NOTICE: Members of the public may request the opportunity to address the Board regarding any item on the agenda at the beginning of the Meeting, and on any item of interest to the Board at the end of the Meeting. To do so, when practical, please sign in using the form, "Request to Address the Board", which is located at the entrance to the meeting. Individual speakers are limited to five minutes; the Chair of the Board may alter the time limitations by a majority vote of the Board.

BROOKDALE COMMUNITY COLLEGE

Board of Trustees
Board Meeting – December 13, 2012

Brookdale Community College
Freehold Branch Campus
3680 US Highway 9 South
Freehold, New Jersey

I. 5:00 p.m. – CLOSED (EXECUTIVE) SESSION AND DINNER
FREE 104

A. Call to Order
B. Reading of Statement and Roll Call
C. Resolution to Hold a Closed Meeting
D. Human Resources: Action Items
    1. Non-Renewals
    2. Review of HR items
E. Human Resources: Discussion Items
    3. Negotiations
    4. Litigation

II. 6:00 p.m. – PUBLIC MEETING
FREE 103

A. Call to Order
B. Reading of Statement and Roll Call
C. Approval: Minutes of October 25, 2012 Workshop and Regular Meetings, and the November 8, 2012 Annual and Workshop/Public Meetings
D. Presentation: Brookdale Athletes and Coaches
E. Discussion: NJCCC Trustee Conference Update
F. Discussion: Bylaws/Policy Committee
G. Discussion/Approval: Board of Trustee Committee Appointments (2.1)
H. Reading: Resolution for Josh Elkes
I. Public Comment on Agenda Items
J. President's Report
K. Discussion: Middle States Periodic Review Report
L. Approval: Human Resources Recommendations (3.1)
M. Approval: Finance Recommendations

BROOKDALE COMMUNITY COLLEGE
765 Newman Springs Road
Lincroft, New Jersey 07738-1579

BOARD OF TRUSTEES AGENDA ITEM

SUBJECT: Acceptance of FY12 Financial Audit

DATE: December 13, 2012

CATEGORY: Business & Finance

ITEM & FILE #: 4.3

REASON FOR BOARD CONSIDERATION: ACCEPTANCE

ENCLOSURE(S): FY12 Financial Audit

BACKGROUND

Pursuant to the requirements of the Higher Education Reorganization Act of 1994, the Board of Trustees, at its March 8, 2012 meeting, authorized the appointment of the firm of EisnerAmper LLP to perform the required annual audit of the College finances for fiscal year 2012.

The audit of financial accounts has been completed, and the results of the College's FY12 audits are herewith transmitted to the Board of Trustees for its review and acceptance.

This report was reviewed by the President and the Finance Committee of the Board of Trustees at meeting held December 11, 2012.

RECOMMENDATION

The President recommends that the Board of Trustees accept the FY12 Annual Financial Audit, prepared by EisnerAmper LLP, for the year ending June 30, 2012.

INITIATOR OF ITEM: Maureen Lawrence
BOARD ACTION DATE: December 13, 2012
EFFECTIVE DATE: December 13, 2012

EISNERAMPER
ACCOUNTANTS & ADVISORS

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December___, 2012

The Board of Trustees
Brookdale Community College
Lincroft, New Jersey

In planning and performing our audit of the financial statements of Brookdale Community College (the "College") (a Component Unit of the County of Monmouth) as of and for the year ended June 30, 2012, in accordance with auditing standards generally accepted in the United States of America, we considered the College's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion 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.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified.

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 (whether caused by error or fraud) on a timely basis. A significant deficiency is a deficiency, or 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. A material weakness is a deficiency, or 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. We consider the following deficiency in the Company's internal control to be material weaknesses:

During our testing relating to capital assets, Business & Finance noted certain costs were inadvertently excluded on the schedule provided to the College's fixed asset management service provider for the year ending June 30, 2011. The College utilized certain reports, subsequently provided by the service company which contained the incomplete data, to prepare the 2011 financial statements. As a result, capital assets and net assets –invested in capital assets were understated by approximately $976,000 as of June 30, 2011. Operating expenses were overstated and capital appropriations understated by approximately $481,000 and $495,000, respectively.

The 2011 capital asset understatement was the result of an incomplete reconciliation process. The manually prepared schedule to report capital asset additions to fixed asset management service provider was not reconciled to the College's internal Colleague reports. The incomplete manually prepared internal schedule was also used to verify the final fixed asset management service provider reports.

Accordingly, the College has restated its 2011 financial statements.

Management Response

The manually prepared schedule used to report capital asset additions to the fixed asset management company will be reconciled to Colleague reports. The schedule will be prepared by one of the two Directors of Business and Finance and will then be reviewed by the other Director before submission to fixed asset management service provider. The final fixed asset management service provider report will be reconciled to Colleague reports by both directors.

This communication is intended solely for the information and use of the Board of Trustees and management, and is not intended to be used, and should not be used, by anyone other than these specified parties.

Very truly yours,

EISNERAMPER LLP

The County College of Monmouth

BROOKDALE COMMUNITY COLLEGE

Report of Audit

Fiscal Year Ended June 30, 2012

Annual

Financial Report

of

Brookdale Community College

For the Year Ended June 30, 2012

Draft For Discussion Purposes Only
Subject to Completion of Procedures,
Review and Adjustments

Prepared by

Brookdale Community College

Finance Department

TABLE OF CONTENTS

	PAGE NUMBER
FINANCIAL SECTION	
Independent Auditors' Report	1-2
Management's Discussion and Analysis (Unaudited)	3-9
BASIC FINANCIAL STATEMENTS	
EXHIBITS	
"A" Statements of Net Assets – June 30, 2012 and 2011	10
"B" Statements of Revenues, Expenses, and Changes in Net Assets for the Fiscal Years Ended June 30, 2012 and 2011	11
"C" Statements of Cash Flows for the Fiscal Years Ended June 30, 2012 and 2011	12
Notes to Financial Statements – June 30, 2012 and 2011	13-28
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*	29-30
Independent Auditors' Report on Compliance With Requirements That Could have a Direct and Material Effect on Each Major Federal and State Financial Assistance Program and on Internal Control Over Compliance in Accordance With OMB Circular A-133 and New Jersey OMB Circular 04-04	31-32
Schedule of Expenditures of Federal Awards for the Fiscal Year Ended June 30, 2012	33
Schedule of Expenditures of State of New Jersey Awards for the Fiscal Year ended June 30, 2012	34
Notes to Schedules of Expenditures of Federal and State of New Jersey Awards – June 30, 2012	35
Schedule of Findings and Questioned Costs for the Fiscal Year Ended June 30, 2012	36-39

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Review and Adjustments

FINANCIAL SECTION

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Review and Adjustments

INDEPENDENT AUDITORS' REPORT

To the Honorable President and Members of the Board of Trustees of
Brookdale Community College

We have audited the accompanying statement of net assets of Brookdale Community College ("College") (A Component Unit of the County of Monmouth) as of June 30, 2012, and the related statements of revenues, expenses, and changes in net assets, and cash flows for the year then ended. The financial statements are the responsibility of the College's management. Our responsibility is to express an opinion on these financial statements based on our audit. The financial statements of Brookdale Community College for the year ended June 30, 2011 were audited by other auditors whose report dated December 13, 2011 expressed an unqualified opinion on those statements. As discussed in Note 13, the College has restated its financial statements for the year ended June 30, 2011 to correct an accounting error, in conformity with auditing standards generally accepted in the United States of America. The other auditors reported on the year ended June 30, 2011 financial statements before the restatement.

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We conducted our audit in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards* issued by the Comptroller General of the United States, and the provisions of U.S. Office of Management and Budget ("OMB") Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* and State of New Jersey OMB Circular 04-04 *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid.* Those standards and provisions require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control over financial reporting. Accordingly, we express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, and assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the College as of June 30, 2012, and the changes in its net assets and its cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

As discussed above, the financial statements of the College as of June 30, 2011, and for the year then ended, were audited by other auditors whose report dated December 13, 2011 expressed an unqualified opinion on those statements. We audited the adjustments described in Note 13 that were applied to restate the year ended June 30, 2011 financial statements. In our opinion, such adjustments are appropriate and have been properly applied. However, we were not engaged to audit, review, or apply any procedures to the year ended June 30, 2011 financial statements of the College other than with respect to such adjustments and, accordingly, we do not express an opinion or any other form of assurance on the year ended June 30, 2011 financial statements as a whole.

In accordance with *Government Auditing Standards*, we have also issued our report dated _____, 2012 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* and should be considered in assessing the results of our audit.

Management's Discussion and Analysis is not a required part of the basic financial statements but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedules of expenditures of federal and State of New Jersey awards on pages 33 and 34 are presented for purposes of additional analysis as required by the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*; and New Jersey OMB Circular 04-04 *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid* and are not required parts of the financial statements. 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 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 financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

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MANAGEMENT'S DISCUSSION AND ANALYSIS

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BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Management's Discussion and Analysis
For the fiscal years ended June 30, 2012 and 2011

Management's Discussion and Analysis ("MD&A") presents the financial performance of Brookdale Community College (the "College") during the fiscal years ended June 30, 2012 and 2011. This MD&A will provide various financial analyses comparing fiscal year 2012 to fiscal year 2011 as well as fiscal year 2010 activity.

Enrollment

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

		2012	2011	2010	Change 2011-2012
Credit FTEs	$	11,186	11,992	11,981	(806)
Noncredit FTEs		726	707	662	19
Total FTEs	$	11,912	12,699	12,643	(787)

Full-Time Equated enrollment for credit and noncredit enrollment in fiscal year 2012 was 11,912, compared to fiscal year 2011 FTE enrollment of 12,699. This represents a 6.2 percent decrease.

- Credit enrollment decreased from 11,992 FTEs in fiscal year 2011 to 11,186 in fiscal year 2012, which represents a 6.7 percent decrease.
- Noncredit enrollment went from 707 FTEs in fiscal year 2011 to 726 FTEs in fiscal year 2012, which represents a 2.7 percent increase.

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General Financial Information

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

(Continued)

Financial Highlights

Condensed Schedule of Net Assets

The following represents assets, liabilities and net assets of the College as of June 30, 2012, 2011 and 2010:

	2012	(Restated) 2011	2010	Change 2011-2012
Current assets	$ 41,443,355	41,781,091	39,529,878	(337,736)
Noncurrent assets:				
Capital assets	155,694,160	159,138,902	149,344,425	(3,444,742)
Other noncurrent assets	1,580,693	2,384,857	12,306,363	(804,164)
Total assets	$ 198,718,208	203,304,850	201,180,666	(4,586,642)
Current liabilities	$ 15,240,773	14,835,917	15,962,846	404,856
Noncurrent liabilities	43,846,077	45,610,000	46,830,000	(1,763,923)
Total liabilities	$ 59,086,850	60,445,917	62,792,846	(1,359,067)
Net assets:				
Invested in capital assets, net of related debt	$ 104,159,820	107,599,312	103,004,066	(3,444,742)
Restricted	2,950,028	3,665,635	3,500,951	(715,607)
Unrestricted	32,521,510	31,593,986	31,882,803	932,774
Total net assets	$ 139,631,358	142,858,933	138,387,820	(3,227,575)

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(Continued)

Financial Highlights

Condensed Schedule of Net Assets

The decrease in capital assets, net of accumulated depreciation is attributed to net additions of $2,190,868, less depreciation of $5,635,610. The decrease in other noncurrent assets is mainly attributed to a $789,759 decrease in deposits held by trustees as a result of the defeasance of the Series 2003 bond. The decrease in long-term debt is mainly attributable to annual principal payments made on various bonds. During fiscal 2012, the Series 2003 was refinanced with the Series 2012. As a result, the Series 2003 is considered to be defeased and the liability has been removed from the financial statements. Capital asset activity for the fiscal year ended June 30, 2012 was as follows:

	(Restated) 2011	Additions	Retirements	2012
Land	$ 5,882,462	—	—	5,882,462
Building and improvements	222,528,251	1,675,236	—	224,203,487
Furniture and equipment	7,926,461	628,735	(113,103)	8,442,093
Total	236,337,174	2,303,971	(113,103)	238,528,042
Less accumulated depreciation	(77,198,272)	(5,756,601)	80,991	(82,833,882)
Capital assets, net	$ 159,138,902	(3,452,630)	(32,112)	155,694,160

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Review and Adjustments

The College contracted with American Appraisal Associates and provided them with all additions and deletions. They provided the College a detailed report on capital assets, related additions, retirements, and depreciation.

(Continued)

Summary of Revenues, Expenses, and Changes in Net Assets

The College receives its revenue from three main sources: Tuition and Fees, State Aid, and County support. The balance of revenue was received from miscellaneous sources, which include Business and Community Development, Grants, Investment Income, Other Fees, and Other Income. The College also received capital appropriations from the county and state.

	2012	(Restated) 2011	2010	Change 2011-2012
Operating revenues:				
Tuition, net	$ 21,190,549	23,110,007	24,229,330	(1,919,458)
Fees	6,475,303	6,840,631	6,653,248	(365,328)
Chargebacks to other counties	451,489	430,054	475,640	21,435
Community service income	2,887,310	3,008,326	3,392,387	(121,016)
Federal, state and local grants	39,750,370	41,074,469	37,064,453	(1,324,099)
Other grants	107,290	82,889	118,667	24,401
Other operating revenues	995,909	923,025	1,316,580	72,884
Auxiliary enterprises, net	8,435,552	9,287,354	9,929,502	(851,802)
Other	343,827	281,908	264,979	61,919
Total operating revenues	80,637,599	85,038,663	84,444,786	(4,401,064)
Operating expenses	119,046,249	126,062,673	125,334,991	(7,016,424)
Operating loss	(38,408,650)	(41,024,010)	(41,890,205)	2,615,360
Nonoperating revenues (expenses):				
Federal appropriations	—	—	668,724	—
State appropriations	10,660,107	10,685,964	10,706,157	(25,857)
Local appropriations	21,938,717	27,456,909	26,787,228	(5,518,192)
Contributions	815,011	444,107	319,228	370,904
Investment income	239,794	515,680	780,281	(275,886)
Other nonoperating revenues	4,278,262	4,851,134	4,297,026	(572,872)
Other nonoperating expenses	(254,985)	(703,081)	—	448,096
Bond issuance expense	(274,961)	—	—	(274,961)
Interest expense	(2,220,870)	(2,323,792)	(2,731,789)	102,922
Net nonoperating revenues	35,181,075	40,926,921	40,826,855	(5,745,846)
Loss before other revenues	(3,227,575)	(97,089)	(1,063,350)	(3,130,486)
Other revenues:				
Capital appropriations	—	4,568,202	3,161,442	(4,568,202)
Increase (decrease) in net assets	(3,227,575)	4,471,113	2,098,092	(7,698,688)
Net assets as of beginning of year	142,858,933	138,387,820	136,289,728	4,471,113
Net assets as of end of year	$ 139,631,358	142,858,933	138,387,820	(3,227,575)

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(Continued)

Revenue

The College charged $118.50, per student credit hour ("SCH") to a maximum of $1,777.50, per term in fiscal years 2012 and 2011. In addition, the College charges a General Service Fee, 24% of tuition, or $28.44 per student credit hour to a maximum of $426.60, during the same periods. These fees help fund technology enhancements, student life and activities, capital improvements to the Warner Student Life Center and debt service obligations.

