08, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Brookdale Community College's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a Federal or State of New Jersey program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a Federal or State of New Jersey program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a Federal or State of New Jersey program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

We identified deficiencies in internal control over compliance, as described in the accompanying schedule of findings and questioned costs as Uniform Guidance Finding 2017-001 and 2017-002 and State of New Jersey OMB Circular 15-08 Finding 2017-001 that we consider to be significant deficiencies.

The College's responses to the noncompliance findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The College's responses were not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the responses.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance and State of New Jersey OMB Circular 15-08. Accordingly, this report is not suitable for any other purpose.

Schedule of Expenditures of Federal Awards and Schedule of Expenditures of State New Jersey Awards

We have audited the financial statements of the College, as of and for the year ended June 30, 2017 and 2016. We issued our report thereon dated **OPEN** which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying Schedule of Expenditures of Federal Awards and Schedule of State of New Jersey Awards is presented for purposes of additional analysis as required by the Uniform Guidance and the State of New Jersey. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards and Schedule of Expenditures of State of New Jersey Awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

**Certified Public Accountants
Braintree, Massachusetts**

OPEN

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Schedule of Expenditures of Federal Awards
Year ended June 30, 2017

Federal grantor/ pass-through grantor/ program or cluster title	CFDA Number	Pass-Through Entity	Pass-Through Entity Award Identifier	Current year expenditures	Through to Subrecipients
STUDENT FINANCIAL ASSISTANCE CLUSTER					
U.S. Department of Education:					
Direct Awards					
Federal Direct Student Loan	84.268	N/A	N/A	\$ 8,128,491	\$ —
Federal Supplemental Educational Opportunity Grant (including administrative cost allowance of \$32,093)	84.007	N/A	N/A	513,493	—
Federal Pell Grant Program	84.063	N/A	N/A	13,210,632	—
Federal Work-Study Program (including administrative cost allowance of \$10,079)	84.033	N/A	N/A	211,657	—
Federal Work-Study Program(Job Location and Development)	84.033	N/A	N/A	31,258	—
Total Student Financial Assistance Cluster				22,095,531	—
RESEARCH AND DEVELOPMENT CLUSTER					
National Science Foundation:					
Direct Awards					
Education and Human Resources	47.076	N/A	N/A	227,499	—
Pass Through Awards					
Education and Human Resources	47.076	Rider University	NOYCE-1621	9,847	—
Education and Human Resources	47.076	Stevens Institute of Technology	2102423-02	30,395	—
				40,242	—
NON-CLUSTER					
National Security Agency:					
Direct Awards					
GenCyber Grants Program	12.903	N/A	N/A	41,258	—
GenCyber Grants Program	12.903	N/A	N/A	7,062	—
				48,320	—
U.S. Dept of Labor:					
Pass Through Awards					
Trade Adjustment Assistance Community College and Career Training Grants	17.282	Bergen Community College	PO7478	65,849	—
Trade Adjustment Assistance Community College and Career Training Grants	17.282	Bergen Community College	PO6828	257,166	—
				323,015	—
National Aeronautics and Space Administration:					
Pass Through Awards					
Education	43.008	Rutgers University	5515	16,920	—
U.S. Small Business Administration:					
Direct Awards					
Small Business Administration and Seminars	59.000	N/A	N/A	13,577	—
Pass Through Awards					
Small Business Development Centers	59.037	Rutgers University	5591	103,538	—
Small Business Development Centers	59.037	Rutgers University	5865	70,631	—
Small Business Development Centers	59.037	Rutgers University	5825	27,700	—
				201,869	—
Department of Education Office of Career, Technical and Adult Education					
Pass Through Awards					
Adult Education- Basic Grants to States	84.002	New Jersey Department of Labor & Workforce Development	None	517,406	191,983
Career & Technical Education - Basic Grants to the States	84.048	New Jersey Department of Education	25 7111	466,533	—
Career & Technical Education - Basic Grants to the States	84.048A	New Jersey Department of Education	17-BE53-G06	205,986	—
				1,189,925	191,983
Total expenditures of federal awards				\$ 24,156,898	\$ 191,983

See accompanying notes to schedules of expenditures of Federal and State of New Jersey awards

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Schedule of Expenditures of State of New Jersey Awards
Year ended June 30, 2017

State of New Jersey grantor/program or cluster title	Grant number/ State of New Jersey account number	Award amount	Grant period	Current year expenditures	Total Grant Expenditures To Date
Student Financial Assistance Cluster:					
N.J. Commision of Higher Education:					
Educational Opportunity Fund Article III - FY 17	100-074-2401-001	\$ 244,932	06/01/16-07/31/17	\$ 237,432	\$ 237,432
Educational Opportunity Fund Article III - Summer	100-074-2401-001	14,518	06/01/16-08/31/16	14,826	14,826
Educational Opportunity Fund Article III - Summer	100-074-2401-001	15,862	06/01/17-08/31/17	4,689	4,689
Tuition Aid Grant	100-074-2405-007	2,412,080	07/01/16-06/30/17	2,412,080	2,412,080
NJ Stars	100-074-2405-313	424,444	07/01/16-06/30/17	424,444	424,444
Total Student Financial Assistance Cluster				3,093,471	3,093,471
NON-CLUSTER:					
N.J. Commision of Higher Education:					
Educational Opportunity Fund – Article IV:					
Educational Opportunity Fund Summer	100-074-2401-002	21,833	07/01/16-08/31/16	21,442	21,442
Educational Opportunity Fund Regular	100-074-2401-002	206,568	06/01/16-08/31/16	206,568	206,568
Educational Opportunity Fund PANJ	100-074-2401-002	20,000	10/16/16-12/2/16	20,000	20,000
				248,010	248,010
N.J. Department of Children and Families					
Displaced Homemaker	2011-15863028-01	128,575	07/01/16-06/30/17	128,575	128,575
N.J. Educational Facilities Authority:					
Higher Education Equipment Leasing Fund	100-082-2155-036	2,724,303	01/01/14 - Completion	446,522	1,883,647
Higher Education Technology Infrastructure Fund	100-082-2155-059	1,160,562	01/01/14 - Completion	74,428	1,115,625
				520,950	2,999,272
N.J. Office of the Secretary of Higher Education:					
N.J. Council of County Colleges					
College Readiness Now	Unavailable	93,110	07/01/16-06/30/17	55,052	55,052
College Credit Now	Unavailable	20,017	07/01/16-06/30/17	4,161	4,161
				59,213	59,213
N.J. Department of Treasury Higher Education Administration:					
Operational Costs – County Colleges	100-082-2155-015	10,378,691	07/01/16-06/30/17	10,414,993	10,414,993
Alternate Benefit Program	100-082-2155-017	2,066,580	07/01/16-06/30/17	2,003,142	2,003,142
P.L. 1971, Chapter 12 Debt Service	100-082-2155-016	2,601,746	07/01/16-06/30/17	1,752,045	1,752,045
Building Our Future Bond Act- Wall	586-074-2400-024	12,000,000	03/01/14 - Completion	7,643,883	11,840,143
Building Our Future Bond Act - MAS Science Lab	586-074-2400-074	1,200,000	03/01/17 - Completion	513,274	513,274
				22,327,337	26,523,597
Total expenditures of State of New Jersey awards				\$ 26,377,556	\$ 33,052,138

See accompanying notes to schedules of expenditures of Federal and State of New Jersey awards

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Notes to Schedules of Expenditures of Federal and State of New Jersey Awards
June 30, 2017

(1) General

The accompanying Schedules of Expenditures of Federal and State of New Jersey Awards includes the Federal award activity of Brookdale Community College (the "College") under programs of the Federal Government for the year ended June 30, 2017. The information on this schedule is prepared in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the College, it is not intended to and does not present the financial position, changes in net position or cash flows of the College.

(2) Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance.

