



Brookdale Community College  
Board of Trustees Special Public Business Meeting  
Tuesday, February 18, 2020 5:30 PM (EST)  
765 Newman Springs Rd. Lincroft New Jersey 07739

- I. Call to Order, Reading of Statement and Roll Call - Chair Abby-White
- II. Pledge of Allegiance - Chair Abby-White
- III. Adoption of Agenda - Chair Abby-White
- IV. Public Comment on Agenda Items - Chair Abby-White
- V. Approval of Revised FY21 Operating & Capital Budgets (4.3) - Chair Abby-White
- VI. Approval of Revised FY21 Chapter 12 Projects (4.4) - Chair Abby-White
- VII. Public Comment - Chair Abby-White
- VIII. Old/New Business - Chair Abby-White
- IX. Adjournment - Chair Abby-White

#### 4.3 *Approval of Revised Operating & Capital Budget FY21*

Following discussions and parameters defined by the Board of Trustees at the Finance & Facilities Committee, and subsequent approval of the FY21 Tuition and Fee Schedule at the January 28, 2020 Board meeting, the College prepared the Operating and Capital Budget for FY21. The proposed budget fosters student success and allows the College to maintain an open-door policy, supports credit and non-credit enrollment and existing programs while working to maintain the infrastructure of the College. After the approval of the Board of Trustees, the College received notification of an increased allocation of Chapter 12 funding available to Brookdale Community College.

The revised budget is presented to the Board of Trustees at this time for approval. Following this approval, the budget will be forwarded to the Monmouth County Board of Chosen Freeholders' Board of School Estimate at a public hearing for certification of the County's share of the College's FY21 Operating and Capital Fund Budget.

**This report was reviewed by the President and the Board of Trustees and submitted for approval at a special meeting held February 18, 2020.**

## **RESOLUTION**

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

WHEREAS, the College received notification of an increased allocation of Chapter 12 funding available to Brookdale Community College; and

WHEREAS, the Board of Trustees has caused to be duly prepared such annual budget for the fiscal year 2021; and

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

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the revised annual Operating and Capital Budget for FY21, including the Chapter 12 allocation attached hereto and made a part hereof, be and the same is hereby adopted.

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

BE IT FURTHER RESOLVED that the Board of Trustees of Brookdale Community College will present this budget to the Board of Chosen Freeholders for the holding of a public hearing by the Board of School Estimate with respect to said budget.

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

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

**Brookdale Community College**  
**FTE Enrollment Projection**  
**for Fiscal Year 2021 Operating Budget**

<b>FTE by term</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY20</b>	<b>FY21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Preliminary</b>
Projected FTE Change						<b>-5.7%</b>
<b>Summer III Term</b>						
Total Summer III terms	256	232	219	209	222	209
<b>Fall Terms:</b>						
Fall -11	185	155	189	180	163	154
Fall - regular	4,152	4,042	3,751	3,569	3,603	3,398
Total Fall terms	4,337	4,197	3,940	3,749	3,766	3,551
<b>Winterim &amp; Spring Terms:</b>						
Winterim	54	53	48	47	47	44
Spring -10	169	161	117	184	184	174
Spring - regular	3,661	3,535	3,345	3,158	3,158	2,978
Total Winterim & Spring terms	3,884	3,749	3,510	3,389	3,389	3,196
<b>Summer Terms:</b>						
Summer I	395	371	343	331	331	312
Summer II	365	380	351	340	340	321
Total Summer I & II terms	760	751	694	671	671	633
<b>Total Credit FTE</b>	9,237	8,929	8,363	8,018	8,048	7,589
<b>% Change</b>	-5.92%	-3.33%	-6.34%	-4.13%	-3.77%	-5.70%
<b>Non-Fundable FTE</b>	561	488	484	436	463	437
<b>% Change</b>	0.90%	-13.01%	-0.82%	-9.92%	-4.34%	-5.70%
<b>TOTAL FTE</b>	9,798	9,417	8,847	8,454	8,511	8,026

**Brookdale Community College**  
**Operating Budget Summary**  
**Fiscal Year 2021**

	<b>FY19 Actual</b>	<b>FY20 Budget</b>	<b>FY21 Budget</b>
<b>Revenues</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
Tuition	\$ 37,938,084	\$ 36,833,034	\$ 36,174,791
Monmouth County	20,027,019	20,027,019	20,027,019
State Aid	10,285,798	10,325,921	10,146,077
General Service Fee	8,668,673	8,842,239	8,499,913
Other Fees	3,092,383	2,655,192	2,830,109
Cont & Professional Studies	3,136,967	3,400,000	3,450,000
Other Income	671,850	774,000	689,500
<b>Total Revenue</b>	<b>83,820,774</b>	<b>82,857,405</b>	<b>81,817,409</b>
<b>Expenditures</b>			
Learning Division	31,012,174	31,559,337	31,391,359
Continuing & Professional Studies	2,908,314	3,184,437	3,002,325
Student Success Division	5,746,624	6,071,816	5,815,322
President's Division	511,559	552,821	544,365
Finance & Operations	8,925,418	8,777,470	9,178,874
Human Resources & Safety	2,099,083	2,259,281	2,362,687
Advancement Division	925,635	973,403	1,246,625
Planning & Inst. Effectiveness	390,060	441,209	382,135
Utilities	2,292,531	2,273,503	2,316,341
Benefits	15,163,552	15,876,608	15,742,550
General Expenses	3,708,938	5,461,629	4,556,451
<b>Total Expenditures</b>	<b>73,683,888</b>	<b>77,431,515</b>	<b>76,539,034</b>
<b>Other Cash Requirements</b>			
Debt Principal	1,699,997	1,766,815	1,655,000
Interest Expense	1,467,443	1,396,917	1,328,375
Technology & Other Capital	2,265,480	2,262,158	2,295,000
<b>Total Expenditures &amp; Other Cash Requirements</b>	<b>79,116,808</b>	<b>82,857,405</b>	<b>81,817,409</b>
<b>Excess/(Deficit)</b>	<b>\$ 4,703,966</b>	<b>\$ -</b>	<b>\$ -</b>