Tuition, Fee, and Chargeback revenue overall decreased by $2,263,351, as a result of a 6.7% decrease in credit enrollment, net a decrease in scholarship allowances. The decrease in Tuition, Fee, and Chargeback revenue was offset by a decrease in scholarship allowances of $1,023,556. Without the scholarship allowance, tuition and fee revenue would have decreased by $3,286,907.

Auxiliary enterprises income decreased by $851,802 mainly due to decreases in bookstore and dining services revenue offset by increases in WBJB Radio and Arena events revenue.

State Aid decreased by $25,857, due to a reallocation of funding to the 19 community colleges based on audited FY11 enrollment data. State aid funding to the sector was flat in FY12.

Total County Aid decreased by $5,518,192, or $6,000,000 decrease in operating aid offset by $481,808 in minor capital.

Investment income decreased by $275,880 as a result of a reduction in bank interest rates.

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Review and Adjustments

(Continued)

Expenses

Operating expenses are those expenses paid by the College to acquire or produce goods and services to fulfill its mission. The College had total operating and interest expenses of $121,267,119 in 2012 compared with $128,386,475 in 2011. The College's operating expenses by functional classification for June 2012, 2011 and 2010 were:

	2012	(Restated) 2011	2010	Change 2011-2012
Operating expenses:				
Instruction	$ 41,462,444	43,009,826	43,029,947	(1,547,382)
Research	1,115,066	1,054,022	1,022,752	61,044
Public service	1,018,541	1,585,453	1,573,574	(566,912)
Academic support	14,715,325	15,466,694	15,322,017	(751,369)
Student services	11,066,348	10,850,493	10,723,495	215,855
Institutional support	12,086,634	14,423,298	13,984,922	(2,336,664)
Operation and maintenance of plant	9,139,436	10,721,116	11,777,949	(1,581,680)
Scholarships and fellowships	13,317,407	13,422,909	12,169,491	(105,502)
Auxiliary enterprises	9,489,438	10,665,066	10,681,318	(1,171,568)
Depreciation	5,635,610	4,867,856	5,049,526	767,754
Total operating expenses	119,046,249	126,062,673	125,334,991	(7,016,424)
Interest expense	2,220,870	2,323,792	2,731,789	(102,922)
Total expenses	$ 121,267,119	128,386,465	128,066,780	(7,119,346)

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Review and Adjustments

Operating expenses decreased $7,016,424 in fiscal 2012 over fiscal 2011. Operating expenses mainly decreased due to a decrease in salaries and benefits as a result of faculty and staff attrition, decrease in utilities as a result of achieved efficiencies following the Central Utility Plant renovation and favorable gas and electric consortium agreements, decrease in administration and operations costs following a mild winter resulting in lower snow removal costs, decrease in technology costs due to changes in the College's ERP annual contract obligation, decrease in scholarships as a direct result of less tuition and fee revenue, decrease in auxiliary services as a result of decreased sales, decrease in capital expenditures under $5,000, offset by increase in depreciation.

(Continued)

Summary of Net Assets

The College had the following net assets as of June 30:

	2012	(Restated) 2011	2010	Change 2011-2012
Net assets:				
Unrestricted	$ 32,526,760	31,593,986	31,882,803	932,774
Restricted (scholarships and library)	944,800	891,380	746,212	53,420
Restricted expend. (DSR)	—	777,656	789,755	(777,656)
Investment in capital assets	104,154,570	107,599,312	103,004,066	(3,444,742)
Scholarships (endowed)	2,005,228	1,996,599	1,964,984	8,629
Total net assets	$ 139,631,358	142,858,933	138,387,820	(3,227,575)

Other Information

Projects in Process

In fiscal year 2013, the College will be renovating Gorman Hall at an approximate cost of $3,775,000 as well as completing the renovated space for the Center for Holocaust, Human Rights and Genocide Education in the amount of $303,000. The five year ADA renovations will be completed by December 31, 2012 in the amount of $412,000.

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BASIC FINANCIAL STATEMENTS

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Review and Adjustments

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Statements of Net Assets
As of June 30, 2012 and 2011

Assets	2012	(Restated) 2011*
Current assets:		
Cash and cash equivalents (notes 1 and 2)	$ 16,111,019	22,591,156
Short-term investments (note 2)	19,149,594	14,051,211
Accounts receivable, net of allowance of approximately $1,690,041 in 2012 and $1,352,411 in 2011 (note 3)	3,705,548	3,016,027
Deposits held by trustees	—	23,850
Inventories	1,059,081	1,460,915
Prepaid expenses	1,360,721	566,302
Accrued interest receivable	57,392	71,630
Total current assets	41,443,355	41,781,091
Noncurrent assets:		
Endowment investments (note 2)	1,580,693	1,595,098
Deposits held by trustees	—	789,759
Capital assets, net of accumulated depreciation of $82,833,882 in 2012 and $77,198,272 in 2011 (note 5)	155,694,160	159,138,902
Total noncurrent assets	157,274,853	161,523,759
Total assets	198,718,208	203,304,850
Liabilities		
Current liabilities:		
Accounts payable and accrued expenses (notes 4 and 9)	11,235,616	10,797,660
Deferred student tuition and fees	2,557,846	2,578,033
Deferred grant revenue	112,706	232,709
Deposits held for others	4,605	7,515
Long-term debt, current portion (note 6)	1,330,000	1,220,000
Total current liabilities	15,240,773	14,835,917
Noncurrent liabilities:		
Long-term debt (note 6)	43,846,077	45,610,000
Total liabilities	59,086,850	60,445,917
Net Assets		
Invested in capital assets, net of related debt	104,154,570	107,599,312
Restricted:		
Nonexpendable:		
Scholarships	2,005,228	1,996,599
Expendable:		
Debt service reserve	—	777,656
Scholarships and library	944,800	891,380
Unrestricted (note 7)	32,526,760	31,593,986
Total net assets	$ 139,631,358	142,858,933

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Review and Adjustments

* Reclassified to conform with the current year presentation

See accompanying notes to financial statements

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Statements of Revenues, Expenses, and Changes in Net Assets
For the fiscal years ended June 30, 2012 and 2011

	2012	(Restated) 2011
Operating revenues:		
Student revenues:		
Tuition, net of scholarship allowances of $21,449,690 for 2012 and $22,473,246 for 2011	$ 21,190,549	23,110,007
Chargebacks to other counties	451,489	430,054
	21,642,038	23,540,061
Auxiliary enterprises, net of scholarships of $2,130,023 for 2012 and $2,093,505 for 2011	8,435,552	9,287,354
Fees	6,475,303	6,840,631
Net student revenues	36,552,893	39,668,046
Community service income	2,887,310	3,008,326
Federal grants	34,359,749	35,042,074
State grants	5,007,523	5,583,454
Local grants	383,098	448,941
Other grants	107,290	82,889
Special events	343,827	281,908
Other operating revenues	995,909	923,025
Total operating revenues	80,637,599	85,038,663
Operating expenses:		
Instruction	44,462,444	43,009,826
Research	1,115,066	1,054,022
Public service	1,018,541	1,585,453
Academic support	14,715,325	15,466,694
Student services	11,066,348	10,850,493
Institutional support	12,086,634	14,423,298
Operation and maintenance of plant	9,139,436	10,721,116
Scholarships and fellowships	13,317,407	13,422,909
Auxiliary enterprises	9,489,438	10,661,006
Depreciation	5,635,610	4,867,856
Total operating expenses	119,046,249	126,062,673
Operating loss	(38,408,650)	(41,024,010)
Nonoperating revenues (expenses):		
State appropriations	10,660,107	10,685,964
Local appropriations	21,938,717	27,456,909
Contributions	815,011	444,107
Investment income	239,794	515,680
Other nonoperating revenues	4,278,262	4,851,134
Other nonoperating expenses	(254,985)	(703,081)
Interest expense	(2,220,870)	(2,323,792)
Bond issuance expense	(274,961)	—
On-behalf payments - alternate benefit program:		
Revenues	2,066,580	2,119,021
Expenses	(2,066,580)	(2,119,021)
Net nonoperating revenues	35,181,075	40,926,921
Loss before other revenues	(3,227,575)	(97,089)
Other revenues (expenses):		
Capital appropriations	—	4,568,202
Increase (decrease) in net assets	(3,227,575)	4,471,113
Net assets as of beginning of year	142,858,933	138,387,820
Net assets as of end of year	$ 139,631,358	142,858,933

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Subject to Completion of Procedures
Review and Adjustments

See accompanying notes to financial statements

BROOKDALE COMMUNITY COLLEGE
(A Component Unit of the County of Monmouth)
Statements of Cash Flows
For the fiscal years ended June 30, 2012 and 2011

	2012	(Restated) 2011*
Cash flows from operating activities:		
Student tuition and fees (including chargebacks to other counties)	$ 28,298,073	30,532,138
Noncredit revenue	2,733,440	3,081,507
Grants and contracts	39,515,680	42,029,746
Grant payments	(39,857,660)	(41,157,358)
Payments to suppliers	1,479,201	(1,127,980)
Payments to employees	(52,695,876)	(53,236,950)
Payments for scholarships and fellowships	(13,317,407)	(13,422,909)
Auxiliary enterprises:		
Bookstore and dining services receipts	8,358,558	9,286,356
Bookstore and dining services payments	(7,467,839)	(8,784,620)
Other auxiliary services payments	(1,547,446)	(1,936,099)
Other operating receipts	1,339,736	1,204,933
Net cash used in operating activities	(33,161,540)	(33,531,236)
Cash flows from noncapital financing activities:		
State appropriations	10,660,107	10,685,964
Local appropriations	21,938,717	27,456,909
Contributions	815,011	444,107
Net cash provided by noncapital financing activities	33,413,835	38,586,980
Cash flows from capital financing:		
Costs from issuance of debt	7,731,116	—
Payments on capital debt	(820,000)	(1,185,000)
Defeased bonds	(8,840,000)	—
Capital appropriations	4,037,682	8,560,292
Interest paid on capital debt	(2,357,528)	(2,581,605)
Purchases of capital assets	(2,452,960)	(16,045,531)
Deposits held with trustees	813,609	11,109,957
Net cash used in capital financing activities	(1,888,081)	(141,887)
Cash flows from investing activities:		
Proceeds from sales and maturities of investments	30,162,230	34,547,633
Interest and dividends on investments	254,032	576,956
Purchases of investments	(35,260,613)	(36,642,367)
Net cash used in investing activities	(4,844,351)	(1,517,778)
Net increase (decrease) in cash and cash equivalents	(6,480,137)	3,396,079
Cash and cash equivalents as of beginning of year	22,591,156	19,195,077
Cash and cash equivalents as of end of year	$ 16,111,019	22,591,156
Reconciliation of operating loss to net cash used in operating activities:		
Operating loss	$ (38,408,650)	(41,024,010)
Adjustments to reconcile operating loss to net cash used in operating activities:		
Depreciation expense	5,635,610	4,867,856
Changes in assets and liabilities:		
Grants and other receivables	(689,520)	1,416,093
Inventories	401,834	(82,694)
Prepaid expenses	(794,419)	847,433
Accounts payable and accrued expenses	833,795	276,301
Deferred student tuition and fees	(20,187)	177,505
Deferred grant revenue	(120,003)	(9,720)
Net cash used in operating activities	$ (33,161,540)	(33,531,236)

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Subject to Completion of Procedures
Review and Adjustments

* Reclassified to conform with the current year presentation

See accompanying notes to financial statements

(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 Outreach, Business and Community Development operation which provides lifelong learning opportunities to the citizens and businesses of Monmouth 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, gymnasium, dining services, administrative offices, maintenance shop, day care center, and the Monmouth Museum.

The College also operates the Western Monmouth Branch Campus at Freehold, as well as three Higher Education Centers ("HECs") located throughout Monmouth 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. The College also provides certain programs on-site at local military installations at Fort Monmouth and Sandy Hook, although those offerings have sunset in September 2012. Additionally, the College leads the Communiversity, an alliance of six New Jersey higher education institutions offering select associate, bachelors and masters degree programs in Monmouth County.

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Subject to Completion of Procedures
Review and Adjustments

Summary of Significant Accounting Policies

Basis of Presentation

The accounting policies of the College conform to accounting principles generally accepted in the United States of America as applicable to colleges and universities. In addition to complying with all applicable Governmental Accounting Standards Board ("GASB") pronouncements, the College's financial statements comply with the guidance provided by the Financial Accounting Standards Board ("FASB") Statements and Interpretations, Accounting Principles Board Opinions, and the Committee on Accounting Procedure issued on or before November 30, 1989. GASB pronouncements take precedence when there is a conflict or contradiction between pronouncements. The College has elected not to apply FASB pronouncements issued after November 30, 1989.

Reporting Entity

The College organized Brookdale Community College Foundation (the "Foundation") in 1973 for the sole benefit of the College, faculty, and students. The Chairman of the Board of Trustees of the College, with the approval of the Board of Trustees of the College, appoints trustees to the Board of the Foundation. Although the Foundation is a legally separate, not-for-profit organization, because of the significance of its operational and financial relationships with the College, it is considered a component unit of the College and the College's financial statements include the financial statements of the Foundation in a blended presentation. Copies of the Foundation's financial statements can be obtained by writing to Brookdale Community College Foundation, Lincroft, New Jersey.

(Continued)

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

Summary of Significant Accounting Policies (continued)

Accrual Basis

The accompanying financial statements have been prepared on the accrual basis using the economic resources measurement focus. The College reports 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 Assets

The College classifies its resources into three net asset categories:

- *Invested in capital assets, net of related debt*: 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 assets subject to externally-imposed stipulations that must be maintained permanently.

  Expendable – Net assets 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 assets that are not subject to externally-imposed stipulations. Unrestricted net assets 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 assets are designated for academic programs and initiatives and capital programs.