(3) Indirect Cost Rate

The College has elected not to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

(4) Federal Student Loan Programs

The College disbursed \$8,128,491 of loans under the Federal Direct Student Loans program, which include Stafford Subsidized and Unsubsidized Loans and Parent Plus Loans. It is not practical to determine the balances of the loans outstanding to students of the College under the program as of June 30, 2017. The College is only responsible for the performance of certain administrative duties and, accordingly, these loans are not included in the College's financial statements.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2017

Section I - Summary of Auditors' Results:

Financial Statements

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

- Material weaknesses identified? ☐ yes ☒ no
- Significant deficiencies identified that are not considered to be material weaknesses? ☐ yes ☒ no

Noncompliance material to the financial statements noted? ☐ yes ☒ no

Federal Awards

Internal control over major programs:

- Material weaknesses identified? ☐ yes ☒ no
- Significant deficiencies identified that are not considered to be material weaknesses? ☒ yes ☐ no

Type of auditors' report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance? ☒ yes ☐ no

Identification of Major Programs

Name of Federal Program or Cluster	CFDA Number
Student Financial Assistance Cluster	
Federal Supplemental Educational Opportunity Grant Program	84.007
Federal Work-Study Program	84.033
Federal Pell Grant Program	84.063
Federal Direct Student Loans (Note 4)	84.268

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as a low-risk auditee? ☒ yes ☐ no

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Schedule of Findings and Questioned Costs - Continued
For the Year Ended June 30, 2017

Section I - Summary of Auditors' Results – Continued

State of New Jersey

Internal control over major programs:

- Material weaknesses identified? _____ yes x no
- Significant deficiencies identified that are not considered to be material weaknesses? x yes _____ no

Type of auditors' report issued on compliance for major programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with State of New Jersey OMB Circular 15-08 and listed in Section V of this schedule?

 x yes _____ no

Identification of Major Programs:

Name of State Program or Cluster	State of New Jersey Account or Grant Number
Student Financial Assistance Cluster	
Educational Opportunity Fund Article III - FY 17	100-074-2401-001
Educational Opportunity Fund Article III - Summer	100-074-2401-001
Educational Opportunity Fund Article III - Summer	100-074-2401-001
Tuition Aid Grant	100-074-2405-007
NJ Stars	100-074-2405-313
Higher Education Equipment Leasing Fund	100-082-2155-036
Alternate Benefit Program	100-082-2155-017
P.L. 1971, Chapter 12 Debt Service	100-082-2155-016
Building Our Future Bond Act- Wall	586-074-2400-024
Building Our Future Bond Act - MAS Science Lab	586-074-2400-074

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Schedule of Findings and Questioned Costs - Continued
For the Year Ended June 30, 2017

Section II – Financial Statement Findings:

None

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BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Schedule of Findings and Questioned Costs - Continued
For the Year Ended June 30, 2017

Section III – Federal Award Findings and Questioned Costs

Finding number: 2017-001
Federal agency: U.S. Department of Education
Program: Federal Pell Grant
CFDA #: 84.063
Award year: 2017

Criteria

According to 34 C.F.R. Sections 668.16(e):

(e) For purposes of determining student eligibility for assistance under a Title IV, HEA program, establishes, publishes, and applies reasonable standards for measuring whether an otherwise eligible student is maintaining satisfactory progress in his or her educational program.

Condition

In order to receive a Title IV award, students must adhere to the College's satisfactory academic progress ("SAP") policy. This policy requires students to meet a minimum grade point average and be on pace to complete their educational program within 150% of the published length of time. The Financial Aid office utilizes software to calculate a student's SAP at the end of each academic semester.

If the student does not meet the College's SAP requirement, they are then placed on warning status for the next academic semester. If the student does not meet the College's SAP policy while under warning status, the student is then placed on suspension status. Under suspension status, the student will not be awarded financial aid unless they appeal. If the College's Appeal Committee approves the appeal, the student is placed on Probation status and is eligible to receive Title IV aid.

During our testing of return of Title IV awards ("R2T4"), we noted one student who received a Federal Pell Grant who was on academic suspension and therefore was ineligible to receive Title IV aid.

Cause

The Financial Aid Office inadvertently believed this student should have received a Title IV award even though they were not in compliance with the College's SAP policy. When this student withdrew from the institution, they were disbursed a Federal Pell Grant.

Effect

The Financial Aid Office disbursed aid to an ineligible student.

Questioned Costs

\$294

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Schedule of Findings and Questioned Costs - Continued
For the Year Ended June 30, 2017

Perspective

Of our non-statistically valid sample of 20 R2T4 forms selected for testing, we noted only one instance where aid was disbursed to an ineligible student.

Identification as a Repeat Finding, if applicable

N/A

Recommendation

The College should provide training to employees who oversee the awarding of financial aid to reinforce the SAP policy.

Views of Responsible Officials

The College agrees with the finding. While processing a post withdrawal R2T4 for a student who did not receive any financial aid the processor manually entered the calculated award and due to an oversight the students SAP status was missed. The award was corrected.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Schedule of Findings and Questioned Costs - Continued
For the Year Ended June 30, 2017

Finding number: 2017-002
Federal agency: U.S. Department of Education
Programs: Federal Pell Grants
Federal Direct Student Loans
Federal Supplemental Educational Opportunity Grant
CFDA #: 84.063, 84.268, 84.007
Award year: 2017

Criteria

According to 34 C.F.R. Section 668.164(l)(3)

If a check sent to a student or parent is not returned to the institution but is not cashed, the institution must return the funds to the Secretary no later than 240 days after the date it issued the check.

Condition

Whenever Title IV aid, state and private aid is disbursed to a student, their account is reviewed to determine if the disbursement caused a credit balance. Once a credit balance is discovered, the student is issued a refund check. If the credit balance was caused by Title IV aid and the check is not cashed within 240 days the funds must be returned to the Department of Education ("ED").

Cause

The College did not monitor outstanding checks aged over 240 days caused by Title IV credit balances for this compliance requirement.

Effect

The College was not in compliance with the ED's 240 day timeframe.

Questioned Costs

\$4,565

Perspective

Of our non-statistically valid sample of 6 outstanding checks aged over 240 days selected for testing, 4 students had credit balances caused by Title IV aid. It appears this is not an isolated occurrence of noncompliance. While the College does remit outstanding checks back to ED on an ongoing basis, they did not monitor the age of these outstanding checks.

Identification as a Repeat Finding, if applicable

See finding 2016-002 included in the summary schedule of prior year findings.

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Schedule of Findings and Questioned Costs - Continued
For the Year Ended June 30, 2017

Recommendation

We recommend the College review its procedures to monitor outstanding checks caused by a Title IV balances. Procedures should be put in place to timely remit funds to ED.

Views of Responsible Officials

The College agrees with this finding.

DRAFT

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Findings and Questioned Costs – State of New Jersey Awards
For the Year Ended June 30, 2017

Section VI – State of New Jersey Award Findings and Questioned Costs

Finding number: 2017-001
State agency: N.J. Commission of Higher Education
Program: Tuition Aid Grant
GMIS Number #: 100-074-2405-007
Award year: 2017

Criteria

According to New Jersey Administrative Code - § 9A:9-2.5 Student Notification:

Students shall be notified of grant eligibility through the Student Eligibility Notice issued by the Higher Education Student Assistance Authority. The amount of the grant is subject to change based on the annual level of appropriations and other resources available to the student (see N.J.A.C. 9A:9-2.9). The institution's written notification to the student regarding State financial assistance shall contain a clause indicating the State is not responsible for funding of the grant in the event of fraudulent, inaccurate or misleading information.

Condition

During our testing, we noted that the award letter sent to all students that was awarded a Tuition Aid Grant did not contain a clause with the above information.

Cause

The award letter was not designed to include the above information.

Effect

Students were not notified of the information required.

Questioned Costs

N/A

Perspective

Of our non-statistically valid sample of 40 students with state aid, 38 students received a Tuition Aid Grant. Of these 38 students, the required disclosure was not included in each student's award letter. It appears this is not an isolated occurrence of noncompliance.

Identification as a Repeat Finding, if applicable

N/A

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Findings and Questioned Costs – State of New Jersey Awards - Continued
June 30, 2017

Recommendation

The College should add the required language to the award letter sent to each student receiving a Tuition Aid Grant.