**Brookdale Community College  
Capital Budget  
Fiscal Year 2021**

**FY21 Budget  
February 2020**

**Revenue:**

<b>County Chapter 12</b>	\$ 2,935,000
<b>State Chapter 12</b>	2,935,000

<b>Total Revenue</b>	<u>\$ 5,870,000</u>
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**Expenditures:**

<b>Renewal and Replacements</b>	<u>\$ 5,870,000</u>
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#### 4.4 *Approval of the FY21 Chapter 12 Projects*

It is estimated there will be Chapter 12 bonding capacity available in FY21, subject to the approval of the State Treasurer and the State's approved budget. All community colleges were invited to submit a request for Chapter 12 funding in an amount not to exceed \$5.87 million. The final amount available for each college will be determined after all requests are submitted.

The College Administration is recommending to the Board of Trustees that the College seek approval for the use of Chapter 12 funds in an amount not to exceed \$5.87 million for projects which include projects associated with infrastructure improvement and renovations - improvements to utilities, restrooms, roofing, drainage, flooring and rehabilitation of unoccupied space, life safety initiatives, classroom renovations, electrical efficiency upgrades, site improvements, and HVAC/plumbing upgrades at all College locations. The projects have been identified as top priorities in the 2012 Board approved Facilities Master Plan.

The College will seek approval for the matching funds from the County of Monmouth at the Board of School Estimate meeting held February 27, 2020.

This report was reviewed by the President and the Board of Trustees and submitted for approval at a special meeting held February 18, 2020.

February 18, 2020: Interim Vice President Finance & Operations, Teresa Manfreda

## RESOLUTION

WHEREAS, the Board of Trustees of Brookdale Community College is seeking approval for the use of Chapter 12 P.L. 1971, for the projects associated with infrastructure improvement and renovations - improvements to utilities, restrooms, roofing, drainage, flooring and rehabilitation of unoccupied space, life safety initiatives, classroom renovations, electrical efficiency upgrades, site improvements, and HVAC/plumbing upgrades at all College locations and as identified as top priorities in the 2012 Board approved Facilities Master Plan; and

WHEREAS, the New Jersey Council of County Colleges will establish a deadline in May 2020 for the submittal of a Board of Trustee Resolution which identifies the approved projects for Chapter 12 funding; and

WHEREAS, the College will receive the commitment from the Monmouth County Board of School Estimate on February 27, 2020, and a resolution agreeing to match the necessary funds, prior to the May deadline; and

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Brookdale Community College approves the use of Chapter 12, P.L. 1971 for the projects associated with infrastructure improvement and renovations - improvements to utilities, restrooms, roofing, drainage, flooring and rehabilitation of unoccupied space, life safety initiatives, classroom renovations, electrical efficiency upgrades, site improvements, and HVAC/plumbing upgrades at all College locations and as identified as top priorities in the 2012 Board approved Facilities Master Plan.



## Brookdale Community College

### FY21 Chapter 12 Projects

#### Brookdale Community College locations:

- Lincroft
- Freehold
- Wall
- Hazlet
- Neptune
- Long Branch

The College's Facilities Master Plan identified the following projects as a top priority for the locations noted above:

- |  |              |
|--|--------------|
| 1. <b>Infrastructure improvements and renovations:</b>   | \$ 3,000,000 |
| a. To include, but not be limited to general infrastructure, utility improvements, bathroom upgrades, façade & roofing upgrades, upgrades to drainage systems, flooring replacement, demolition and rehabilitation of unoccupied spaces. |              |
| 2. <b>Life Safety:</b>   | 900,000      |
| a. To include, but not be limited to, sprinkler head replacements, fire rated doors, storm water and run-off requirement upgrades, compliance requirements, fire sprinkler upgrades/replacements.  |              |
| 3. <b>Classroom Renovations:</b>   | 700,000      |
| a. To include, but not be limited to, classroom flooring, wall finishes, whiteboards and furniture.  |              |
| 4. <b>Electrical Upgrades:</b>   | 485,000      |
| a. To include, but not be limited to, HV distribution & electrical replacement(s)/rehabilitation.  |              |
| 5. <b>HVAC/Plumbing:</b>   | 485,000      |
| a. To include, but not be limited to, energy efficiency projects including HVAC unit upgrades (using R22 refrigerant), air handlers, exhaust fan replacement, and sanitary waste piping upgrades.  |              |
| 6. <b>Site Improvements:</b>   |              |
| a. To include but not be limited to landscape upgrades.  | 300,000      |

**Total: \$5,870,000**