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Subject to Completion of Procedures,
Review and Adjustments

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.

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 an original maturity of three months or less.

(b) Inventories consist of food service items, 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 and mutual funds.

(Continued)

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

Summary of Significant Accounting Policies (continued)

Other (continued)

(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 useful lives:

	Useful Lives
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 bonds and notes for the College's capital expenditures which are financed by 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 6).

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Subject to Completion of Procedures
Review and Adjustments

(f) Student tuition and fees 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 periods earned. Student tuition and fees collected for courses that are held subsequent to year-end are recorded as deferred student tuition and fees.

(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 deferred grant revenue.

(h) Auxiliary enterprises expenses include direct and indirect administration and general costs related to their operations.

(Continued)

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

Summary of Significant Accounting Policies (continued)

Other (continued)

(i) 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 N.J.S.A. 18A:64A-22 and 29.

(j) 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.

(k) The College's policy defines operating activities in the statement of revenues, expenses, and changes in net assets 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 enterprises 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.

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Subject to Completion of Procedures,
Review and Adjustments

(l) The College is exempt from federal income taxes under Internal Revenue Code Section 115.

(m) The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these estimates.

(n) Certain amounts in the 2011 financial statements have been reclassified to conform with the current year presentation.

(Continued)

(2) Cash and Cash Equivalents, Investments and Deposits Held by Trustees

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. Any funds designated below as uninsured are assets of the Foundation. As of June 30, 2012 and 2011, the College's bank balances of $16,046,065 and $22,506,011, respectively, were insured, collateralized or uninsured as follows:

	2012	2011
Insured	$ 1,759,011	1,499,652
Collateralized under GUDPA	13,977,841	20,783,003
Uninsured	309,213	223,356
	$ 16,046,065	22,506,011

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Subject to Completion of Proceedings
Review and Adjustments

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, and are held by either the counterparty or the counterparty's trust department or agent but not in the College's name. The College's investments for fiscal year 2012 and fiscal year 2011 are $18,859,663 and $13,989,865, respectively, in certificates of deposits and $1,870,624 and $1,656,444, respectively, in mutual funds at various banks. All mutual fund investments are those of the Foundation.

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.

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.

(Continued)

[2] Cash and Cash Equivalents, Investments and Deposits Held by Trustees (continued)

Investments (continued)

Concentration of Credit Risk

The College does not place a limit on the amount that may be invested in any one issuer.

As of June 30, 2012 and 2011, the College had the following investments and maturities:

Investment	Maturity	Credit Rating	Fair Value 2012	Fair Value 2011
Certificates of deposit	> 3 months	N/A	$ 18,859,663	13,989,865
Mutual funds	N/A	N/A	1,870,624	1,656,444
			$ 20,730,287	15,646,309

Deposits Held by Trustees

Deposits held by trustees represent assets held by trustees under the terms of various capital lease agreements (lease revenue bonds). Deposits held by trustees are carried in the financial statements at fair value and consist entirely of cash and cash equivalents. A refinancing of the Series 2003 bond, guaranteed by the County of Monmouth, resulted in the elimination of any deposits held by trustees in fiscal year 2012.

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Subject to Completion of Procedures,
Review and Adjustments

(3) Accounts Receivable

Accounts receivable consisted of the following as of June 30, 2012 and 2011:

	2012	2011
Federal, state and local grants receivable	$ 1,452,375	1,190,896
Student accounts receivable	2,693,482	2,556,770
Community development receivables	407,672	253,802
Other receivables	842,060	366,970
	5,395,589	4,368,438
Less allowance for doubtful accounts	1,690,041	1,352,411
	$ 3,705,548	3,016,027

(Continued)

(4) Accounts Payable and Accrued Expenses

Accounts payable and accrued expenses consisted of the following as of June 30, 2012 and 2011:

	2012	2011
Vendors	$ 1,557,468	1,050,366
Construction	1,271,056	1,669,806
Payroll	2,386,824	2,276,744
Compensated absences - vacation	2,793,060	2,768,076
State of New Jersey unemployment	550,000	500,000
Other	2,677,208	2,532,668
	$ 11,235,616	10,797,660

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Subject to Completion of Procedures,
Review and Adjustments

(Continued)

(5) Capital Assets

The fiscal years 2012 and 2011 activity in capital assets and accumulated depreciation was as follows:

	Balance, June 30, 2011	Additions	Retirements	Balance, June 30, 2012
Depreciable assets:				
Buildings and building improvements	$ 222,528,251	1,675,236	—	224,203,487
Equipment	7,926,461	628,735	(113,103)	8,442,093
	230,454,712	2,303,971	(113,103)	232,645,580
Less accumulated depreciation:				
Buildings and building improvements	(72,551,681)	(4,997,536)	—	(77,549,217)
Equipment	(4,646,591)	(719,065)	80,991	(5,284,665)
	(77,198,272)	(5,716,601)	80,991	(82,833,882)
Depreciable assets, net	153,256,440	(3,412,630)	(32,112)	149,811,698
Nondepreciable asset, land	5,882,462	—	—	5,882,462
Capital assets, net	$ 159,138,902	(3,412,630)	(32,112)	155,694,160

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Subject to Completion of Procedures,
Review and Adjustments

	Balance, June 30, 2010	(Restated) Additions	Retirements	(Restated) Balance, June 30, 2011
Depreciable assets:				
Buildings and building improvements	$ 207,851,758	14,676,493	—	222,528,251
Equipment	7,940,621	688,921	(703,081)	7,926,461
	215,792,379	15,365,414	(703,081)	230,454,712
Less accumulated depreciation:				
Buildings and building improvements	(67,736,661)	(4,815,020)	—	(72,551,681)
Equipment	(4,593,755)	(747,639)	694,803	(4,646,591)
	(72,330,416)	(5,562,659)	694,803	(77,198,272)
Depreciable assets, net	143,461,963	9,802,755	(8,278)	153,256,440
Nondepreciable asset, land	5,882,462	—	—	5,882,462
Capital assets, net	$ 149,344,425	9,802,755	(8,278)	159,138,902

(Continued)

(6) Long-Term Debt

The activity in long-term debt for the years ended June 30, 2012 and 2011 was as follows:

	June 30, 2011	Increase	Decrease	Defeased	June 30, 2012
A. Lease revenue bonds - Series 2003 issue:					
Serial bonds (interest rates between 3.5% to 4.7% due on various dates through fiscal year 2026)	$ 8,840,000	—	—	(8,840,000)	$ —
B. Lease revenue bonds - Series 2008 issue:					
Serial bonds (interest rates between 3.25% to 5.25% due on various dates through fiscal year 2025)	8,710,000	—	(465,000)	—	8,245,000
Term bonds (interest rate between 5.25% to 6.00% due in fiscal years 2027, 2029, 2032 and 2039)	18,380,000	—	—	—	18,380,000
C. Lease revenue bonds - Series 2009 issue:					
Serial bonds (interest rates between 2.0% to 5.125% due on various dates through fiscal year 2023)	5,205,000	—	(355,000)	—	4,850,000
Term bonds (interest rate between 3.5% to 4.0% due in fiscal years 2025 to 2032)	5,695,000	—	—	—	5,695,000
D. Lease revenue bonds - Series 2012 issue:					
Serial bonds (interest rates between 2.0% to 5.0% due on various dates through fiscal year 2026)	—	7,660,000	—	—	7,660,000
Bond premium	—	764,690	(6,373)	—	758,317
Deferred loss on bond refinancing	—	(415,734)	3,494	—	(412,240)
	$ 46,830,000	8,008,956	(822,879)	(8,840,000)	45,176,077
Less current portion					(1,330,000)
					$ 43,846,077

Draft For Discussion Purposes Only
Subject to Completion of Procedures,
Review and Adjustments

	June 30, 2010	Increase	Decrease	June 30, 2011
A. Lease revenue bonds - Series 2003 issue:				
Serial bonds (interest rates between 3.5% to 4.7% due on various dates through fiscal year 2026)	$ 9,225,000	—	(385,000)	$ 8,840,000
B. Lease revenue bonds - Series 2008 issue:				
Serial bonds (interest rates between 3.25% to 5.25% due on various dates through fiscal year 2025)	9,160,000	—	(450,000)	8,710,000
Term bonds (interest rate between 5.25% to 6.00% due in fiscal years 2027, 2029, 2032 and 2039)	18,380,000	—	—	18,380,000
C. Lease revenue bonds - Series 2009 issue:				
Serial bonds (interest rates between 2.0% to 5.125% due on various dates through fiscal year 2023)	5,555,000	—	(350,000)	5,205,000
Term bonds (interest rate between 3.5% to 4.0% due in fiscal years 2025 to 2032)	5,695,000	—	—	5,695,000
	$ 48,015,000	—	(1,185,000)	46,830,000
Less current portion				(1,220,000)
				$ 45,610,000

(Continued)

(6) Long-Term Debt (continued)

A. The lease revenue bonds – Series 2003 were issued by The Monmouth County Improvement Authority ("MCIA") pursuant to an agreement with the College for the purpose of funding for the acquisition of the Western Monmouth Higher Education Center. 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 2003 Bonds are not subject to redemption prior to August 1, 2013, and are redeemable thereafter at par plus accrued interest.

On May 16, 2012, the MCIA pursuant to an agreement with the College issued lease revenue Bond Series 2012. As a result, the Series 2003 is considered defeased and the liability for this bond has been removed from the financial statements.

B. The lease revenue bonds – Series 2008 were issued by The Monmouth County Improvement Authority pursuant to an agreement with the College for the purpose of funding for the Big Four Projects, which is comprised of renovations to the Collins Arena, Fitness Center, Autotech and the Western Monmouth Branch 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.

Draft For Discussion Purposes Only
Subject to Completion of Procedures
Review and Adjustments

Except for extraordinary optional redemption as described in the debt agreement, the Series 2008 Bonds are not subject to redemption prior to August 1, 2018, and are redeemable thereafter at par plus accrued interest.

The term bonds mature in lump sum payments of $1,810,000 in fiscal year 2027, $2,015,000 in fiscal year 2029, $3,495,000 in fiscal year 2032 and $11,060,000 in fiscal year 2039.

C. The lease revenue bonds – Series 2009 were issued by The Monmouth County Improvement Authority 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.

The term bonds mature in lump sum payments of $1,110,000 in fiscal year 2025, $1,190,000 in fiscal year 2027, $1,280,000 in fiscal year 2029 and $2,115,000 in fiscal year 2032.

(Continued)

(6) Long-Term Debt (continued)

D. The lease revenue bonds – Series 2012 were issued by The Monmouth County Improvement Authority 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 of MCIA's presently outstanding Lease Revenue Bonds - Series 2003, and pay certain costs in connection with the issuance of the bonds. As a result, the Series 2003 is considered to be defeased and the liability has been removed from the financial statements. The purpose of the original bond was for the acquisition of the Western Monmouth Higher Education Center. 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. Bond principal payments of $485,000 is due on August 1, 2012, $415,000 on August 1, 2013 and incrementally increases thereafter to a maximum of $665,000 on August 1, 2026.

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Subject to Completion of Procedures
Review and Adjustments

The following is a schedule, by year, of future minimum payments under long-term debt as of June 30, 2012:

Year Ending June 30	Principal	Interest	Total
2013	$ 1,330,000	1,911,002	3,241,002
2014	1,295,000	2,080,575	3,375,575
2015	1,330,000	2,035,513	3,365,513
2016	1,375,000	1,994,878	3,369,878
2017	865,000	1,942,475	2,807,475
2018-2022	7,965,000	8,715,863	16,680,863
2023-2027	10,705,000	6,839,147	17,544,147
2028-2032	5,410,000	4,560,422	9,970,422
2033-2037	3,495,000	2,259,900	5,754,900
2038-2040	11,060,000	222,299	11,282,299
	$ 44,830,000	32,562,074	77,392,074

(Continued)

(6) Long-Term Debt (continued)

Interest charges incurred in fiscal years 2012 and 2011 were $2,220,780 and $2,323,792, 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 is $764,690 and deferred loss on the bond refinancing is $415,734. Bond premium and deferred loss on the bond refinancing are amortized over 15 years (the life of the bond). The balance of the bond premium as of June 30, 2012 is $758,317 and deferred loss as of June 30, 2012 is $412,240. The premium on the bond and deferred loss on the bond refinancing are included in long-term debt on the Statement of Net Assets. The amount of premium charged as a reduction of interest expense for the fiscal year 2012 was $6,372 and the amount of deferred loss charged as a reduction of interest expense for the fiscal year 2012 was $3,494.

(7) Designations of Unrestricted Net Assets

As of June 30, 2012 and 2011, the College had designated portions of its unrestricted net assets as follows:

	June 30, 2012		
	Operating	Capital	Total
Designated:			
Auxiliary enterprises	$ 9,032,588		9,032,588
Risk management		251,278	251,278
ADA compliance		412,000	412,000
Campus construction projects/minor capital	—	5,824,043	5,824,043
Foundation	1,944,486	—	1,944,486
Appropriation to succeeding fiscal years' budgets	15,062,365	—	15,062,365
	$ 26,039,439	6,487,321	32,526,760

	June 30, 2011		
	Operating	Capital	Total
Designated:			
Auxiliary enterprises	$ 6,324,642	—	6,324,642
Risk management	—	215,165	215,165
ADA compliance	—	715,221	715,221
Campus construction projects	—	6,573,540	6,573,540
Foundation	1,519,916	—	1,519,916
Appropriation to succeeding fiscal years' budgets	16,245,502	—	16,245,502
	$ 24,090,060	7,503,926	31,593,986

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Subject to Completion of Procedures
Review and Adjustments

(Continued)

(8) Retirement Plans

Plan Descriptions

The College participates in four major retirement plans for its employees – Public Employees' Retirement System ("PERS"), Police and Fireman'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"), ING Life Insurance, AXA Equitable Life Insurance, The Hartford Life Insurance, Metlife, and VALIC. Effective July 1, 2012, Prudential Retirement has been added as an optional service provider. 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.

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-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. The State of New Jersey issues a publicly available financial report that includes financial statements and required supplementary information for PERS and PFRS. This report may be obtained by writing to the State of New Jersey, Department of the Treasury, Division of Pension and Benefits, P.O. Box 295, Trenton, New Jersey 08625-0295.

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Review and Adjustments

PERS Funding Policy

PERS members are required to contribute 6.5% for the period from October 1, 2011 to June 30, 2012 and 5.5% for the period from July 1, 2007 to September 30, 2011 of their annual covered salary and the College is required to contribute at an actuarially determined rate for the years ended June 30, 2012 and 2011. During the years ended June 30, 2012 and 2011, the College's annual contributions to PERS were $1,929,635 and $1,834,875, respectively. The contribution requirements of the plan members and the College are established and may be amended by the State of New Jersey.