Views of Responsible Officials

The College agrees with this finding.

DRAFT

Management's Summary of Prior Year Audit Findings
For the Year Ended June 30, 2017

Section V – Management's Summary of Prior Year Federal Audit Findings

Finding number: 2016-001
Federal agency: U.S. Department of Education
Program: Federal Direct Student Loans
Federal Pell Grant
CFDA #: 84.268, 84.063
Award year: 2016

Condition

When a student withdraws from an institution during the semester, a calculation is required to be performed determining the amount of financial aid earned by the student and the amount of financial aid that is required to be returned to the Department of Education ("ED"). The amount of financial aid earned is determined by the percentage of the semester that the student completed. The Financial Aid Office utilizes software to calculate the return of Title IV funds. At the beginning of each academic year the Financial Aid Office determines the length of each semester in its software system by entering the beginning and ending dates of each semester and subtracting scheduled breaks of at least five consecutive days.

Award Year 2016:

- All calculations used the incorrect semester end date to calculate the total number of days in the semester.
- An incorrect number of days representing the College's spring break were subtracted out of the total number days in the semester.

Current Year Status

Corrective action was taken in the current year. The auditor's test in this area resulted in no findings.

Management's Summary of Prior Year Audit Findings - Continued
For the Year Ended June 30, 2017

Finding number: 2016-002
Federal agency: U.S. Department of Education
Programs: Federal Pell Grants
Federal Direct Student Loans
Federal Supplemental Educational Opportunity Grant
CFDA #: 84.063, 84.268, 84.007
Award year: 2016

Condition

Whenever Title IV aid, state and private aid is disbursed to a student, their account is reviewed to determine if the disbursement caused a credit balance. Once a credit balance is discovered, the student is issued a refund check. If the credit balance was caused by Title IV aid and the check is not cashed within 240 days the funds must be returned to the Department of Education ("ED").

Award Year 2017:

Of our non-statistically valid sample of six outstanding checks aged over 240 days selected for testing, four students had credit balances caused by Title IV aid.

Award Year 2016:

Of our non-statistically valid sample of ten outstanding checks aged over 240 days selected for testing, five students had credit balances caused by Title IV aid.

Current Year Status

A new process has been initiated in fiscal year 2018 that will identify outstanding checks aged over 240 days to prevent this finding from occurring in the future.

Management's Summary of Prior Year Audit Findings - Continued
For the Year Ended June 30, 2017

Finding number: 2016-003
Federal agency: U.S. Department of Education
Programs: Federal Work Study Program
CFDA #: 84.033
Award year: 2016

Condition

Federal regulations require an institution to monitor and ensure that a work study student is not working during his/her designated class time.

Award Year 2016:

Of our non-statistically valid sample of 10 students, our testing revealed two students who worked partially during scheduled class time.

Current Year Status

Corrective action was taken in the current year. The auditor's test in this area resulted in no findings.

DRAFT

Management's Summary of Prior Year Audit Findings - Continued
For the Year Ended June 30, 2017

Section VI – Management's Summary of Prior Year State of New Jersey Audit Findings

None noted.

DRAFT

Management's Corrective Action Plan
For the Year Ended June 30, 2017

Section VII – Management's Corrective Action Plan – Federal Awards

Finding number: 2017-001
Federal agency: U.S. Department of Education
Programs: Federal Pell Grants
CFDA #: 84.063
Award year: 2017

Corrective Action Plan:

The College will change its process for calculating R2T4 for students with a post withdrawal disbursement and utilize the evaluation process which measures the ability to receive an award against rules that have been programmed which includes SAP statuses. This change will assure that even though there could have been an award, without passing global rules, the student never would have been awarded.

Timeline for Implementation of Corrective Action Plan:

The change to the R2T4 post withdrawals process been instituted.

Contact Person

Stephanie Fitzsimmons, Director of Financial Aid

Management's Corrective Action Plan - Continued
For the Year Ended June 30, 2017

Finding number: 2017-002
Federal agency: U.S. Department of Education
Programs: Federal Pell Grants
Federal Direct Student Loans
CFDA #: 84.063, 84.268
Award year: 2017

Corrective Action Plan:

The College's Accounts Receivable Office determined a report cannot be generated to determine if a student refund check was caused by Federal Financial Aid. The Office of Information Technology will create a report flagging outstanding checks aged over 180 days in which Federal Financial Aid was disbursed. The report will be provided monthly to the Financial Aid Office who will manually review the list and determine which checks need to be void and returned. The Financial Aid Office and Accounts Receivable Office will communicate to the Accounts Payable Office to void these checks. If a student has a balance due, the credit would be applied to the outstanding balance. Any remaining amount would be communicated to the Financial Aid Office to return to the appropriate authority within the 240 day requirement.

Timeline for Implementation of Corrective Action Plan:

Effective immediately

Contact Person:

Michael DeStefano, Accounts Receivable Manager
Stephanie Fitzsimmons, Director of Financial Aid

Management's Corrective Action Plan - Continued
For the Year Ended June 30, 2017

Section VIII – Management's Corrective Action Plan – State of New Jersey Awards

Finding number: 2017-001
State agency: N.J. Commission of Higher Education
Program: Tuition Aid Grant
Grant Number #: 100 074 2405 007
Award year: 2017

Corrective Action Plan:

The College's Financial Aid award letter will expand the current statement with the addition of the last sentence as follows: *"Your total award is subject to the availability of funds from the appropriate agencies and the laws and regulations which govern these programs, and is thus subject to change. The State of New Jersey is not responsible for funding of the grant in the event of fraudulent, inaccurate or misleading information."*

Timeline for Implementation of Corrective Action Plan:

The award letter has been changed.

Contact Person

Stephanie Fitzsimmons, Director of Financial Aid

4.7 *Acceptance of Brookdale Community College's FY17 Radio Station WBJB-FM Audit*

Pursuant to the requirements of the grantor, Corporation for Public Broadcasting (CPB), an audit was performed on the financial accounts of the College's Radio Station, WBJB-FM, for fiscal year ending June 30, 2017. The Board of Trustees authorized O'Connor & Drew, PC to perform the required audit for fiscal year ending June 30, 2017, at its May 16, 2017 meeting.

An audit of the College's radio station for the year ended June 30, 2017, are herewith transmitted to the Board of Trustees for its review and acceptance.

This report was reviewed by the President and the Audit Committee of the Board of Trustees at a meeting held December 12, 2017.

December 19, 2017: Interim Executive Director Finance & ITS, Joseph Pingitore

WBJB-FM RADIO
(a Public Radio Station Operated by
Brookdale Community College)

FINANCIAL STATEMENTS AND
MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2017

WBJB-FM RADIO
(a Public Radio Station Operated by Brookdale Community College)

**Financial Statements and
Management's Discussion and Analysis**

June 30, 2017

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INDEPENDENT AUDITORS' REPORT

To the Board of Trustees of
Brookdale Community College
Lincroft, New Jersey

Report on Financial Statements

We have audited the accompanying financial statements of WBJB-FM Radio (a public radio station operated by Brookdale Community College) ("WBJB-FM Radio"), which comprise the statements of net position as of June 30, 2017 and 2016, the related statements of revenues, expenses and changes in net position and cash flows for the years then ended, and the related notes to the financial statements, which collectively comprise the WBJB-FM Radio's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of WBJB-FM Radio as of June 30, 2017 and 2016, and the respective changes in net position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of a Matter

As more fully discussed in Note 1, the financial statements of WBJB-FM Radio are intended to present the net position, revenues, expenses and changes in net position and cash flows that are attributable to the transactions of one department of Brookdale Community College. They do not purport to, and do not, present fairly the financial position of Brookdale Community College as of June 30, 2017 and 2016, and the changes in its financial position and its cash flows for each of the years then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Matters

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis on pages 3 to 5 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Certified Public Accountants
Braintree, Massachusetts

DATE

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Management's Discussion and Analysis (Unaudited)
For fiscal years ended June 30, 2017, 2016, and 2015

Introduction and Reporting Entity

The following Management's Discussion and Analysis is an overview of the financial condition and operations of WBJB-FM Radio (the "Station") for fiscal years ended June 30, 2017, 2016, and 2015. This discussion is supplemental to, and should be read with, the financial statements and related footnotes that follow this section.

