

4.4 *Approval of a Schedule of Tuition and Fees for FY21*

BACKGROUND

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

This recommendation has been reviewed by the President and the Finance & Facilities Committee of the Board of Trustees and at a meeting held on January 21, 2020.

BROOKDALE COMMUNITY COLLEGE
SCHEDULE OF TUITION AND FEES EFFECTIVE JULY 1, 2020

I. Tuition

Residents of Monmouth County *	\$148.00 per credit hour not to exceed \$2,220.00 per term.
Residents of Other New Jersey Counties	\$253.50 per credit hour not to exceed \$3,802.50 per term **
Out-of-State Students	\$278.50 per credit hour not to exceed \$4,177.50 per term.

* Online courses are charged the Monmouth County tuition rate.

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

II. Fees

- A. Application Fee – New students shall be required to pay a \$25 application fee.
- B. General Services Fee – Each term every student shall be required to pay a General Services Fee of \$39.96 per credit hour, not to exceed \$599.40.
- C. Change of Program Fee – a fee of \$10 will be charged when students change their major.
- D. Course material and Laboratory fees and may be assessed for certain courses to defray the high cost of consumable supplies, breakage, rental of facilities, and repair or replacement of equipment. The President shall be authorized to determine these courses and assess fees accordingly.
- E. Transcript Fee – A fee of \$6 dollars shall be paid for each request of an official transcript.
- F. Educational Records Reproduction Fee – Each student requiring reproduction of educational records other than transcripts shall pay \$.25 per page reproduced with a minimum fee of \$1.00.
- G. Credit-by-Examination – The regular tuition schedule applies to credits earned by examination. When credit is not granted, an examination fee of \$30.00 is paid.
- H. Returned Check Fee – A charge of \$25.00 shall be assessed for all checks issued to the College and not paid upon presentation to the bank.
- I. Late Registration Fee – A fee of \$30.00 shall be assessed to continuing students failing to register prior to the first day of classes.
- J. Installment Payment Plan – A non-refundable fee of \$60.00 shall be charged to students who wish to use the installment payment plan. The plan is available to all students in good financial standing with the College.

III. Study Abroad Fees – Brookdale Community College is a member of the College Consortium for International Studies (CCIS), and manages programs in Scotland and Canada.

- A. Application fee \$50 (to be deducted from administrative fee)
- B. Administration Fee for CCIS programs sponsored by Brookdale \$550
- C. Administration Fee for all other CCIS programs \$400

IV. International Student (F-1 Visa) Fee – processing international student admission applications and immigration compliance

- A. I-20 (Certificate of Eligibility for Nonimmigrant Student Status) Processing Fee - \$50.00

V. Tuition for Senior Citizens of Monmouth County

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

VI. Tuition for Eligible National Guard Members and their dependents

- A. New Jersey state law mandates that every member of the New Jersey National Guard is authorized to attend any state college or university tuition free for undergraduate and graduate studies. Tuition shall be waived to a maximum of 15 credits per semester for National Guard members and their eligible dependents. All fees shall be charged at the prevailing rate. Class space is available as of the first day of open registration for each semester.
- B. To be eligible for this program, National Guard members must apply for all available financial aid.

VII. Tuition for Eligible Persons on Unemployment

- A. Pursuant to N.J.S.A 18A:64A-23.1, persons receiving unemployment benefits in New Jersey, as determined by the Division of Employment Services, shall have tuition waived. Enrollment shall be on a seat-available basis, and tuition-paying students shall constitute the minimum number required for a course. All fees shall be charged at the prevailing rate. To be eligible for the waiver, a student must register the first day (or after) of the term in question.

VIII. Tuition for Eligible Volunteer Fire Fighters, First Aid or Rescue Squad Members

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

course. All fees shall be charged at the prevailing rates. To be eligible for the waiver, a student must register the first day (or after) of the term in question.

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

- A. Pursuant to amendments to State of New Jersey 209th Legislature, N.J.A-1517, the Senate and General Assembly have enacted that the students will be excused from payment of tuition subject to the payment of tuition by the State pursuant to N.J.S.A. 18A:71B-23. This includes students that are dependents and surviving spouses of police, fire, and rescue personnel, volunteer emergency responders, Port Authority of New York and New Jersey police officers, state workers and privately-employed New Jersey residents who died in the September 11 attacks on the World Trade Center, the Pentagon, and near Shanksville in rural Pennsylvania.
- B. Class space is available as of the first day of open registration for each semester.
- C. The waiver is obtained from the Financial Aid Office. All tuition and fees are waived. These benefits are available for eight years from the dependent's high school graduation.

RESOLUTION

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

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

WHEREAS, the Administration has developed a Revised Schedule of Tuition and Fees for the academic year 2020/2021 as an appendage to the Board Policy on Tuition and Fees (4.1000) and is made a part hereof and attached hereto:

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the Schedule of Tuition and Fees for the academic year 2020/2021 attached hereto be and the same is hereby adopted.

January 28, 2020

4.5 *Approval of Proposed 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.

The 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 Finance & Facilities Committee of the Board of Trustees at meetings held January 21, 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 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 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 FY21 Operating Budget**

FTE by term	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Preliminary -5.7%
Projected FTE Change						
Summer III Term						
Total Summer III terms	256	232	219	209	222	209
Fall Terms:						
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
Winterim & Spring Terms:						
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
Summer Terms:						
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
Total Credit FTE	9,237	8,929	8,363	8,018	8,048	7,589
% Change	-5.92%	-3.33%	-6.34%	-4.13%	-3.77%	-5.70%
Non-Fundable FTE	561	488	484	436	463	437
% Change	0.90%	-13.01%	-0.82%	-9.92%	-4.34%	-5.70%
TOTAL FTE	9,798	9,417	8,847	8,454	8,511	8,026

Brookdale Community College
Operating Budget Summary
FY21

	FY19 Actual	FY20 Budget	FY21 Budget
Revenues	Amount	Amount	Amount
Tuition	\$ 37,938,084	\$ 36,833,034	\$ 36,074,791
Monmouth County	20,027,019	20,027,019	20,027,019
State Aid	10,285,798	10,325,921	10,285,798
General Service Fee	8,668,673	8,842,239	8,460,192
Other Fees	3,092,383	2,655,192	2,830,109
Cont & Prof Studies	3,136,967	3,400,000	3,450,000
Other Income	671,850	774,000	689,500
Total Revenue	<u>\$ 83,820,774</u>	<u>\$ 82,857,405</u>	<u>\$ 81,817,409</u>
Expenditures			
Learning Division	31,012,174	\$ 31,559,337	\$ 31,391,359
Continuing & Prof. 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
Total Expenditures	<u>\$ 73,683,888</u>	<u>\$ 77,431,514</u>	<u>\$ 76,539,034</u>
Operating Surplus/Deficit	\$ 10,136,886	\$ 5,425,891	\$ 5,278,375
Other Cash Requirements			
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)
Net Surplus/Deficit	<u>\$ 4,703,966</u>	<u>\$ -</u>	<u>\$ -</u>

**Brookdale Community College
FY21 Capital Budget Summary**

FY21 Budget

Revenue:

County Chapter 12	\$ 1,950,000
State Chapter 12	1,950,000

Total Revenue	<u>\$ 3,900,000</u>
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Expenditures:

Renewal and Replacements	<u>\$ 3,900,000</u>
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