PFRS Funding Policy

PFRS members are required to contribute 10% for the period from October 1, 2011 to June 30, 2012 and 8% for the period from July 1, 1969 to September 30, 2011 of their annual covered salary for the years ended June 30, 2012 and 2011. 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 years 2012 and 2011, College contributions to PFRS were $310,012 and $282,503, respectively. The contribution requirements of the plan members and the College are established and may be amended by the State of New Jersey.

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 number of hours per week required 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 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.

(Continued)

(8) Retirement Plans (continued)

Alternate Benefit Program Information

ABP provides the choice of six 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 is 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, are 8%.

During the year ended June 30, 2012, ABP contributions, based upon participating employee salaries of approximately $25,832,251, were $1,461,350 from employees and $2,342,772 from the College. The State of New Jersey reimbursed the College $2,066,580 for qualified employees and this amount is included in the accompanying financial statements as on-behalf payments.

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Review and Adjustments

During the year ended June 30, 2011, ABP contributions, based upon participating employee salaries of approximately $26,487,761, were $1,511,825 from employees and $2,654,536 from the College. The State of New Jersey reimbursed the College $2,119,021 for qualified employees and this amount is included in the accompanying financial statements as on-behalf payments.

(9) Commitments and Contingencies

Commitments

The College leases the Neptune Higher Education building. Net rental expenses were approximately $156,900 and $156,900 in 2012 and 2011, respectively. The lease is noncancelable and has been classified as an operating lease which will expire in June 2017. Minimum annual rental commitments, net of sublease rentals, approximate the following:

Year Ending June 30	
2013	$ 175,000
2014	178,500
2015	182,070
2016	185,712
2017	189,425
	$ 910,707

(Continued)

(9) Commitments and Contingencies (continued)

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.

(10) Compensated Absences

The College recorded a liability for compensated absences in the amount of $2,793,060 and $2,768,076 as of June 30, 2012 and 2011, respectively, which is included in accounts payable and accrued expenses in the accompanying statement of net assets. The liability is based upon employees' accrued vacation leave as of 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.

(11) 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 New Jersey Statutes Annotated, 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. That report may be obtained by writing to Division of Pensions and Benefits, PO Box 295, Trenton, NJ 08625-0295.

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Subject to Completion of Procedures,
Review and Adjustments

Funding Policy - P.L. 1987, c.384 of 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.

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 thirty years.

(Continued)

(11) Other Postemployment Benefits (continued)

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 will pay the full premium for retiree health benefits.

(12) Litigation

The College was a defendant in a legal proceeding which resulted in a settlement which was not in favor of the College. The College is required to make certain improvements to existing buildings and infrastructure, over a five year period ending December 31, 2012, in order to make the College more ADA accessible. The estimated cost of these improvements is approximately $200,000 each year. The College is in the fifth and final year of the required improvements.

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.

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Subject to Completion of Procedures,
Review and Adjustments

(13) Financial Statement Restatement

As of July 1, 2011, the College as a result of an accounting error restated its financial statements to reflect an understatement of capital appropriations of $494,968, depreciation of $10,968, and overstatement of operating expenses of $492,197. In addition, capital assets, net of accumulated depreciation and net assets - invested in capital assets, net of related debt, each increased $976,197. The effect of the correction of these errors results in an increase in net assets of $976,197.

CURRENT-YEAR'S CONSIDERATIONS

EISNERAMPER
ACCOUNTANTS & ADVISORS

- **Reporting Under New Jersey Alternate Benefits Program**

Under the terms of participation contained in the New Jersey Employers' Pension and Benefits Administration Manual ("EPBAM"), the employer's obligation to the New Jersey Division of Pensions and Benefits ("Division") is to complete a monthly report, the *Employer Contribution Report*, and to submit this report to the Division by the 10th of the following month. During the course of our review and testing of the preparation and reporting of the employer contribution reports of the College, we noted that the reports have generally not been submitted within the time period required by the Division.

In order to avoid potential recording and application delays of College employer contributions, reporting and remittance data to the Division, we recommend that College Payroll Department institute procedures to ensure that the *Employer Contribution Report* is submitted to the Division by the 10th day of the following month.

- **Identification of Accounts Containing Title IV Funds**

Under Cash Management requirements of the Department of Education, institutions must maintain a federally insured or collateralized bank account into which the Department of Education transfers, or an institution deposits, Title IV funds. The bank account must include the phrase "federal funds" or the bank must be notified of the accounts that contain Student Financial Aid program funds and keeping a copy of this notice in its records (as a public institution, the College is not required to file a UCC-1 statement). The title of the accounts presently used for the transfer of federal funds does not contain the phase "federal funds" and the College financial administration could not verify that required notice was provided to the banking institution.

We recommend that the College Finance Department formally notify the financial institution of those accounts that contain federal funds and maintain a copy of this notification in their records.

- **Conflict of Interest Policies**

We noted that the College currently has a code of ethics policy, conveyed to employees upon hire, indicating rules and regulations concerning matters that might be considered as conflicts of interest. However, there is no annual reporting or update required of board members or those officers or key employees involved in the decision making process.

In light of current legal and political climate, and the fact that circumstances and relationships of employees and board members tend to change over periods of time, we recommend that the College consider the implementation of a formal policy of obtaining annual conflict of interest statements from the members of the Board of Trustees and from all officers, directors and key employees involved in the College's decision making process. This written statement should identify all business relationships and other dealings between the College and such parties, if any. This policy should be implemented and followed through to ensure that the College is practicing acceptable methods of protecting itself from potential self-dealing issues.

- **Network and Application Passwords**

The maximum password age on the Lincroft Domain has a setting of "0 days," which means that network passwords are set to never expire. Configuring the maximum password age policy setting to "0 days" so that users are never required to change their passwords is a major security risk because that allows a compromised password to be used by a malicious user for as long as the valid user is authorized access. For the *Colleague* application, changes to passwords are enacted less frequently than is desirable to sufficiently reduce risk of unauthorized access. Specifically, the software has a maximum password age setting of "26 weeks," meaning that the system is set to force a password change every 6 months. For IPS/COD, the minimum password length is set to 4 and the password change option is disabled. There is no password management solution for *Entrinsik Informer.*

We recommend that systems should be configured to force users to change their passwords every 90 days (at a minimum) and to prevent them from re-using no fewer than the previous 4 expired passwords (NOTE: while 4 is suggested here, please note that best practices dictate setting "enforce password history" to 24). Also, for the enforce password history setting to be effective, the minimum password age setting should be set to a value > "0 days" (best practices dictate a setting of at least 2 days), to prevent users from being able to change their passwords as many times as needed to circumvent the enforce password history setting and return to their original password in the span of a few minutes. Additionally, per best practices, passwords should be no less than 8 alphanumeric characters in length.

- **Network Account Lockout Policies**

The account lockout threshold on the Lincroft domain is set to "0 invalid logon attempts." This means that an unlimited number of failed logon attempts to the network domain controller can be made and the account will never be locked out.

Password attacks can be automated to try thousands or even millions of password combinations for any or all user accounts. Limiting the number of failed logons that can be performed nearly eliminates the effectiveness of such attacks. We recommend that the College consider setting the account lockout threshold to a high enough value that users can accidentally mistype their password several times before they are locked out of their account, but ensure that a brute-force password attack would still lock out the account. A setting between 4 and below 10 is considered to be a best practice and should be used in combination with a reset account lockout counter of > 0.

➢ **User Permission Access for the Vendor Aid Function in Colleague**

It was reported that as many as 36 users have the security access rights to add a new vendor records to the Colleague system. Granting security access to maintain vendor master records should be limited to as few users as possible, as otherwise there is an increased risk of having unauthorized vendors added to the vendor master file and making payments to those unauthorized vendors.

Security access rights enabling users to add and make changes to vendor master records, as well as to perform other critical file maintenance functions within accounting applications, should be restricted to as few users as absolutely necessary. The security access rights to the Colleague application should be periodically reviewed with this in mind, and revisions made accordingly (ref # SS5 below). Other suggestions for enhancing internal controls in the area of vendor payments are as follows:

- The Director of Purchasing (or equivalent) should routinely review the vendor master file for completeness of information and for following up on incomplete records. The existence of a sampling of vendors should be periodically confirmed by the Director of Purchasing (or equivalent) to further decrease internal control risk.

- On a periodic basis, a random sample of Vendor Payment Histories should be reviewed for irregularities, i.e., vendor's invoice numbering scheme should make sense, there are no duplicate payment of invoices, there are no payments with missing invoice numbers, etc.

Management should routinely review all audit trail reports to ensure that posted transactions and file maintenance functions performed appear reasonable and are being authorized by the appropriate users.

➢ **Review of Periodic User of Information Technology Systems**

Historically, the Office of Information Technology has not consistently conducted a comprehensive periodic review of user access to all IT resources, including the network, Colleague, and other financial and third party applications. Additionally, generic accounts have been established, several of which have been used only once or have not been recently used.

We recommend that formal, periodic reviews of user access rights to the network, Colleague, other financial applications and key IT resources should be performed by OIT and, when appropriate, jointly with Finance. The review should be performed on at least an annual basis, and include reviewing the use of generic accounts and eliminating those accounts no longer needed. The results of the review should be documented and provided to upper level management. Documented policies and procedures for periodically reviewing user access should be finalized, as well. User provisioning events should be verified against the User Access Request Form and the HR Access Request Reports currently in place to ensure that access to all systems and services have been granted and disabled timely and in accordance with the request.

- **Periodic Review of Network Acceptable Use Policy**

The College maintains a Network Acceptable Use policy which is periodically updated, most recently in 2011. While all new Faculty, Staff and Student users are required to view the policy prior to gaining access to the web portal, there is no mechanism in place to require existing users to periodically review the policy, which may contain revisions.

We recommend that all users should be required to view the policy annually at the time of a forced password change (i.e., we suggest that they be forced to view the policy at the beginning of each new fall semester).

- **Storage of Backup Media**

At the time of our review, although full system backup tapes were being taken to an off-site vaulting facility twice weekly, daily incremental backup tapes remained in the tape libraries in the data center. The safe used to store all other backup tapes is located in a room in close proximity to the data center. If a physical disaster occurred in the building resulting in the incapacitation of the servers and the inability to access the computer room or safe, several days' worth of data would be unavailable. The safe is of sufficient age that it is unlikely to be rated fireproof for magnetic media.

Backup media should be stored in a safe rated fireproof for magnetic media. The safe should be located in a building that is sufficiently distant from the computer center so that, in the event of a physical disaster to the computer center, access to the safe will not be impacted. As a long-term solution, it is suggested that the College continue to investigate the performing of daily backups onto disk storage hosted at a co-location site. Ideally, the co-location site could be another BCC campus that would likely be accessible in the event of a regional disaster or, if not feasible, another BCC building as long as it is sufficiently distant from the data center.

- **Data Center Access**

At the time of our review, there were 53 individuals with access to the data center, including 20 IT staff, 12 Campus Police, 10 Utilities Plant and 11 Facilities staff.

To enhance control over the College's file servers and components, we suggest that Executive Management review the current list of personnel authorized to enter the computer room and restrict access accordingly to only those personnel with a specific need to gain access to the computer equipment. We further suggest that a policy be put into place and documented to formally request access to the server room from management and that a periodic review of this list be performed by management. Should a badge system be put into place, we encourage the distribution of security badges to individuals (as opposed to groups of individuals) if at all possible, as well as a periodic review of badge security access logs.

CONSIDERATIONS RAISED IN THE PRIOR YEAR

EISNERAMPER
ACCOUNTANTS & ADVISORS

On December 13, 2011, the firm of Suplee, Clooney & Company issued correspondence noting certain matters involving the internal control and other operational matters. In response to their recommendations, a corrective action plan was developed, identifying changes that were implemented by the College to mitigate any risk or internal control; weakness identified with the comments contained in that report, with updates identified and included. A resolution noting review and acceptance of the corrective action plan was adopted by the Board of Trustees in their meeting dated September 12, 2012.

SINGLE AUDIT SECTION

Draft For Discussion Purposes Only
Subject to Completion of Procedures,
Review and Adjustments

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

We have audited the financial statements of Brookdale Community College as of and for the year ended June 30, 2012 and have issued our report dated _____, 2012. We conducted our audit 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.

Internal Control Over Financial Reporting

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Review and Adjustments

Management of Brookdale Community College is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered Brookdale Community College's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Brookdale Community College's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Brookdale Community College's internal control over financial reporting.

Our consideration of internal control over financial reporting 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 financial reporting that might be deficiencies, significant deficiencies or material weaknesses. However, as described in the accompanying schedule of findings and questioned costs, we identified a certain deficiency in internal control over financial reporting that we consider to be a material weakness.

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 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. We consider the deficiency described in the accompanying schedule of findings and questioned costs to be a material weakness. Finding 2012-1.

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.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Brookdale Community College's financial statements are free of 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*.

We noted certain matters that we reported to management of the College in a separate letter dated _____, 2012.

Brookdale Community College's response to the finding identified in our audit is described in the accompanying schedule of findings and questioned costs. We did not audit Brookdale Community College's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of the Board of Trustees, management and federal and state audit agencies and is not intended to be, and should not be, used by anyone other than these specified parties.

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Review and Adjustments

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH REQUIREMENTS THAT COULD HAVE A DIRECT AND MATERIAL EFFECT ON EACH MAJOR FEDERAL AND STATE FINANCIAL ASSISTANCE PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133 AND NEW JERSEY OMB CIRCULAR 04-04

To the Honorable President and Members of the Board of Trustees of
Brookdale Community College

Compliance

We have audited the compliance of Brookdale Community College with the types of compliance requirements described in U.S. Office of Management and Budget ("OMB") Circular A-133 *Compliance Supplement* and State of New Jersey, State Grant Compliance Supplement that are applicable to each of its major federal and state programs for the year ended June 30, 2012. Brookdale Community College's major federal and state programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to its major federal and state programs is the responsibility of Brookdale Community College's management. Our responsibility is to express an opinion on Brookdale Community College's compliance based on our audit.

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Review and Adjustments

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; and the provisions of U.S. Office of Management and Budget ("OMB") Circular A-133 *Audits of State, Local Governments and Non-Profit Organizations"* and State of New Jersey OMB Circular 04-04 *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid.* Those standards and provisions 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 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. Our audit does not provide a legal determination on Brookdale Community College's compliance with those requirements.