WBJB-FM Radio is a public radio station operated by Brookdale Community College ("College"). The Station first broadcasted on January 13, 1975. The radio station currently reaches approximately 39,000 listeners on a weekly basis, featuring informational top of the hour National Public Radio ("NPR") newscasts and local features which include traffic, news, weather, community bulletin boards, public service announcements, and pertinent College information – all of which is integrated into the Adult, Album Alternative musical format, publicly providing informative, educational and artistic programming. As of March 2010, the Station now broadcasts three multicast HD channels: 90.5 The NIGHT, FM Flashback, and student-run Brookdale Student Radio, along with an online only stream, Altrok Radio.

General Financial Information

The Station's basic financial statements include the statements of net assets, statements of revenues, expenses and changes in net assets, and statements of cash flows. The financial statements are prepared in accordance with the accounting principles established by the Governmental Accounting Standards Board ("GASB").

Summary of Assets and Liabilities

Assets and liabilities for the fiscal years ended June 30, were as follows:

		<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>Change 2016-2017</u>
Assets					
Current assets	\$	209,601	189,474	191,110	20,127
Net capital assets		7,764	11,518	20,917	(3,754)
Total assets		<u>217,365</u>	<u>200,992</u>	<u>212,027</u>	<u>16,373</u>
Current liabilities	\$	<u>46,083</u>	<u>41,937</u>	<u>22,832</u>	<u>4,146</u>

The increase in current liabilities of \$4,146 was due to an increase in unearned revenue. The increase in current assets of \$20,127 was due to the following:

- An increase of \$20,036 in the due from the Brookdale Community College account.
- A decrease of \$1,265 in the due from customers account.
- An increase of \$1,356 in various prepaid expenses.

Net capital assets decreased by \$3,754, due to depreciation of \$3,754.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Management's Discussion and Analysis (Unaudited) - Continued
For fiscal years ended June 30, 2017, 2016, and 2015

Summary of Revenues, Expenses, and Changes in Net Position

The Station receives its revenue from three major sources: College Support and Appropriation, Service Revenue (membership and underwriting), and Corporation for Public Broadcasting Grants.

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>Change 2017-2016</u>
Operating revenues:				
CPB Grant	\$ 87,141	73,062	103,452	14,079
Service revenue	158,844	136,265	170,287	22,579
General College appropriation	389,352	365,497	345,435	23,855
Institutional & administrative College support	40,758	41,145	43,295	(387)
Total operating revenues	<u>676,095</u>	<u>615,969</u>	<u>662,469</u>	<u>60,126</u>
Operating expenses:				
Programming & production	381,426	371,735	380,776	9,691
Broadcasting	186,995	176,707	165,648	10,288
Program information	2,729	3,190	8,068	(461)
Management & general	120,958	124,911	121,118	(3,953)
Fundraising & membership development	34,828	25,042	36,321	9,786
Depreciation	3,754	9,399	20,120	(5,645)
Total operating expenses	<u>730,690</u>	<u>710,984</u>	<u>732,051</u>	<u>19,706</u>
Operating loss	<u>(54,595)</u>	<u>(95,015)</u>	<u>(69,582)</u>	<u>40,420</u>
Nonoperating revenue				
Contributions	<u>66,822</u>	<u>64,875</u>	<u>62,986</u>	<u>1,947</u>
Net increase (decrease) in net position	<u>12,227</u>	<u>(30,140)</u>	<u>(6,596)</u>	<u>42,367</u>
Net Position				
Net position as of beginning of year	<u>159,055</u>	<u>189,195</u>	<u>195,791</u>	<u>(30,140)</u>
Net position as of end of year	<u>\$ 171,282</u>	<u>159,055</u>	<u>189,195</u>	<u>12,227</u>

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Management's Discussion and Analysis (Unaudited) - Continued
For fiscal years ended June 30, 2017, 2016, and 2015

Results of Operations

In year 2017, total operating revenues increased by \$60,126 or 9.7% over year 2016 total operating revenues. CPB grant revenue increased by \$14,079. Other service revenue increased by \$22,579 or 16.5%.

Operating expenses increased by \$19,706 or 2.7%. The operating loss decreased by \$40,420.

As a public radio station and National Public Radio (NPR) member station, 90.5 the Night's mission is to broadcast local news, music and information in the interest of its community of local listeners. Similar to many public radio stations around the country, 90.5 the Night holds two on-air membership campaigns per year for the purpose of generating member donations to help support programming and operations.

90.5 the Night's member dollars and a community service grant, awarded by CPB, affords the station the opportunity to continue to bring a unique mix of music and local news to the Jersey Shore area.

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WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
 Statements of Net Position
 As of June 30, 2017 and 2016

	<u>2017</u>	<u>2016</u>
ASSETS		
Current assets:		
Due from Brookdale Community College	\$ 202,152	182,116
Due from customers	630	1,895
Prepaid expenses	<u>6,819</u>	<u>5,463</u>
Total current assets	<u>209,601</u>	<u>189,474</u>
Noncurrent assets:		
Capital assets, net	<u>7,764</u>	<u>11,518</u>
Total Assets	<u>217,365</u>	<u>200,992</u>
LIABILITIES		
Current liabilities:		
Unearned revenue	<u>46,083</u>	<u>41,937</u>
Total current liabilities	<u>46,083</u>	<u>41,937</u>
NET ASSETS		
Invested in capital assets (note 2)	7,764	11,518
Unrestricted	<u>163,518</u>	<u>147,537</u>
Total net assets	<u>171,282</u>	<u>159,055</u>
Total Liabilities and Net Position	<u>\$ 217,365</u>	<u>200,992</u>

See accompanying notes to the financial statements.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE

Statements of Revenues, Expenses, and Changes in Net Position
For the fiscal years ended June 30, 2017 and 2016

	<u>2017</u>	<u>2016</u>
Operating revenues:		
CPB Grant	\$ 87,141	73,062
Service revenue	158,844	136,265
Contributions	66,822	64,875
Institutional and administrative College support	<u>40,758</u>	<u>41,145</u>
Total operating revenues	<u>353,565</u>	<u>315,347</u>
Operating expenses:		
Programming and production	381,426	371,735
Broadcasting	186,995	176,707
Program information	2,729	3,190
Management and general	120,958	124,911
Fundraising and membership development	34,828	25,042
Depreciation	<u>3,754</u>	<u>9,399</u>
Total operating expenses	<u>730,690</u>	<u>710,984</u>
Operating loss	(377,125)	(395,637)
Nonoperating revenues:		
General College appropriation	389,352	365,497
Increase (decrease) in net position	12,227	(30,140)
Net assets:		
Net position as of beginning of year	<u>159,055</u>	<u>189,195</u>
Net position as of end of year	<u>\$ 171,282</u>	<u>159,055</u>

See accompanying notes to the financial statements.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE

Statements of Cash Flows
For the fiscal years ended June 30, 2017 and 2016

	<u>2017</u>	<u>2016</u>
Cash flows from operating activities:		
Payments to suppliers	\$ (85,266)	(52,308)
Payments for employee salaries and benefits	(518,949)	(488,006)
Contractual payments	(71,966)	(75,655)
Service revenue	158,844	136,265
General College appropriation	389,352	365,497
Institutional and administrative College support	40,844	41,145
CPB Grant	87,141	73,062
	<hr/>	<hr/>
Net cash used in operating activities	—	—
	<hr/>	<hr/>
Net change in cash	—	—
	<hr/>	<hr/>
Cash as of beginning of year	—	—
	<hr/>	<hr/>
Cash as of end of year	\$ —	—
	<hr/>	<hr/>
Reconciliation of operating income (loss) to net cash used in operating activities:		
Operating loss	\$ 12,227	(30,140)
Adjustment to reconcile operating loss to net cash used in operating activities:		
Depreciation	3,754	9,399
Change in assets and liabilities:		
Prepaid expenses	(1,356)	(142)
Due from customers	1,265	2,685
Unearned revenue	14,358	19,105
Due from Brookdale Community College	(30,248)	(907)
	<hr/>	<hr/>
Net cash used in operating activities	\$ —	—
	<hr/>	<hr/>
Supplemental Information:		
Contributions in-kind	\$ 66,822	64,875
	<hr/>	<hr/>

See accompanying notes to the financial statements.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE

Notes to Financial Statements
For the fiscal years ended June 30, 2017 and 2016

(1) Organization and Summary of Significant Accounting Policies

Organization

WBJB-FM Radio (the "Station") is a department of Brookdale Community College (the "College"). The College does not routinely produce separate financial statements for its departments; however, for purposes of complying with the Corporation for Public Broadcasting's financial reporting guidelines, the accompanying financial information is presented as if the Station is a separate entity. In order to obtain the accounting information necessary to produce the accompanying financial statements, common expense items of the College were allocated to the Station.