In our opinion, Brookdale Community College complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its major federal and state programs for the year ended June 30, 2012.

Internal Control Over Compliance

Management of Brookdale Community College is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts and grants applicable to federal and state programs. In planning and performing our audit, we considered Brookdale Community College's internal control over compliance with requirements that could have a direct and material effect on a major federal or state program to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on Brookdale Community College's internal control over compliance in accordance with OMB Circular A-133 and New Jersey OMB Circular 04-04, 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 program on a timely basis. A material weakness in internal control over compliance is a deficiency, or 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 program will not be prevented, or detected and corrected, on a timely basis.

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 deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

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Subject to Completion of Procedures,
Review and Adjustments

This report is intended solely for the information and use of the Board of Trustees, management and federal and state audit agencies and is not intended to be, and should not be, used by anyone other than these specified parties.

BROOKDALE COMMUNITY COLLEGE
Schedule of Expenditures of Federal Awards
For the fiscal year ended June 30, 2012

Federal grantor/ pass-through grantor/ program or cluster title	Federal CFDA/grant number	Current year expenditures
U.S. Department of Education:		
Student Financial Assistance Cluster:		
William D Ford Federal Direct Loan	84.268	$ 14,781,648
Federal Supplemental Educational Opportunity Grant (including administrative cost allowance of $31,884)	84.007	509,900
Federal Pell Grant	84.063	16,775,098
Federal Work-Study (including administrative cost allowance of $9,546)	84.033	200,467
Academic Competitiveness Grant	84.375	(750)
Job Locator	–	42,671
Total Student Financial Assistance Cluster		32,309,034
U.S. Department of Labor:		
Community Based Job Training Grant	17.269	166,214
Passed through State of New Jersey Department of Labor and Workforce Development:		
Adult Basic Skills and Integrated English Literacy	84.002	490,471
Civics Education Program	84.002	138,318
Institute of Museum and Library Services		
2011 Conservation Program	45.303	3,000
Passed through State of New Jersey Department of Education:		
Carl D. Perkins Vocational and Applied Technology Act	84.048	487,263
U.S. Small Business Administration:		
Small Business Administration and Seminars	59	45,360
Small Business Job Act Workshops	59	212
Passed through Rutgers University:		
Small Business Development Center	59.037	171,923
Small Business Job Act	59.037	29,867
U.S. Department of Health and Human Services:		
ARRA - Health Center Integrated Services Development Initiative	93.703	152,631
Health Profession Opportunity Grant	93.093	365,456
Total expenditures of federal awards		$ 34,359,749

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Subject to Completion of Procedures
Review and Adjustments

See accompanying notes to schedules of federal and State of New Jersey awards

BROOKDALE COMMUNITY COLLEGE
Schedule of Expenditures of State of New Jersey Awards
For the fiscal year ended June 30, 2012

State of New Jersey grantor/program or cluster title	Grant number/ State of New Jersey account number	Award amount	Grant period	Current year expenditures
State of New Jersey grants – restricted:				
N.J. Department of Treasury:				
Student Financial Assistance Cluster:				
Educational Opportunity Fund Summer and Regular Awards	2401-100-074-2401-002-kkk-6140	$ 316,552	07/01/11-06/30/12	$ 316,552
Edward J. Blaustein Distinguished Scholars Program	2401-100-074-2405-278	930	07/01/11-06/30/12	930
N.J. Urban Scholarships	Unknown	1,395	07/01/11-06/30/12	1,395
Tuition Aid Grant	2401-100-074-2405-007-KKK-6150	3,640,644	07/01/11-06/30/12	3,640,644
N.J. Stars	2401-100-074-2405-313	468,441	07/01/11-06/30/12	468,441
Total Student Financial Assistance Cluster				4,427,962
Educational Opportunity Fund – Article IV:				
Educational Opportunity Fund Summer	2401-100-074-2401-002-KKK-6140	20,046	07/01/11-06/30/12	20,046
Educational Opportunity Fund Regular	2402-100-074-002-KKK-6140	186,097	07/01/11-06/30/12	186,097
N.J. Department of Education:				
General Education Development Testing - Yr 2	5063-100-034-5063-324-H302-3620	11,202	07/01/11-06/30/12	11,202
Career and Technical Education Provisional Teacher Pilot	–	185,000	10/01/11-09/30/12	114,192
Career and Technical Education Provisional Teacher Pilot	11-100-034-5062-032-H200	200,346	10/15/10-09/30/11	77,211
N.J. Department of Community Affairs:				
Displaced Homemaker	2011-15863-0025-00	120,575	07/01/11-06/30/12	120,575
N.J. Department of Human Services:				
Family Friendly	12-SNP	45,463	07/01/11-06/30/12	42,918
Higher Education Student Assistance Authority/ Commission of Higher Education				
N.J. College Access Challenge Grant	2405-100-074-A532-001-KKKK-6150	7,500	03/01/11-08/31/11	2,205
N.J. College Access Challenge Grant - Yr 2	2405-100-074-A532-001-KKKK-6150	7,500	02/01/12-04/30/12	5,115
Total restricted				5,007,523
State of New Jersey appropriations – unrestricted:				
N.J. Department of Treasury:				
Operational Costs – County Colleges	01-100-082-2155-015	10,660,107	07/01/11-06/30/12	10,660,107
Alternate Benefit Program	01-100-082-2155-017	2,066,580	07/01/11-06/30/12	2,066,580
Total expenditures of state of New Jersey awards				$ 17,734,210

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See accompanying notes to schedules of federal and State of New Jersey awards

BROOKDALE COMMUNITY COLLEGE

NOTES TO SCHEDULES OF EXPENDITURES OF FEDERAL AND STATE OF NEW JERSEY AWARDS

NOTE 1: GENERAL

The accompanying schedules of expenditures of federal and State of New Jersey awards present the activities of all federal awards and state financial assistance programs of Brookdale Community College. The College is defined in the notes to the College's basic financial statements. All federal awards and state financial assistance received directly from federal or state agencies, as well as federal awards and state financial assistance passed through other government agencies, are included in the schedules of expenditures of federal and State of New Jersey awards.

NOTE 2: BASIS OF ACCOUNTING

The accompanying schedules of expenditures of federal and State of New Jersey awards are presented using the accrual basis of accounting.

NOTE 3: RELATIONSHIP TO BASIC FINANCIAL STATEMENTS

Amounts reported in the accompanying of schedules of expenditures of federal and State of New Jersey awards agree with amounts reported in the College's basic financial statements.

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NOTE 4: RELATIONSHIP TO FEDERAL AND STATE FINANCIAL REPORTS

Amounts reported in the accompanying schedules of expenditures of federal and State of New Jersey awards agree with the amounts reported in the related federal and state financial reports.

BROOKDALE COMMUNITY COLLEGE

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2012

Section I – Summary of Auditors' Results

Financial Statements

Type of auditors' report issued: **Unqualified**

Internal control over financial reporting:

- Material weakness(es) identified? ___x___ yes _____ no
- Significant deficiency(ies) identified? _____ yes ___x___ none reported

Noncompliance material to financial statements noted? _____ yes ___x___ no

Federal Programs

Internal control over major federal programs:

- Material weakness(es) identified? _____ yes ___x___ no
- Significant deficiency(ies) identified? _____ yes ___x___ none reported

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Review and Adjustments

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

Any audit findings disclosed that are required to be reported in accordance with Section 501(a) of OMB Circular A-133? _____ yes ___x___ no

Identification of major federal program(s):

CFDA Number(s)	*Name of Federal Program or Cluster*
84.063	Federal Pell Grant
84.007	Supplemental Educational Opportunity Grant
84.033	Federal Work-Study
84.268	Federal Direct Loan Program
84.375	Academic Competitiveness Grant
Unknown	Job Locator

Dollar threshold used to distinguish between type A and type B programs:

Type A Federal Program Threshold>=$1,030,792
Type B Federal Program Threshold<$1,030,792

Auditee qualified as low-risk auditee under OMB Circular A-133? ___x___ yes _____ no

BROOKDALE COMMUNITY COLLEGE

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2012

Section I – Summary of Auditors' Results (continued)

State Programs

Internal control over major state programs:

- Material weakness(es) identified? _____ yes ___x___ no
- Significant deficiency(ies) identified? _____ yes ___x___ none reported

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

Any audit findings disclosed that are required to be reported in accordance with N.J. OMB Circular 04-04 and listed in Schedule III of this schedule? _____ yes ___x___ no

Identification of major state program(s):

CFDA Number(s)	*Name of State Program or Cluster*
	Student Financial Aid Cluster:
12-100-074-2401-001	Educational Opportunity Fund (EOF)
12-100-074-2405-278	Blaustein Distinguished Scholarships
Unknown	N.J. Urban Scholarships
12-100-074-2405-007	Tuition Aid Grant (TAG)
12-100-074-2405-313	New Jersey Stars Program
12-100-082-2155-015	Operational Costs
12-100-082-2155-017	Alternate Benefit Program

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Review and Adjustments

Program threshold determination:

Type A State Program Threshold>=$532,026
Type B State Program Threshold<$532,026

Auditee qualified as low-risk auditee under N.J. OMB Circular 04-04? ___x___ yes _____ no

BROOKDALE COMMUNITY COLLEGE

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2012

Section II – Financial Statement Findings

Finding Number 2012-1

Internal Control over Financial Reporting

Condition

EisnerAmper requested support documentation from the College to perform capital asset addition testing for the fiscal year ended June 30, 2011, in order to ascertain reliance on the opening balances of the capital assets. During assembly and review of the requested information, the College Business and Finance Department noted that $987,128 of net costs were inadvertently excluded on the schedule provided to fixed asset management service provider, a firm contracted to provide the College with a detail report on capital assets, related additions, retirements and depreciation.

Criteria

Under accounting principles generally accepted in the United States of America, capital assets are required to be recorded correctly as to account, amount, and period. Capital items are to be identified and distinguished from repairs and maintenance expense items. Retirements, trade-ins, and idle property and equipment are to be promptly identified and recorded correctly as to account, amount, and period.

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Review and Adjustments

Effect

As a result of the accounting error, the College was required to restate its financial statements for the fiscal year ended June 30, 2011 to reflect an understatement of capital appropriations of $494,968, depreciation of $10,968, and overstatement of operating expenses of $492,197. Capital assets, net of accumulated depreciation, and net assets - invested in capital assets, net of related debt, each increased $976,197. The effect of the correction of these errors resulted in an increase in net assets as of July 1, 2011 of $976,197.

Cause

The capital asset understatement was the result of an incomplete reconciliation process. The manually prepared schedule reporting capital asset additions to the fixed asset management service provider was not reconciled to the College's Colleague system reports. The incomplete manually prepared schedule was also then used to verify the final fixed asset management service provider reports.

Recommendation

We recommend that the College implement review procedures to ensure that the capital asset addition and retirement detail documentation schedules are compared and reconciled to the College's Colleague system detail prior to submission to the fixed asset management service provider. The resultant report from fixed asset management service provider should also be reviewed and compared to the original source data for completeness and accuracy.

Section II – Financial Statement Findings

Finding Number 2012-1 (continued)

Corrective Action

The manually prepared schedule used to report capital asset additions to the fixed asset management service provider will be reconciled to Colleague reports. The schedule will be completed by one of the two Directors of Business and Finance and will then be reviewed by the other Director before submission to the fixed asset management service provider. The final fixed asset management service provider report will be reconciled to Colleague reports by both directors.

Section III – Federal and New Jersey Award Findings and Questioned Costs

NONE

Status of Prior Audit Findings

NONE

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Subject to Completion of Procedures,
Review and Adjustments

BROOKDALE COMMUNITY COLLEGE
765 Newman Springs Road
Lincroft, New Jersey 07738-1579

BOARD OF TRUSTEES AGENDA ITEM

SUBJECT: Acceptance of FY12 WBJB Audit

DATE: December 13, 2012

CATEGORY: Business & Finance

ITEM & FILE #: 4.4

REASON FOR BOARD CONSIDERATION: ACCEPTANCE

ENCLOSURE(S): FY12 Audit of WBJB-FM

BACKGROUND

Pursuant to the requirements of the grantor, Corporation for Public Broadcasting (CPB), an audit was performed on Brookdale's Radio Station, WBJB-FM, for fiscal year ending June 30, 2012. This audit was completed by the College's auditor, EisnerAmper LLP.

This report was reviewed by the President and the Finance Committee of the Board of Trustees at a meeting held December 11, 2012.

RECOMMENDATION

The President recommends that the Board of Trustees accept the audit for WBJB-FM prepared by EisnerAmper LLP for fiscal year 2012.

INITIATOR OF ITEM: Maureen M. Lawrence
BOARD ACTION DATE: December 13, 2012
EFFECTIVE DATE: December 13, 2012

EISNERAMPER

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Subject to Completion of Procedures,
Review and Adjustments

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

FINANCIAL STATEMENTS

JUNE 30, 2012 AND 2011

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

Contents

Draft for Discussion Purposes Only Subject to Completion of Procedures, Review and Adjustments

	Page
Financial Statements	
Independent auditors' report	1
Management's discussion and analysis (unaudited)	2
Statements of net assets as of June 30, 2012 and 2011	5
Statements of revenues, expenses and changes in net assets for the fiscal years ended June 30, 2012 and 2011	6
Statements of cash flows for the fiscal years ended June 30, 2012 and 2011	7
Notes to financial statements	8

Draft for Discussion Purposes Only Subject to Completion of Procedures, Review and Adjustments

INDEPENDENT AUDITORS' REPORT

The Board of Trustees
WBJB-FM Radio
A Public Radio Station Operated by Brookdale Community College

We have audited the accompanying statements of net assets of WBJB-FM Radio - a public radio station operated by Brookdale Community College ("WBJB-FM Radio") as of June 30, 2012 and 2011, and the related statements of revenues, expenses, and changes in net assets, and cash flows for each of the years then ended. The financial statements are the responsibility of Brookdale Community College's management. Our responsibility is to express an opinion on the financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of WBJB-FM Radio's internal control over financial reporting. Accordingly, we express no such opinion. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, and assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

As discussed in Note 1, the financial statements of WBJB-FM Radio are intended to present the statements of net assets, its revenues, expenses and changes in net assets, and its cash flows that are attributable to the transactions of this 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, 2012 and 2011, 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.

In our opinion, the financial statements referred to above present fairly, in all material respects, the statements of net assets of WBJB-FM Radio - a public radio station operated by Brookdale Community College as of June 30, 2012 and 2011, and the revenues, expenses and changes in net assets, and its cash flows for each of the years then ended, in conformity with accounting principles generally accepted in the United States of America.