Summary of Significant Accounting Policies

Basis of Presentation

The accompanying financial statements of the Station have been prepared on the accrual basis of accounting using the economic resources measurement focus in accordance with Governmental Accounting Standards Board ("GASB"). The Station reports its financial statements as a business type activity. As defined by GASB Statement No. 35, business type activities are those that are financed in whole or in part by fees charged to external parties for goods or services.

Net Position

The Station classifies its resources into two net asset categories:

- ***Invested in Capital Assets*** – Capital assets, net of accumulated depreciation.
- ***Unrestricted*** – Net position that is not subject to externally-imposed stipulations that may be designated for specific purposes by action of management or the Board of Trustees or may be otherwise be limited by contractual agreements with outside parties.
- ***Restricted:***

Nonexpendable – Net position subject to externally-imposed stipulations that must be maintained permanently by the Station

Expendable – Net position whose use by the Station is subject to externally-imposed stipulations that can be fulfilled by actions of the Station pursuant to the stipulations or that expire by the passage of time.

The Station did not have any restricted net position as of June 30, 2017 or 2016.

Equipment

Equipment is recorded at cost or, in the case of donated equipment, at estimated fair value at date of receipt. Depreciation is recorded on a straight-line basis over the estimated useful lives of the respective assets, which range from 5 to 10 years.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE

Notes to Financial Statements - Continued
For the fiscal years ended June 30, 2017 and 2016

(1) Organization and Summary of Significant Accounting Policies (continued)

Summary of Significant Accounting Policies (continued)

Use of Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingencies at the dates of the financial statements and revenues and expenses recognized during the reporting periods. The Station's significant estimates include its allocation of its expenses and useful lives of capital assets. Actual results could differ from those estimates.

Financial Dependency

The Station receives appropriations and support from the College, primarily for the Station's salaries and benefits and administrative costs. The Station is economically dependent on these amounts to carry on its operations and recognizes the revenue when the funds are received. All funds received are managed by the College.

Unearned Revenue

Amounts received from grants which have not yet been earned under the terms of the agreements are recorded as unearned grant revenue in the accompanying statements of net position. Unearned revenue will be recorded as revenue as the services are provided.

Service Revenue

Service revenue is recognized once the services have been provided.

Classification of Revenues

The Station has classified its revenues as either operating or nonoperating revenues in accordance with the guidelines established by GASB Statement No. 34.

Income Taxes

The College is exempt from income taxes under Section 115(1) of the Internal Revenue Code, as amended. As a department of the College, the Station is also exempt from income taxes.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE

Notes to Financial Statements - Continued
For the fiscal years ended June 30, 2017 and 2016

(2) Capital Assets

Capital asset activity for the years ended June 30, 2017 and 2016 was as follows:

	<u>Balance June 30, 2015</u>	<u>Additions</u>	<u>Balance June 30, 2016</u>	<u>Additions</u>	<u>Balance June 30, 2017</u>
Depreciable assets:					
Equipment	\$ 689,749	—	689,749	—	\$ 689,749
Less accumulated depreciation:					
Equipment	<u>(668,832)</u>	<u>(9,399)</u>	<u>(678,231)</u>	<u>(3,754)</u>	<u>(681,985)</u>
Capital assets, net	<u>\$ 20,917</u>	<u>(9,399)</u>	<u>11,518</u>	<u>(3,754)</u>	<u>\$ 7,764</u>

(3) Fringe Benefits

Fringe benefits for the Station employees are included in the General College appropriation for the years ended June 30, 2017 and 2016.

(4) Contributions

Contributions represent the valuation of the rental costs associated with the commercial FM radio facilities similar to those operated by WBJB-FM and installed on the Crown Castle Transmission Facility located on Brookdale Community College's Lincroft campus. Contributions were \$64,875 and \$62,986 for the fiscal years ended June 30, 2017 and 2016.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL
CONTROL OVER FINANCIAL REPORTING AND
COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH
*GOVERNMENT AUDITING STANDARDS***

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Board of Trustees of
WBJB-FM Radio
A Public Radio Station Operated by Brookdale Community College
Lincroft, New Jersey

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of WBJB-FM Radio (a public radio station operated by Brookdale Community College) ("WBJB-FM Radio"), which comprise the statement of net position as of June 30, 2017 and 2016, and the related statement of revenues and expenses and changes in net position, and cash flows for the years then ended, and the related notes to the financial statements, which collectively comprise the Station's basic financial statements and have issued our report thereon dated **DATE**.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Station's internal control over financial reporting ("internal control") to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Station's internal control. Accordingly, we do not express an opinion on the effectiveness of the Station's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audits we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Station's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audits and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Foundation's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Foundation's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Certified Public Accountants
Braintree, Massachusetts

DATE

Brookdale Community College
Board Brief
December 19, 2017

Middle States Self Study and Document Roadmap

Brookdale is accredited by the Middle States Commission on Higher Education, the accrediting agency for all colleges in the mid-Atlantic region. Since December 2015 the College has been preparing for its decennial review by the Commission. The College has been engaged in an examination of the institution's compliance with and documentation of Middle States seven Standards for Accreditation and Requirements of Affiliation.

The process was multifaceted and open to the entire college community. In December 2015 the two co-chairs of the self-study process were named. In January 2016, the College President invited the college community to participate in the data gathering and documentation of the institution's compliance with the requirements. A working group for each standard was established with a faculty and administrative co-chair. Each working group was assigned an Office 365 workspace with resource materials and individualized charges. In March 2016, the Middle States Steering Committee was convened comprising of each working group's co-chairs, and a Board liaison. Also in March 2016, the College President penned a white paper aligned with the institution's four strategic priorities and articulating a goal that the institutional be a catalyst in the rebuilding of the middle-class in Monmouth County.

Steering wrote the design for the self-study containing: an institutional overview; the intended outcomes of the self-study; the organizational structure of the steering committee and working groups; the charge to the working groups; an outline of the final self-study; a timeline for the self-study process; and a draft of the documentation roadmap. On April 19, 2016, Dr. Heather Perfetti, Middle States liaison, met with the college community. Subsequently she asked for revisions to the self-study design, which were made, and she approved in July 2016.

The working groups met regularly from the summer of 2016 through October 2017 preparing their draft reports and documentation. In late summer 2016 the co-chairs of each working group met with the respective Board committees to describe the relevance of specific criteria to the work of the committee. As their work progressed, members of the Board received monthly updates and several members of the Board attended Standard 7, Governance, Leadership, and Administration working group meetings. Throughout the process, the Board provided feedback on the self-study with a focus on Standard 7.

The college community was invited to comment on the draft chapters in spring 2017. In summer 2017 each chapter, one-by-one, was sent to the college community for their feedback. Over 400 comments were received and the co-chairs addressed each making changes to the self-study as appropriate and made the responses available to the community on the College SharePoint site.

The College compiled the Compliance Report documenting its compliance with the seven federal regulations relevant to the institution. The Compliance Report included the validation of students identity verification in distance education course, transfer of credit policies, Title IV (financial aid) program responsibilities, records of student complaints, required information for students and the public, standing with state and other accrediting agencies, and assignment of credit hours. This document was submitted to Middle States late November 2017 in advance of the December 1, 2017 due date.