The accompanying management's discussion and analysis ("MD&A") is not a required part of the basic financial statements but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consist primarily of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

The report is intended solely for the information of and use by the Board of Trustees and management of Brookdale Community College and the Corporation for Public Broadcasting and is not intended to be and should not be used by anyone other than these specified parties.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Management's Discussion and Analysis
For fiscal years ended June 30, 2012, 2011, and 2010

Draft for Discussion Purposes Only Subject to Completion of Procedures, Review and Adjustments

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, 2012, 2011, and 2010. 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, Altrok Radio, and student-run Brookdale Student Radio.

General Financial Information

The Station's basic financial statements include a statement of net assets, a statement of revenues, expenses and changes in net assets, and a statement 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:

	2012	2011	2010	Change 2011-2012
Assets:				
Current assets	$ 173,736	116,028	82,377	57,708
Net capital assets	81,279	101,400	93,139	(20,121)
Total assets	255,015	217,428	175,516	37,587
Current liabilities	$ 36,974	28,831	-	8,143

The increase in current liabilities of $8,143 was due to an increase in unearned revenue. The increase in current assets of $57,708 was due to the following:

- An increase of $33,235 in the due from the Brookdale Community College account.
- An increase of $26,820 in the due from customers account.
- A decrease of $2,347 in various prepaid expenses.

Net capital assets decreased in the net by $20,121, due to depreciation of $20,121.

(Continued)

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Review and Adjustments

Summary of Revenues, Expenses, and Changes in Net Assets

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

SUMMARY OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
AS OF JUNE 30, 2012

	2012	2011	2010	Change 2011-2012
Operating revenues:				
CPB Grant	$ 79,739	90,361	101,135	(10,622)
Service revenue	160,458	123,577	151,156	36,881
General College appropriation	316,547	294,522	284,292	22,025
Institutional and administrative College support	40,215	43,417	47,674	(3,202)
Total operating revenues	596,959	551,877	584,257	45,082
Operating expenses:				
Programming and production	337,457	308,798	333,616	28,659
Broadcasting	129,801	119,670	106,945	10,131
Program information	6,288	13,251	9,349	(6,963)
Management and general	111,928	117,084	134,800	(5,156)
Fundraising and membership development	23,071	24,514	22,177	(1,443)
Depreciation	20,121	16,630	14,141	3,491
Total operating expenses	628,666	599,947	621,028	28,719
Operating loss	(31,707)	(48,070)	(36,771)	16,363
Nonoperating revenue:				
Contributions	61,151	61,151	61,151	-
Net increase in net assets	29,444	13,081	24,380	16,363
Net assets:				
Net assets as of beginning of year	188,597	175,516	151,136	13,081
Net assets as of end of year	$ 218,041	188,597	175,516	29,444

(Continued)

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Subject to Completion of Procedures, Review and Adjustments

Results of Operations

In year 2012, total operating revenues increased overall by $45,082 or 8.2% over year 2011 total operating revenues. CPB grant revenue decreased by $10,622; this was due to a drawdown timing issue. Service revenue increased by $36,881 or 29.8%, and was due to the following;

- The Station has changed the dates of its membership drives from FY11 along with adding "Member Events" which add listener interest in support of the Station.

- Underwriting increased substantially in FY11. Clients started spending more marketing dollars with WBJB-FM Radio, seeing the value of the Station. Also, the Station started target marketing to potential sponsors on a regular basis via a new e-mail system.

The General College appropriation increased $22,025 or 7.5%, which was related to increases in salary and fringe benefits which the College funds.

Operating expenses in the net experienced an increase of $28,719 or 4.8%. The operating loss decrease of $16,363 or 34% was due to the increase in revenue.

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Statements of Net Assets
As of June 30, 2012 and 2011

Draft for Discussion Purposes Only Subject to Completion of Procedures, Review and Adjustments

	2012	2011
ASSETS		
Current assets:		
Due from Brookdale Community College	$ 137,891	104,656
Due from customers	26,820	—
Prepaid expenses	9,025	11,372
Total current assets	173,736	116,028
Noncurrent assets:		
Capital assets, net	81,279	101,400
Total Assets	255,015	217,428
LIABILITIES		
Current liabilities:		
Unearned revenue	36,974	28,831
Total current liabilities	36,974	28,831
NET ASSETS		
Invested in capital assets (note 2)	81,279	101,400
Unrestricted	136,762	87,197
Total net assets	218,041	188,597
Total Liabilities and Net Assets	$ 255,015	217,428

See accompanying notes to financial statements

WBJB-FM RADIO
A PUBLIC RADIO STATION OPERATED BY
BROOKDALE COMMUNITY COLLEGE
Statements of Revenues, Expenses, and Changes in Net Assets
For the fiscal years ended June 30, 2012 and 2011

Draft for Discussion Purposes Only
Subject to Completion of Procedures, Review and Adjustments

		2012	2011
Operating revenues:			
CPB Grant	$	79,739	90,361
Service revenue		160,458	123,577
General College appropriation		316,547	294,522
Institutional and administrative College support		40,215	43,417
Total operating revenues		596,959	551,877
Operating expenses:			
Programming and production		337,457	308,798
Broadcasting		129,801	119,670
Program information		6,288	13,251
Management and general		111,928	117,084
Fund raising and membership development		23,071	24,514
Depreciation		20,121	16,630
Total operating expenses		628,666	599,947
Operating loss		(31,707)	(48,070)
Nonoperating revenues:			
Contributions		61,151	61,151
Increase in net assets		29,444	13,081
Net assets:			
Net assets as of beginning of year		188,597	175,516
Net assets as of end of year	$	218,041	188,597

See accompanying notes to 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, 2012 and 2011

Draft for Discussion Purposes Only
Subject to Completion of Procedures, Review and Adjustments

	2012	2011
Cash flows from operating activities:		
Payments to suppliers	$ (127,345)	(113,238)
Payments for employee salaries and benefits	(394,128)	(351,829)
Contractual payments	(136,637)	(123,070)
Service revenue	160,458	123,577
General College appropriation	316,547	294,522
Institutional and administrative College support	40,215	43,417
Grants	79,739	90,361
Net cash used in operating activities	(61,151)	(36,260)
Cash flows from noncapital financing activities:		
Contributions	61,151	61,151
Cash flows from capital financing activities:		
Purchases of equipment	—	(24,891)
Net increase in cash	—	—
Cash as of beginning of year	—	—
Cash as of end of year	$ —	—
Reconciliation of operating loss to net cash used in operating activities:		
Operating loss	$ (31,707)	(48,070)
Adjustment to reconcile operating loss to net cash used in operating activities:		
Depreciation	20,121	16,630
Change in assets and liabilities:		
Prepaid expenses	2,347	17,920
Due from customers	(26,820)	18,195
Unearned revenue	8,143	28,831
Due from Brookdale Community College	(33,235)	(69,766)
Net cash used in operating activities	$ (61,151)	(36,260)

See accompanying notes to financial statements

Draft for Discussion Purposes Only
Subject to Completion of Procedures,
Review and Adjustments

(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 accounting policies of the Station conform to accounting principles generally accepted in the United States of America as applicable to colleges and universities. In addition to complying with all applicable Governmental Accounting Standards Board ("GASB") pronouncements, the Station's financial statements comply with the guidance provided by the Financial Accounting Standards Board ("FASB") Statements and Interpretations, Accounting Principles Board Opinions, and the Committee on Accounting Procedure issued on or before November 30, 1989. GASB pronouncements take precedence when there is a conflict or contradiction between pronouncements. The College has elected not to apply FASB pronouncements issued after November 30, 1989.

Net Assets

The College classifies its resources into two net asset categories:

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

Measurement Focus and Basis of Accounting

The financial statements of the Station have been prepared on the accrual basis of accounting using the economic resources measurement focus. The Station reports 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.

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.

Financial Dependency

The Station receives appropriations and support from the College, and is economically dependent on these amounts to carry on its operations.

(Continued)

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Subject to Completion of Procedures,
Review and Adjustments

(1) Organization and Summary of Significant Accounting Policies

Summary of Significant Accounting Policies (continued)

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of support and revenue and expenses during the reporting period. Actual results could differ from these estimates.

Deferred Revenue

Deferred revenue represents grant funding received for which the service has not yet been provided. Deferred revenue will be recorded as revenue as the services are 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.

(2) Capital Assets

Capital asset activity for the years ended June 30, 2012 and 2011 was as follows:

	2011	Additions	2012
Equipment	$ 689,748	-	689,748
Less accumulated depreciation	(588,348)	(20,121)	(608,469)
	$ 101,400	(20,121)	81,279

(3) Fringe Benefits

Fringe benefits for the Station employees are included in the General College appropriation for the years ended June 30, 2012 and 2011.

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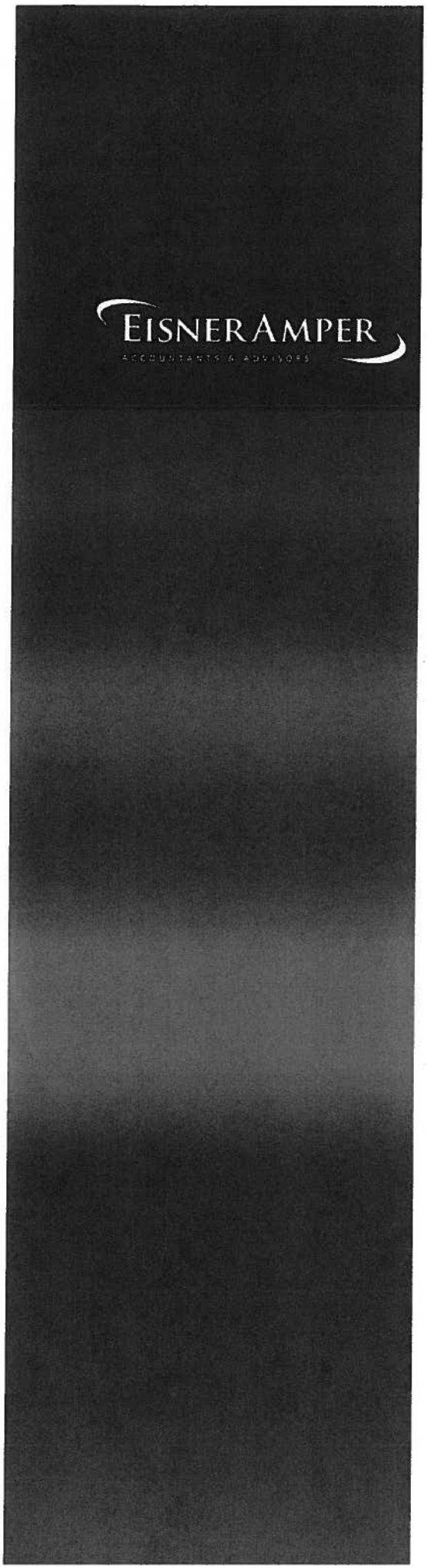
Subject to Completion of Procedures,
Review and Adjustments

(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 $61,151 for the fiscal years ended June 30, 2012 and 2011.

(5) Subsequent Events

The Station evaluated subsequent events though _____, 2012, which is the date the financial statements were available to be issued.



THE ALUMNI ASSOCIATION OF BROOKDALE COMMUNITY COLLEGE

FINANCIAL STATEMENTS

JUNE 30, 2012 AND 2011

THE ALUMNI ASSOCIATION OF BROOKDALE COMMUNITY COLLEGE

Contents

	Page
Financial Statements	
Independent auditors' report	1
Statements of financial position as of June 30, 2012 and 2011	2
Statements of activities for the fiscal years ended June 30, 2012 and 2011	3
Statements of cash flows for the fiscal years ended June 30, 2012 and 2011	4
Notes to financial statements	5

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
The Alumni Association of Brookdale Community College

We have audited the accompanying statements of financial position of The Alumni Association of Brookdale Community College ("Association") as of June 30, 2012 and 2011, and the related statements of activities, and cash flows for each of the years then ended. The financial statements are the responsibility of the Association's management. 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. Those standards and provisions require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control over financial reporting. Accordingly, we express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, and assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Alumni Association of Brookdale Community College as of June 30, 2012 and 2011, and the changes in its net assets and its cash flows for each of the years then ended, in conformity with accounting principles generally accepted in the United States of America.

EisnerAmper LLP

Jenkintown, Pennsylvania
November 20, 2012

THE ALUMNI ASSOCIATION OF
BROOKDALE COMMUNITY COLLEGE
Statements of Financial Position
As of June 30, 2012 and 2011

Assets		**2012**	**2011**
Cash and cash equivalents	$	70,450	74,975
Investments, at fair value (note 2)		114,181	117,368
Total assets	$	184,631	192,343
Liabilities and Net Assets			
Liabilities:			
Due to Brookdale Community College	$	3,190	4,848
Net assets:			
Unrestricted		75,745	80,042
Temporarily restricted		105,696	107,453
Total net assets		181,441	187,495
Total liabilities and net assets	$	184,631	192,343

See accompanying notes to financial statements

THE ALUMNI ASSOCIATION OF
BROOKDALE COMMUNITY COLLEGE
Statements of Activities
For the fiscal years ended June 30, 2012 and 2011

	2012			2011		
	Unrestricted	Temporarily Restricted	Total	Unrestricted	Temporarily Restricted	Total
Revenues, gains (losses) and other support:						
Contributions	$ 55,116	—	55,116	53,411	—	53,411
Alumni sponsored events	6,038	—	6,038	10,910	—	10,910
Interest and dividends	197	2,990	3,187	346	1,807	2,153
Net realized and unrealized gain on investments	(1,446)	(2,729)	(4,175)	4,326	5,387	9,713
Membership dues	4,820	—	4,820	440	—	440
Net assets released from restrictions for:						
scholarships	2,018	(2,018)	—	2,024	(2,024)	—
Total revenues, gains (losses) and other support	66,743	(1,757)	64,986	71,457	5,170	76,627
Expenses:						
Program:						
Scholarships	5,500	—	5,500	6,500	—	6,500
Alumni sponsored events	6,133	—	6,133	5,805	—	5,805
Management and general	59,407	—	59,407	59,603	—	59,603
Total expenses	71,040	—	71,040	71,908	—	71,908
Changes in net assets	(4,297)	(1,757)	(6,054)	(451)	5,170	4,719
Net assets as of beginning of year	80,042	107,453	187,495	80,493	102,283	182,776
Net assets as of end of year	$ 75,745	105,696	181,441	80,042	107,453	187,495

See accompanying notes to financial statements

THE ALUMNI ASSOCIATION OF
BROOKDALE COMMUNITY COLLEGE
Statements of Cash Flows
For the fiscal years ended June 30, 2012 and 2011

		2012	2011
Cash flows from operating activities:			
Changes in net assets	$	(6,054)	4,719
Adjustments to reconcile changes in net assets to net cash used in operating activities:			
Net realized and unrealized (gain) loss on investments		4,175	(9,713)
Decrease in total liabilities		(1,658)	(6,341)
Net cash used in operating activities		(3,537)	(11,335)
Cash flows from investing activities:			
Proceeds from sale of investments		2,000	2,000
Purchases of investments		(2,988)	(1,800)
Net cash provided by (used in) investing activities		(988)	200
Net decrease in cash and cash equivalents		(4,525)	(11,135)
Cash and cash equivalents as of beginning of year		74,975	86,110
Cash and cash equivalents as of end of year	$	70,450	74,975
Supplemental disclosure of cash flow information:			
In-kind support	$	54,876	53,411

See accompanying notes to financial statements

(1) Organization and Summary of Significant Accounting Policies

Organization

The Alumni Association of Brookdale Community College (the "Association") was founded in 1973. The Association is a not-for-profit organization governed by a sixteen member Board of Directors comprised of graduates and attendees of Brookdale Community College (the "College"). The Association provides scholarships to students and alumni of the College and sponsors special events that benefit certain College programs and activities.

Summary of Significant Accounting Policies

Basis of Presentation

The accompanying financial statements have been prepared on the accrual basis of accounting, focus on the Association as a whole and present balances and transactions according to the existence or absence of donor-imposed restrictions. Accordingly, net assets and changes therein are classified as follows:

- Unrestricted net assets - net assets not subject to any donor-imposed stipulations.
- Temporarily restricted net assets - net assets subject to donor-imposed stipulations that will be met by actions of the Association and/or by the passage of time.

Revenues are reported as increases in unrestricted net assets unless use of the related asset is limited by donor-imposed restrictions. Expenses are reported as decreases in unrestricted net assets. Gains and losses on investments and other assets or liabilities are reported as increases or decreases in unrestricted net assets unless their use is restricted by explicit donor stipulation or by law. Expiration of temporary restrictions on net assets is reported as net assets released from restrictions.

Contributions

Contributions are recognized as revenues in the period received. Conditional promises to give are not recognized until they become unconditional. Contributions of assets other than cash are recorded at their estimated fair value at the date of contribution.

Temporarily Restricted Net Assets

Temporarily restricted net assets consist of contributions to be used for scholarships to students and alumni of the College.

Cash and Cash Equivalents

Cash equivalents are considered to be highly-liquid investment instruments with original maturities of less than three months, with the exception of cash and cash equivalents that are held by the Association's investment custodian as part of its long-term investment portfolio.

(Continued)

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

Summary of Significant Accounting Policies (continued)

Investments

Investments in marketable securities are reported at market value in the accompanying statements of financial position. Unrealized gains and losses are included in the changes in net assets in the accompanying statements of activities. Fair values for stocks, mutual funds, and corporate bonds are based on quoted market prices.

Contributed Services

The Association utilizes management services provided by the Brookdale Community College. For 2012, in-kind support of $54,876 has been recorded as unrestricted contributions and management and general expense in the accompanying financial statements. For 2011, in-kind support of $53,411 has been recorded as unrestricted contributions and management and general expense in the accompanying financial statements.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Income Taxes

The Internal Revenue Service has classified the Association as exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code ("Code") and, accordingly, the Association does not record a provision for income taxes on its earnings. The Association is eligible to receive a charitable contribution deduction under Section 170(b)(1)(A) of the Code, and is classified as an organization other than a private foundation under Section 509(a)(2) of the Code.

Accounting for Uncertainty in Income Taxes clarifies the accounting for uncertainty in income taxes recognized in an enterprise's financial statements. Management has analyzed the tax positions taken by the Association and has concluded that as of June 30, 2012 and 2011, there are no uncertain positions taken or expected to be taken that would require recognition of a liability or disclosure in the financial statements. The Association recognizes accrued interest and penalties associated with uncertain tax positions, if any.

There was no income tax-related interest or penalties recorded for the year ended June 30, 2012 and 2011. The income tax returns of the Organization for June 30, 2009, 2010 and 2011 are subject to examination by the IRS and other taxing authorities, generally for three years after they were filed.

(Continued)

(2) Cash and Investments

Investments

The Association has an investment policy which establishes guidelines for permissible investments, which include certificates of deposit, mutual funds and taxable fixed income funds.

Investments are recorded at fair value. A summary of the cost and fair value by type as of June 30, 2012 and 2011 is as follows:

	2012	2011
Money market funds	$ 29,921	7,098
Taxable fixed income	68,629	93,194
Mutual funds	15,631	17,076
	114,181	117,368
Cost	118,356	107,655
Net unrealized gain (loss)	$ (4,175)	9,713

(3) Fair Value Measurements

Financial Accounting Standards Board ("FASB") Accounting Standards Codification ("ASC") 820, *Fair Value Measurements and Disclosures*, provides the framework for measuring fair value. The framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value, and defines fair value as the price that would be received to sell an asset or paid to transfer a liability (i.e., the "exit price") in an orderly transaction between market participants.

In determining fair value, the Association uses various valuation approaches, including market, income and/or cost approaches. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements), and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy under the topic are described below:

Level 1 – Quoted prices for identical assets or liabilities in active markets.

Level 2 – Quoted prices of similar instruments in active markets; quoted prices of identical or similar instruments in markets that are not active; and model-derived valuations whose inputs are observable or whose significant value drivers are observable.

Level 3 – Significant inputs to the valuation model are unobservable.

(Continued)

(3) Fair Value Measurements (continued)

Management's estimate to value the Association's Level 1 investments is based on investment valuation statements and other observable inputs. The Association does not have any investments to value that would be considered Level 2 or 3.

The following is a description of the valuation methodology used for assets measured at fair value. There has been no change in the methodology used as of June 30, 2012 and 2011.

Marketable Securities – Valued at the net asset value of the shares held by the Association at year-end.

The preceding method 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 Association believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The financial instrument's level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. The valuation levels are not necessarily an indication of the risk or liquidity associated with the underlying assets and liabilities.

The table below presents the balances of assets and liabilities measured at fair value on a recurring basis as of June 30, 2012 and 2011:

Level 1		**2012**	**2011**
Money market funds	$	29,921	7,098
Taxable fixed income		68,629	93,194
Mutual funds		15,631	17,076
	$	114,181	117,368

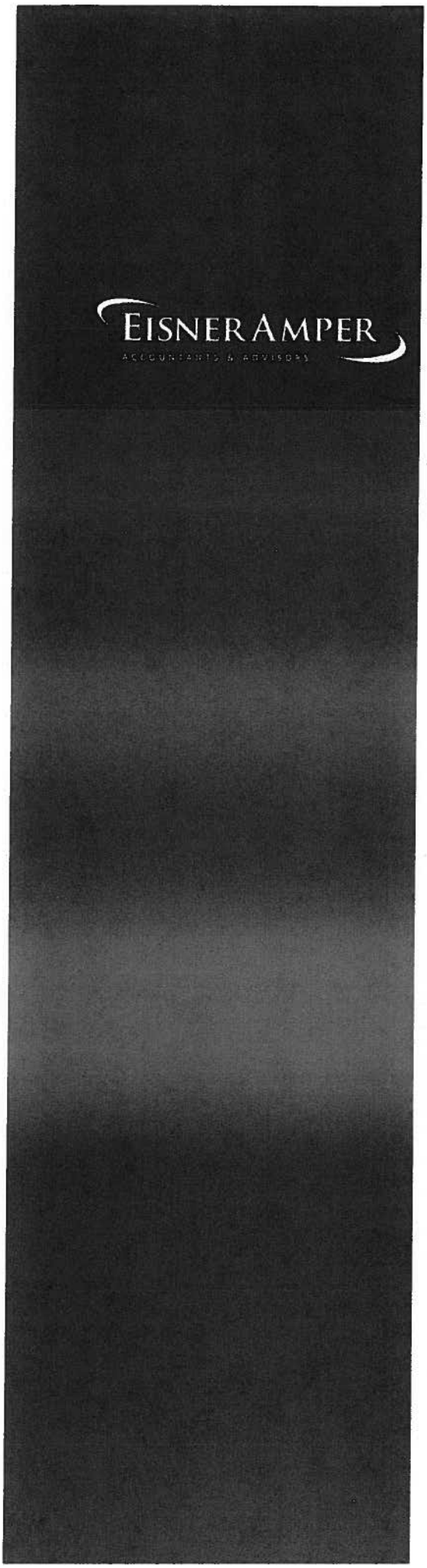
Changes in fair value levels:

The availability of observable market data is monitored to assess the appropriate classification of financial instruments within the fair value hierarchy. Changes in economic conditions or model-based valuation techniques may require the transfer of financial instruments from one fair value level to another. In such instances, the transfer is reported at the beginning of the reporting period.

Management evaluated the significance of transfers between levels based upon the nature of the financial instrument and size of the transfer relative to total net assets. For the year ended June 30, 2012, there were no significant transfers in or out of Levels 1, 2 or 3.

(4) Subsequent Events

The Association has evaluated subsequent events through November 20, 2012, which is the date the financial statements were available to be issued.



BROOKDALE COMMUNITY COLLEGE FOUNDATION

(A Component Unit of Brookdale Community College)

FINANCIAL STATEMENTS AND MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2012 AND 2011

BROOKDALE COMMUNITY COLLEGE FOUNDATION
(A Component Unit of Brookdale Community College)

Contents

	Page
Financial Statements	
Independent auditors' report	1
Management's discussion and analysis (unaudited)	2
Statements of net assets as of June 30, 2012 and 2011	5
Statements of revenues, expenses, and changes in net assets for the fiscal years ended June 30, 2012 and 2011	6
Statements of cash flows for the fiscal years ended June 30, 2012 and 2011	7
Notes to financial statements	8

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INDEPENDENT AUDITORS' REPORT

To the Honorable President and Members of the Board of Trustees of
Brookdale Community College Foundation

We have audited the accompanying statement of net assets of Brookdale Community College Foundation ("Foundation") as of June 30, 2012, and the related statements of revenues, expenses, and changes in net assets, and cash flows for the year then ended. The financial statements are the responsibility of the Foundation's management. Our responsibility is to express an opinion on these financial statements based on our audit. The financial statements of Brookdale Community College Foundation for the year ended June 30, 2011 were audited by other auditors whose report dated October 14, 2011 expressed an unqualified opinion on those statements.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control over financial reporting. Accordingly, we express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, and assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Brookdale Community College Foundation as of June 30, 2012, and the changes in its net assets and its cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

Management's Discussion and Analysis is not a required part of the basic financial statements but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

EisnerAmper LLP

Jenkintown, Pennsylvania
November 26, 2012

BROOKDALE COMMUNITY COLLEGE FOUNDATION
(A Component Unit of Brookdale Community College)
Management's Discussion and Analysis
For the fiscal years ended June 30, 2012 and 2011

The Management's Discussion and Analysis ("MD&A") represents Brookdale Community College Foundation's (the "Foundation") financial performance during the fiscal years ended June 30, 2012 and 2011.

The mission of the Foundation is to help students achieve their dream of earning a college degree so they can build better futures for themselves, their families and our communities. The Foundation solicits private funding from individuals, businesses, organizations and private foundations to support and fund student scholarships, innovation grants to expand student access, and special programs that provide access and opportunity to students. The Center for Holocaust, Human Rights and Genocide Education operates under the auspices of the Foundation. Its mission is to educate the public about historical issues of the Holocaust and Genocide and eliminate all forms of prejudice through education.

General Financial Information

Unrestricted Revenue

The Brookdale Annual Fund campaign "Building Minds, Building Futures," special events, a donation for the Brookdale Innovation Grants ("BIG") program, and a capital campaign organized and implemented by the Center for Holocaust, Human Rights and Genocide Education ("Chhange") generated unrestricted revenues in FY12.

In FY12, the Annual Fund campaign generated revenues of $279,830, an increase of $35,818 (14.7%) from the FY11 total of $244,012. Major donations to the annual campaign included gifts of a $100,000 bequest, $50,000, $25,000, and $10,000; several $5,000 donations, as well as other gifts of smaller denominations, were also received from individuals, businesses, organizations, private foundations and employees.

The Foundation also secured a $100,000 donation to support the BIG program which provides "seed" funding to faculty and staff projects that expand access and opportunity for students.

Special events in FY12 comprised of the Education Open Golf Tournament, the Scholarship Ball, the Wilbur Ray Scholarship Dinner and the Chhange gala generated revenues of $343,827, a $61,919 increase over the FY11 total of $281,908. The increase is primarily the result of the Chhange gala success.

The Center for Holocaust, Human Rights and Genocide Education generated revenues of $152,988 to support the capital campaign. Chhange began operations in its new facility in late August 2012. It is located in the mega structure building, next to the Bankier Library. The facility is 3,800 square feet, more than twice the size of Chhange's previous facility, and houses a "smart" classroom, library, archives, research area, administrative offices and, opening in the spring of 2014, a permanent exhibit.

Total unrestricted revenues in FY12 were $1,263,679 resulting in an increase in the unrestricted fund balance of $424,571 for the year. In FY11, total unrestricted revenues were $902,919, resulting in an increase in the unrestricted fund balance for the year of $126,626.

(Continued)

Restricted and Endowed Revenue

Contributions to new and existing Scholarship Funds, plus investment income from endowed scholarship funds represent restricted revenues in FY12.

In FY12, the Foundation received $48,269 in restricted scholarship revenue versus a total of $39,364 in FY11 for an increase of $8,905 or 22.6%.

FY12 shows a decrease in combined restricted and endowed revenues due to a decrease in investment earnings of $144,670. In FY12, the Foundation received $56,578 in investment earnings, while in FY11 the Foundation received $201,248 in investment earnings.

A summary of revenues for the periods ended June 30 were as follows:

	FY12	FY11	FY10	FY11/FY12 Change
Special events	$ 343,827	281,908	264,979	61,919
Membership dues	31,151	28,259	40,725	2,892
Contributions	815,011	444,107	319,228	370,904
College contributions	101,707	99,091	124,967	2,616
Interest	68,436	247,024	273,546	(178,588)
Trans Holoc net assets	—	—	488,711	—
Other	8,394	43,142	45,535	(34,748)
	$ 1,368,526	1,143,531	1,557,691	224,995

Total Expenses

Overall expenses were as follows for each of the past three fiscal years: FY12, $881,906; FY11, $840,122; and, FY10, $829,144. The increase of $41,784 in FY12 is the net effect of an increase in operating and other expenses of $71,380 (primarily due to staffing and benefits at the Center for Holocaust, Human Rights and Genocide Education), an increase in special events of $1,263, and a decrease in scholarship and grant awards of $30,859.