The draft self-study was reviewed by the Board of Trustees and college community in early September 2017 and sent to Dr. Miles, President of Westchester Community College, who will serve as Brookdale's Middle States visiting team chair. Dr. Miles visited the campus on October 24, 2017 and met with the college community in groups and in an open forum. Subsequently she indicated that no changes were needed to the self-study.

The President recommends that the Board of Trustees authorize the institution to submit the Self Study and Document Roadmap to the Middle States visiting team members six weeks in advance of the Middle States on-site visit from March 4 to 7, 2018.

RESOLUTION

WHEREAS, the Middle States Commission on Higher Education Standard for Accreditation, 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; and

WHEREAS, the College engaged in a comprehensive, transparent and thoughtful process and has documented such; and

WHEREAS, the College compiled the Compliance Report documenting its compliance with the seven federal regulations relevant to the institution; and

WHEREAS, the Middle States visiting team chair has approved the draft self-study and roadmap.

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 and document roadmap to the Middle States visiting team members six weeks in advance of the Middle States on-site visit from March 4 to 7, 2018.

4.1004 Grants & Loans for Student Aid

I. Title of Policy

Grants and Loans for Student Aid

II. Objective of Policy

To ensure compliance with legal requirements and to further student educational needs in a responsible, efficient manner.

III. Authority

Federal, state and local law and related regulations

IV. Policy Statement

The College administration shall pursue and administer grants and loans for eligible students in compliance with applicable federal, state and local legal requirements and guidelines. Private grants will be processed through the Brookdale Community College Foundation and, to the extent feasible, in compliance with the terms and conditions set by the grantor.

Student awards shall be applied to their accounts in a timely manner. Procedures for determining and reviewing student eligibility and accountability shall be established by College regulations and in accordance with applicable laws.

Student grants and loans shall be audited annually by the College auditor, with copies of such audits provided to the Board of Trustees Audit Committee and presented to the Board of Trustees for acceptance.

V. Responsibility for Implementation

President.

Approved: 4/26/73

Revised: 10/24/96

DS Validated ~~8/8/17~~10/4/17

Revision Lodged: Board of Trustees, 11/14/2017

Brookdale Community College College Policy

4.1004 Grants & Loans for Student Aid

I. Title of Policy

Grants and Loans for Student Aid

II. Objective of Policy

To ensure compliance with legal requirements and to further student educational needs in a responsible, efficient manner.

III. Authority

Federal, state and local law and related regulations

IV. Policy Statement

The College administration shall pursue and administer grants and loans for eligible students in compliance with applicable federal, state and local legal requirements and guidelines. Private grants will be processed through the Brookdale Community College Foundation and, to the extent feasible, in compliance with the terms and conditions set by the grantor.

Student awards shall be applied to their accounts in a timely manner. Procedures for determining and reviewing student eligibility and accountability shall be established by College regulations and in accordance with applicable laws.

Student grants and loans shall be audited annually by the College auditor, with copies of such audits provided to the Board of Trustees Audit Committee and presented to the Board of Trustees for acceptance.

V. Responsibility for Implementation

President

Approved: 4/26/73

Revised: 10/24/96

Revision Lodged: Board of Trustees, 11/14/2017

December 19, 2017: BCC Policy 4.1004 Grants & Loans for Student Aid - Policy revision for consideration and approval

6.1001 Credit & NonCredit Students with Disabilities

~~Disclaimer: The content on this webpage appears as a courtesy to site visitors and is for general informational purposes only. To obtain a copy of the official applicable policy or regulation, please contact Brookdale's Public Records Custodian via the Public Records webpage of the Brookdale website at <https://www.brookdalecc.edu/about/public-records>~~

I. Title of Policy

Credit and Non-Credit Students with Disabilities

II. Objective of Policy

To state the College's position on providing equal access to all aspects of College life for persons with disabilities.

III. Authority

Section 504 of the Vocational Rehabilitation Act, 1973, ~~and~~ the Americans With Disabilities Act (ADA), 1990 ~~and~~ New Jersey Law Against Discrimination (NJLAD), and N.J.S.A. 10:5-4 and 10:5-12(a).

IV. Policy Statement

Brookdale Community College is committed to providing equal educational opportunities for all credit and non- credit students including those with disabilities. It is therefore the policy of Brookdale Community College to provide reasonable accommodations to self-identified persons with documented disabilities.

V. Responsibility for Implementation

President.

Approved: Board of Trustees - 1/15/98

Validated ~~8/8/2017~~10/4/17 DS

Revision Lodged: Board of Trustees, 11/14/2017

Brookdale Community College College Policy

6.1001 Credit & Non-Credit Students with Disabilities

I. Title of Policy

Credit and Non-Credit Students with Disabilities

II. Objective of Policy

To state the College's position on providing equal access to all aspects of College life for persons with disabilities.

III. Authority

Section 504 of the Vocational Rehabilitation Act, 1973, the Americans With Disabilities Act (ADA), 1990 and New Jersey Law Against Discrimination (NJLAD), and N.J.S.A. 10:5-4 and 10:5-12(a).

IV. Policy Statement

Brookdale Community College is committed to providing equal educational opportunities for all credit and non- credit students including those with disabilities. It is therefore the policy of Brookdale Community College to provide reasonable accommodations to self-identified persons with documented disabilities.

V. Responsibility for Implementation

President

Approved: Board of Trustees, 1/15/98

Revision Lodged: Board of Trustees, 11/14/2017

December 19, 2017: BCC Policy 6.1001 Credit & Non-Credit Students with Disabilities – Policy revision for consideration and approval

2.3000 Services to Public and Nonprofit Organizations

I. Title of Policy

Services to Public and Non-Profit Organizations

II. Objective of Policy

To establish a Board Policy for Services to Public and Non-Profit Organizations.

III. Authority

New Jersey Statute 18A:64A-12; and New Jersey Administrative Code 9:4-1.3 – Organization and Administration

IV. Policy Statement

Brookdale Community College will attempt, within its organizational and financial capabilities, and consistent with its mission, to provide services requested by public and non-profit agencies. It is not the intention of the Board of Trustees that the College compete with commercial services.

The President is authorized to develop appropriate regulations and processes to make services, educational and otherwise, available to public agencies within the following guidelines.

A. The agency shall be a publicly supported organization or a non-profit agency organized for service or educational purposes.

B. Organizations located within the County of Monmouth shall receive priority.

C. The performance of services shall be at no cost to the College. Charges for such services shall include all direct and indirect costs to the College.

D. The performance of such services shall not interfere with the pursuit of the College's educational mission and operations.

~~E. If, for any reason, a contract for such services is terminated, Brookdale Community College shall have no internal budgetary and/or application dependencies associated with additional equipment, personnel or other project costs.~~

~~FE.~~ The President is authorized to waive or modify fees in such cases where it is determined that such relief serves the best interests of the institution and the Monmouth County community.

GF.. Notwithstanding other provisions of this policy, the College reserves the right to offer and provide services to businesses on a contractual basis.

V. Responsibility for Implementation

President

Approved: 5/22/75

Revised: 5/25/95 Effective: 6/29/95

DS Validated: ~~8/8/2017~~10/4/17

Revision Lodged: Board of Trustees, 11/14/2017

Brookdale Community College College Policy

2.3000 Services to Public and Nonprofit Organizations

I. Title of Policy

Services to Public and Non-Profit Organizations

II. Objective of Policy

To establish a Board Policy for Services to Public and Non-Profit Organizations.

III. Authority

New Jersey Statute 18A:64A-12; and New Jersey Administrative Code 9:4-1.3 – Organization and Administration

IV. Policy Statement

Brookdale Community College will attempt, within its organizational and financial capabilities, and consistent with its mission, to provide services requested by public and non-profit agencies. It is not the intention of the Board of Trustees that the College compete with commercial services.

The President is authorized to develop appropriate regulations and processes to make services, educational and otherwise, available to public agencies within the following guidelines.

A. The agency shall be a publicly supported organization or a non-profit agency organized for service or educational purposes.

B. Organizations located within the County of Monmouth shall receive priority.

C. The performance of services shall be at no cost to the College. Charges for such services shall include all direct and indirect costs to the College.

D. The performance of such services shall not interfere with the pursuit of the College's educational mission and operations.

E. The President is authorized to waive or modify fees in such cases where it is

December 19, 2017: BCC Policy 2.3000 Services to Public and Nonprofit Organizations - Policy revision for consideration and approval

determined that such relief serves the best interests of the institution and the Monmouth County community.

F. Notwithstanding other provisions of this policy, the College reserves the right to offer and provide services to businesses on a contractual basis.

V. Responsibility for Implementation

President

Approved: 5/22/75

Revised: 5/25/95

Effective: 6/29/95

Revision Lodged: Board of Trustees, 11/14/2017

December 19, 2017: BCC Policy 2.3000 Services to Public and Nonprofit Organizations - Policy revision for consideration and approval

Brookdale Community College College Policy

3.0002 Non-Represented Employees

I. Title of Policy

Non-Represented Employees

II. Objective of Policy

To create a policy that ensures that non-represented employees are accorded the same level of benefits as similarly classified represented employees whenever possible.

III. Authority

New Jersey Statutes – County Colleges, 18A:64A-12(f) and (g), General Powers of Boards

IV. Policy Statement

All similarly classified non-represented employees shall receive the same benefits as those provided to represented employees whenever possible.

This policy does not apply to employees classified at the level of Dean or above. The President shall make recommendations to the Board on proposed compensation and benefit levels for individuals so designated.

Certain provisions of the negotiated agreements do not apply to non-represented employees. Specifically, provisions regarding union membership or access to union representatives are not applicable to non-represented employees. And, while non-represented employees may initiate grievances, they are not entitled to union representation nor are such disputes subject to arbitration.

The College Administration will utilize the applicable sections of the collective bargaining unit agreements that specifically relate to employee benefits (e.g., health insurance, enumerated holidays, vacation leave, sick leave, etc.) as a guide for non-represented employees. The grievance procedure for non-represented employees shall follow the same time line and reporting structure as used for similarly classified represented counterparts, except that non-represented employees do not have the right to request and/or proceed to arbitration in any circumstance.

December 19, 2017: BCC Policy 3.0002 Non-Represented Employees - Policy revision for consideration and approval

V. Responsibility for Implementation

President

Approved: 6/27/96

Rev: XX/XX/2017

Revision Lodged: Board of Trustees, 11/14/2017

December 19, 2017: BCC Policy 3.0002 Non-Represented Employees - Policy
revision for consideration and approval

3.0002

I. Title of Policy

Non-Represented Employees

II. Objective of Policy

To create a policy that ensures that non-represented employees are accorded the same level of benefits as similarly classified represented employees whenever possible.

III. Authority

New Jersey Statutes – County Colleges, 18A:64A-12(f) and (g), General Powers of Boards

IV. Policy Statement

All similarly classified non-represented employees shall receive the same benefits as those provided to represented employees whenever possible.

This policy does not apply to employees classified ~~as Vice-Presidents or at the level of Dean or above~~. The President shall make recommendations to the Board on proposed compensation and benefit levels for individuals so designated.

Certain provisions of the negotiated agreements do not apply to non-represented employees. Specifically, provisions regarding union membership or access to union representatives are not applicable to non-represented employees. And, while non-represented employees may initiate grievances, they are not entitled to union representation nor are such disputes subject to arbitration.

The College ~~administration~~ Administration shall use will utilize the applicable sections of the collective bargaining unit agreements ~~as that specifically relate to employee benefits (e.g., health insurance, enumerated holidays, vacation leave, sick leave, etc.) as a guide~~ an employee handbook for non-represented employees. ~~The handbook shall also include an appropriate grievance procedure. The grievance procedure for non-represented employees shall follow the same time line and reporting structure as the used for similarly classified represented counterparts, except that non-represented employees do not have the right to request and/or proceed to arbitration in any circumstance.~~

V. Responsibility for Implementation

President

Approved: 6/27/96

Rev: XX/XX/2017

Revision Lodged: Board of Trustees, 11/14/2017

I. Title of Policy 3.0003

Employees ~~With~~with Disabilities

II. Objective of Policy

To state the College's position on providing equal employment opportunities and reasonable accommodations to individuals with disabilities.

III. Authority

Section 504 of the Rehabilitation Act of 1973, the Americans ~~With~~with Disabilities Act (ADA) of 1990, ~~as~~ ADA Amendment of 2008 (P.L. 110-325), New Jersey Law Against Discrimination (NJLAD), and N.J.S.A. 10:5-4 and 10:5-12(a)

IV. Policy Statement

Brookdale Community College will employ, and advance in employment, qualified individuals with disabilities. The College will provide reasonable accommodations (as defined in Section ~~401-12111~~ of the Americans ~~With~~with Disabilities Act of 1990, ~~as~~ amended) to individuals with disabilities who are qualified for the positions for which they are applying or in which they are employed so long as the individuals can perform the essential elements of the position, with or without reasonable accommodations.

V. Responsibility for Implementation

President.

Approved: 6/27/96

~~Approved: ??~~

Rev: XX/XX/2017

Revision Lodged: Board of Trustees, 11/14/2017

Brookdale Community College College Policy

3.0003 Employees with Disabilities

I. Title of Policy

Employees with Disabilities

II. Objective of Policy

To state the College's position on providing equal employment opportunities and reasonable accommodations to individuals with disabilities.

III. Authority

Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, ADA Amendment of 2008 (P.L. 110-325), New Jersey Law Against Discrimination (NJLAD), and N.J.S.A. 10:5-4 and 10:5-12(a)

IV. Policy Statement

Brookdale Community College will employ, and advance in employment, qualified individuals with disabilities. The College will provide reasonable accommodations (as defined in Section 12111 of the Americans with Disabilities Act of 1990, as amended) to individuals with disabilities who are qualified for the positions for which they are applying or in which they are employed so long as the individuals can perform the essential elements of the position, with or without reasonable accommodations.

V. Responsibility for Implementation

President

Approved: 6/27/96

Rev: XX/XX/2017

Revision Lodged: Board of Trustees, 11/14/2017

December 19, 2017: BCC Policy 3.0003 Employees with Disabilities - Policy revision for consideration and approval

3.3000

I. Title of Policy

Employment Pending Board Approval

II. Objective of Policy

The authority to appoint full-time personnel on a contingent basis pending Board approval shall be given to the President.

III. Authority

New Jersey Statutes: County Colleges, 18A-64A

IV. Policy Statement

The President is authorized to commence temporary employment of personnel, contingent on Board of Trustees approval at its next regularly scheduled meeting, whenever the President deems such employment necessary for educationally sound reasons and the smooth and efficient operation of the College. Compensation for such employment shall be at a per diem rate consistent with the salary to be recommended to the Board. No offer of employment, ~~employment contract~~ letter of appointment, or benefits associated with full-time personnel shall become effective until the date of appointment by the Board of Trustees unless governed by law. Should the Board not approve the recommendation of full-time employment, the temporary employment relationship shall cease.

V. Responsibility for Implementation

President.

Approved: 5/18/70

Rev: xx/xx/2017

Revision Lodged: Board of Trustees, 11/14/2017

Brookdale Community College College Policy

3.3000 Employment Pending Board Approval

I. Title of Policy

Employment Pending Board Approval

II. Objective of Policy

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III. Authority

New Jersey Statutes: County Colleges, 18A-64A

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V. Responsibility for Implementation

President

Approved: 5/18/70

Rev: xx/xx/2017

Revision Lodged: Board of Trustees, 11/14/2017

December 19, 2017: BCC Policy 3.3000 Employment Pending Board Approval –
Policy revision for consideration and approval

6.9000 Athletic Policy

I. Title of Policy

Athletic Policy

II. Objective of Policy

To establish the framework within which the College will provide a comprehensive athletic program.

III. Authority

New Jersey Statute 18A:64A-12

IV. Policy Statement

Through its athletic program, Brookdale Community College seeks to provide opportunities for its students to enhance their physical, social, and intellectual development. As the County College of Monmouth, Brookdale is responsible for developing and maintaining a broadly representative athletic program that projects an image of quality and integrity.

To advance these objectives, Brookdale will provide an integrated program of ~~fitness-activities,~~ intramural and inter- collegiate athletics. This program will be accessible to, and provide appropriate opportunities for both men and women, full- and part-time students. The program will be developed by the ~~Director of Athletics~~ **Athletic Director**, ~~reviewed by the College Forum,~~ and submitted to the President for approval. The overall program will be reviewed ~~biennially by the appropriate standing committee of the College Forum~~ **according to a five year review schedule determined by the Vice President for Student Success**, ~~or at the directive of the President~~ with a report and recommendations to the President and Board of Trustees. Wherever possible, the Brookdale athletic program will be articulated with the academic programs of the College.

V. Responsibility for Implementation

President.

Approved: Board of Trustees 6/29/95

Revised: 8/8/17

Revision Lodged: Board of Trustees, 11/14/2017

Brookdale Community College College Policy

6.9000 Athletic Policy

I. Title of Policy

Athletic Policy

II. Objective of Policy

To establish the framework within which the College will provide a comprehensive athletic program.

III. Authority

New Jersey Statute 18A:64A-12

IV. Policy Statement

Through its athletic program, Brookdale Community College seeks to provide opportunities for its students to enhance their physical, social, and intellectual development. As the County College of Monmouth, Brookdale is responsible for developing and maintaining a broadly representative athletic program that projects an image of quality and integrity.

To advance these objectives, Brookdale will provide an integrated program of intramural and inter- collegiate athletics. This program will be accessible to, and provide appropriate opportunities for both men and women, full- and part-time students. The program will be developed by the Athletic Director, and submitted to the President for approval. The overall program will be reviewed according to a five year review schedule determined by the Vice President for Student Success, or at the directive of the President with a report and recommendations to the President and Board of Trustees. Wherever possible, the Brookdale athletic program will be articulated with the academic programs of the College.

V. Responsibility for Implementation

President

Approved: Board of Trustees, 6/29/95

Revised: 8/8/17

Revision Lodged: Board of Trustees, 11/14/2017

December 19, 2017: BCC Policy 6.900 Athletic Policy - Policy revision for consideration and approval

BROOKDALE COMMUNITY COLLEGE
2018 UPCOMING EVENTS

(Events in bold are held outside of Lincroft Campus)

(Rev 12/5/2017)

DATE	EVENT	TIME	LOCATION
January 11	Policy & Education Committee Meeting	5:30PM	BAC, President's Conference Room
January 16	Convocation	9:00AM	Robert J. Collins Arena
January 16	Executive Committee Meeting	5:30PM	Conference Call
January 16	Governance Committee Meeting	6:30PM	BAC, President's Conference Room
January 17	Finance & Facilities Committee Meeting	5:30PM	BAC, President's Conference Room
January 18	Foundation Board Meeting	4:00PM - 6:00PM	SLC, Trustee Conference Room
January 23	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink Rooms
January 30	Ad-Hoc Revenue Generating Committee	5:30 PM	BAC, President's Conference Room
February 9	Athletic Hall of Fame	5:00PM - 10:00PM	TBD
February 10	Hall of Fame Breakfast; Game	9:00AM - 11:00AM	Robert J. Collins Arena, VIP Suite
February 12-15	ACCT National Legislative Summit		Washington D.C.
February 20	Executive Committee Meeting	5:30PM	Conference Call
February 20	Governance Committee Meeting	6:30PM	BAC, President's Conference Room
February 21	Finance & Facilities Committee Meeting	5:30PM	BAC, President's Conference Room
February 26	NJCCC Council Meeting		
February 27	BOT Public Business Meeting	5:30PM	Brookdale at Freehold, Rm 103 & 104
March 14	CPS Completion Ceremony	6:00pm - 8:00PM	TBD
March 19	Finance & Facilities Committee Meeting	5:30PM	BAC, President's Conference Room
March 20	Executive Committee Meeting	5:30PM	Conference Call
March 22	Foundation Board Meeting	3:45PM - 5:00PM	SLC, Trustee Conference Room
March 22	Foundation Scholarship Recognition	5:00PM - 7:30PM	Robert J. Collins Arena
March 27	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink I & II
April 5	Policy & Education Committee Meeting	5:30PM	BAC, President's Conference Room
April 6	Wilbur Ray Scholarship Dinner	6:00PM - 9:00PM	Jacques, Middletown
April 13	BOT Retreat	TBD	TBD
April 16	Finance & Facilities Committee Meeting	5:30PM	BAC, President's Conference Room
April 17	Executive Committee Meeting	5:30PM	Conference Call
April 17	Audit Committee Meeting	6:30PM	BAC, President's Conference Room
April 24	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink I & II
April 28 -May 2	AACC Annual Convention		Houston, TX
May 4	Barringer Dinner	5:00PM - 10:00PM	TBD
May 7	Finance & Facilities Committee Meeting	5:30PM	BAC, President's Conference Room
May 8	Executive Committee Meeting	5:30PM	Conference Call
May 8	Governance Committee Meeting	6:30PM	BAC, President's Conference Room
May	CHHANGE Colloquium	TBD	Robert J. Collins Arena
May 10	Commencement	9:00AM - 3:00PM	Robert J. Collins Arena
May 10	Foundation Board Meeting	4:00PM - 6:00PM	SLC, Trustee Conference Room
May 15	BOT Public Business Meeting	5:30PM	Brookdale at Neptune, Rms 202 & 204

May 18	Foundation Scholarship Ball / Gala	TBD	TBD
DATE	EVENT	TIME	LOCATION
June 18	Finance & Facilities Committee Meeting	5:30PM	BAC, President's Conference Room
June 19	Executive Committee Meeting	5:30PM	Conference Call
June 21	Foundation Board	4:00PM – 6:00PM	SLC, Trustee Conference Room
June 26	BOT Public Business Meeting	5:30PM	Brookdale at Wall, Rm 110 & 112
July 16	Finance & Facilities Committee Meeting	5:30PM	BAC, President's Conference Room
July 17	Executive Committee Meeting	5:30PM	Conference Call
July 24	BOT Public Business Meeting	5:30PM	Brookdale at Wall, Rms 110 & 112
August 20	Finance & Facilities Committee Meeting	5:30PM	BAC, President's Conference Room
August 21	Executive Committee Meeting	5:30PM	Conference Call
August 28	BOT Public Business Meeting	5:30PM	Brookdale at Wall, Rms 110 & 112
September 4	Convocation	9:00AM	Robert J. Collins Arena
September 13	Policy & Education Committee Meeting	5:30PM	BAC, President's Conference Room
September 17	Finance & Facilities Committee Meeting	5:30PM	BAC, President's Conference Room
September 20	Executive Committee Meeting	5:30PM	Conference Call
September	ACCT Leadership Congress		
September 25	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink Rooms
September 27	Education Golf Outing (rain date Oct 2)	All Day	Eagle Oaks Country Club
October 15	Finance & Facilities Committee Meeting	5:30PM	BAC, President's Conference Room
October 16	Executive Committee Meeting	5:30PM	Conference Call
October 16	Governance Committee Meeting	6:30PM	BAC, President's Conference Room
October 23	BOT Public Business Meeting	5:30PM	Brookdale at Long Branch, Rm 200
October 24-27	ACCT		
November 8	Policy & Education Committee Meeting	5:30PM	BAC, President's Conference Room
November 12	Finance & Facilities Committee Meeting	5:30PM	BAC, President's Conference Room
November 13	Executive Committee Meeting	5:30PM	Conference Call
November 27	BOT Public Business Meeting	5:30PM	Lincroft, SLC, Navesink Rooms
December 10	Finance & Facilities Committee Meeting	5:30PM	BAC, President's Conference Room
December 11	Executive Committee Meeting	5:30PM	Conference Call
December 11	Audit Committee Meeting	6:30PM	BAC, President's Conference Room
December 18	BOT Public Business Meeting	5:30PM	Brookdale at Hazlet, Rms 102 & 103