Scholarships and Grants

The Foundation's Board of Trustees is committed to increasing scholarships and grants. Scholarships, grants and other programs supporting students totaled $327,856 in FY12, $358,715 in FY11, and $254,764 in FY10. More than 450 students received scholarships during FY12. Scholarships are awarded to students having financial need (the majority do not qualify for Federal or State grants) and meeting other established criteria. Grants are provided to faculty and departments for projects that enhance educational services and increase access for students.

(Continued)

Net Assets

Total net assets in FY12 were $4,894,514 compared to $4,407,894 in FY11 (11.0% increase). Net assets in FY12 increased $486,620 over FY11 and FY11 net assets increased $303,409 over FY10. This increase is directly attributable to the Center for Holocaust, Human Rights and Genocide Education's capital campaign. In the last ten years, net assets have increased from $1,363,653 in FY02 to $4,894,514 in FY12 (more than tripling total net assets), while simultaneously increasing scholarships and grants significantly each year. This growth trend is directly attributed to generating more than $2 million in new endowment funds, managing asset allocation of these new funds and existing funds to produce investment income to meet annual scholarship and grant expenditures, and generating more unrestricted dollars.

This growth can be tied to the Foundation's Board of Trustees' strategic planning and goal setting for FY12 and beyond. These goals included the following:

- ✓ Increase total number of external Brookdale volunteers (Board and Fundraising Committees) to sustain and expand volunteer interest, involvement and investment.
- ✓ Determine number, type, timing and annual fundraising goals of Foundation Special Events to raise additional unrestricted revenue.
- ✓ Increase total scholarship funds annually by 5% for distribution to Brookdale students.
- ✓ Increase Foundation assets from $2.5 million in FY07 to $6 million by FY13 to provide financial stability and sustainability.

The Board of Trustees continued its commitment to be more engaged in the mission of the Foundation and the results in FY12 demonstrate its increased interest, involvement, commitment and investment in that mission.

Other Information

The Foundation's Board of Trustees has committed to steady increases in scholarships and grants benefiting students. The Foundation has awarded a total of $1,776,571 in scholarships and grants in the last seven fiscal years.

In June 2012, the Foundation's Board of Trustees reviewed the FY12 goal outcomes and the goals for FY13 and beyond. The goals are focused on increasing the number of volunteers, unrestricted revenue, and total scholarship funds and grants to support student success.

There are plans to continue the annual campaign in FY13, as well as the Education Open Golf Tournament in September 2012 at Eagle Oaks Golf Club and the Scholarship Ball in May 2013. The Foundation will also work to generate additional scholarship funds through planned giving (bequests and trusts).

BROOKDALE COMMUNITY COLLEGE FOUNDATION
(A Component Unit of Brookdale Community College)
Statements of Net Assets
As of June 30, 2012 and 2011

Assets		2012	2011
Current assets:			
Cash and cash equivalents	$	1,818,225	1,473,008
Accounts receivable and other assets		10,500	3,040
Investments (note 3)		1,149,594	1,051,211
Annual Campaign Receivable		152,505	64,000
Total current assets		3,130,824	2,591,259
Noncurrent assets:			
Contributions receivable (note 5)		300,202	291,808
Endowment investments (note 3)		1,580,693	1,595,098
Total noncurrent assets		1,880,895	1,886,906
Total assets		5,011,719	4,478,165
Liabilities			
Current liabilities:			
Due to Brookdale Community College (note 4)		112,600	62,756
Deposits held for others		4,605	7,515
Total current liabilities		117,205	70,271
Net assets			
Restricted for:			
Nonexpendable:			
Scholarships		1,132,579	1,130,927
Library		872,649	865,672
Expendable:			
Scholarships		944,800	891,380
Unrestricted		1,944,486	1,519,915
Total net assets	$	4,894,514	4,407,894

See accompanying notes to financial statements

BROOKDALE COMMUNITY COLLEGE FOUNDATION
(A Component Unit of Brookdale Community College)
Statements of Revenues, Expenses, and Changes in Net Assets
For the fiscal years ended June 30, 2012 and 2011

	2012	2011
Operating revenues:		
Special events	$ 343,827	281,908
Contributions	815,011	444,107
Membership dues	31,151	28,259
Total operating revenues	1,189,989	754,274
Operating expenses:		
Special events	101,770	100,507
Scholarships	327,856	358,715
Salaries	233,565	195,634
Benefits	46,566	37,897
Rent and utilities	32,139	31,509
Supplies and other services	140,010	115,860
Total operating expenses	881,906	840,122
Operating income (loss)	308,083	(85,848)
Nonoperating revenues:		
Investment income	68,436	247,024
College contribution (note 4)	101,707	99,091
Change in fair value of charitable remainder trust (note 5)	8,394	43,142
Total nonoperating revenues	178,537	389,257
Increase in net assets	486,620	303,409
Net assets as of beginning of year	4,407,894	4,104,485
Net assets as of end of year	$ 4,894,514	4,407,894

See accompanying notes to financial statements

BROOKDALE COMMUNITY COLLEGE FOUNDATION
(A Component Unit of Brookdale Community College)
Statements of Cash Flows
For the fiscal years ended June 30, 2012 and 2011

		2012	2011
Cash flows from operating activities:			
Special events receipts	$	336,367	288,268
Membership dues revenue		31,151	28,259
Contributions and pledges		726,506	442,889
Payments to suppliers		(224,075)	(315,331)
Payments to employees		(280,131)	(233,531)
Payments for scholarships and grants		(327,856)	(358,715)
Other operating disbursements		(2,910)	(1,684)
Net cash provided by (used in) operating activities		259,052	(149,845)
Cash flows from noncapital financing activities:			
College contribution		101,707	99,091
Cash flows from investing activities:			
Interest and dividends on investments		60,133	20,743
Sales of investments		80,937	141,359
Purchases of investments		(156,612)	(912,141)
Net cash used in investing activities		(15,542)	(750,039)
Net increase (decrease) in cash and cash equivalents		345,217	(800,793)
Cash and cash equivalents at beginning of year		1,473,008	2,273,801
Cash and cash equivalents at end of year	$	1,818,225	1,473,008
Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:			
Operating income (loss)	$	308,083	(85,848)
Changes in assets and liabilities:			
Accounts receivable and other assets		(7,460)	6,360
Contributions receivable		(88,505)	(1,218)
Due to (from) Brookdale Community College		49,844	(67,455)
Deposits held in custody for others		(2,910)	(1,684)
Net cash provided by (used in) operating activities	$	259,052	(149,845)

See accompanying notes to financial statements

(1) Organization and Summary of Significant Accounting Policies

Organization

Brookdale Community College Foundation (the "Foundation") is a not-for-profit organization created in 1973 under the laws of the State of New Jersey. The purposes of the Foundation are to receive, hold, invest, administer, encourage, and solicit contributions from the general public for the benefit of Brookdale Community College (the "College"). The Foundation's efforts benefit the College in the development and construction of physical facilities on campus; 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 Chairman of the board of trustees of the College, with the approval of the board of trustees of the College, appoints trustees to the Board of the Foundation. Although the Foundation is a legally separate, not-for-profit organization, because of the significance of its operational and financial relationships with the College, it is considered a component unit of the College.

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 Section 501(a) of the Code.

Summary of Significant Accounting Policies

Basis of Presentation

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board ("GASB"). The Foundation reports are based on all applicable GASB pronouncements as well as applicable Financial Accounting Standards Board ("FASB") Statements and Interpretations, Accounting Principles Board Opinions, and Accounting Review Boards of the Committee on Accounting Procedure issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements. The Foundation has not elected to apply FASB Statements and Interpretations issued after November 30, 1989. The significant accounting policies followed by the Foundation are as follows:

Accrual Basis

The accompanying financial statements have been prepared on the accrual basis of accounting using the economic resources measurement focus. The Foundation reports 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.

(Continued)

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

Summary of Significant Accounting Policies (continued)

Net Assets

The Foundation classifies its resources into the following net asset categories:

- *Restricted:*

  Nonexpendable – Net assets subject to externally-imposed stipulations that must be maintained permanently by the Foundation.

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

- *Unrestricted:* Net assets that are not subject to externally-imposed stipulations. Unrestricted net assets may be designated for specific purposes by action of management with approval by the Board of Trustees. Substantially all unrestricted net assets 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 Foundation's policy is to first apply the expense towards restricted resources and then towards unrestricted resources.

Cash and Cash Equivalents

Cash and cash equivalents consist of cash on deposit with banks and money market funds with original maturities of three months or less.

Investments

Investments are recorded at fair value, which is based upon quoted market prices, and consist of certificates of deposit and mutual funds.

Office Furnishings

Costs of office furnishings and equipment are consistently charged to expenses because the Foundation does not deem such amounts to be sufficiently material to warrant capitalization and depreciation.

Deposits Held for Others

Deposits held for others represent funds held by the Foundation on behalf of other organizations, primarily Disability Services and Big Band.

Contributions

Contributions and other revenues are recorded as additions when received and are primarily restricted by the donor. Any contributions received without a specified purpose are available for unrestricted use.

(Continued)

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

Summary of Significant Accounting Policies (continued)

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

(2) Cash and Cash Equivalents

The Foundation maintains cash balances in excess of $250,000 in its banking institutions, which are insured by the Federal Deposit Insurance Corporation ("FDIC") up to $250,000 per institution. The Foundation's uninsured cash balance totaled $309,213 as of June 30, 2012 and $223,356 as of June 30, 2011.

$424,535 of cash and cash equivalents is a part of the Endowment Funds which when combined with the Endowments Fund Investments represents the total of the Nonexpendable Net Assets.

(3) Investments

The Foundation's investment policy establishes guidelines for permissible investments, which include certificates of deposits and mutual funds.

Investments as of June 30, 2012 and 2011 are stated at fair value and consist of the following:

	2012	2011
Certificates of deposit	$ 859,663	989,864
Mutual funds	1,870,624	1,656,445
	$ 2,730,287	2,646,309
Investment income	$ 60,133	160,143
Net realized and unrealized gains	8,303	86,881
Total investment income	$ 68,436	247,024

All of the certificates of deposit mature within one year as of June 30, 2012.

(Continued)

(4) Related Party Transactions

The Foundation utilized office space and received certain administrative assistance from the College at no charge during the years ended June 30, 2012 and 2011. The fair value of this space and these services is estimated at $101,707 and $99,091 and is included as operating revenues and operating expenses in the statements of revenues, expenses, and changes in net assets for the years ended June 30, 2012 and 2011, respectively.

During the fiscal years 2012 and 2011, 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, 2012 and 2011, the Foundation was indebted to the College in the amount of $112,600 and $62,756, respectively, representing operating expenses paid by the College on behalf of the Foundation. This amount is noninterest-bearing and is currently payable.

(5) Contributions Receivable

The Foundation is the beneficiary of a charitable remainder trust agreement which consists of an estimated value of trust assets of $300,000, to be received by the Foundation in 2013, at the conclusion of the 15-year trust term. The estimated value of the trust has been discounted at 6.0%. As of June 30, 2012 and 2011, the present value of the assets to be received, $300,202 and $291,808, respectively, have been included in contributions receivable in the accompanying statements of net assets. Annually, any change in the value is recorded as part of operating revenues and amounted to a gain of $8,394 for the year ended June 30, 2012 and a gain of $43,142 for the year ended June 30, 2011.

Finance Committee Brief
Fall Semester Financial Forecast
FY13

General Issue Overview:

The FY13 Fall Semester Financial Forecast contains an analysis of enrollment, revenue, and expense data for both the operating and capital funds. The analysis includes actual data through October 31, 2012, and forecasted data through June 30, 2013.

Key Issue:

The College has prepared the following schedules for the Board review:

Schedule 1—Enrollment summary
Schedule 2—Analysis of operating and capital funds
Schedule 3—Analysis of the operating fund
Schedule 4—Analysis of the capital fund

Comments:

The College is projecting an enrollment of 10,958 credit FTEs versus the budget of 11,331 credit FTEs. This projection represents a 2.0 percent decrease under the actual FY12 enrollment of 11,186 FTEs.

Operating Fund revenue for the year, excluding the appropriation for reserve, decreased by $2,235,942. The revenue forecast includes decreases in all of the following; tuition and fees in the amount of $1,491,047, non-credit income of $382,130, other income of $351,520, and a nominal decrease in interest income of $11,245.

A critical piece of the revenue analysis includes a proposed reduction in the College's reliance on its appropriation from reserve in the amount of $2,940,505. Savings achieved across the institution are outlined below.

Operating Fund expenditures for the year decreased by $5,176,447 due to the following:

- Campus-wide savings realized through strategic realignment of personnel following staff retirements and resignations has reduced the operating budget by $968,000.
- The net decrease in the cost of Educational Services in the amount of $860,194 as a result of the following:
    - A decrease of $199,420 in the cost of part time faculty due to a decrease of 228 FTEs in projected compared to budgeted FTEs
    - A decrease of $549,770 in various vacancies in the full time teaching faculty staff net of the increase in part time faculty positions needed to cover sections
    - A decrease of $215,166 in vacancies in full time staff net of an increase in part time or temporary reassignment costs
    - A net decrease of $26,810 in the cost of various line items in the Educational Services budget
    - An offset of $98,465 in Children's Learning Center revenue
- A net decrease of $23,200 in the President's and Business and Finance's combined expenditures

- A net decrease of $664,906 in the cost of Administration and Operation expenditures mainly due to a $600,000 transfer to the capital budget for Infrastructure projects. (In FY14, the past practice of including capital funding in the operating budget will discontinue).
- A net decrease in the cost of benefits in the amount of $320,455 due to the following:
    - Shortfalls in budgets for short term disability, unemployment, health benefits and pension totaling $242,486 following rate increases
    - An unanticipated revenue stream of $286,594 following reimbursement by the State of New Jersey for mandated Alternative Benefits Pension (ABP) payments by the College on behalf of adjunct faculty
    - Savings in FICA, dental and tuition reimbursement benefits totaling $267,871
    - An increase in employee health benefit co-pays of $40,000
- A net decrease of $430,000 in the cost of utilities (electric, telephone and natural gas). The decrease is due to the continued implementation of enhanced energy management, and the historical analysis of prior year's costs. A transfer of $710,000 was also made to the capital account, to fund the Western Monmouth Branch Campus annual debt service.
- A net decrease $1,610,729 in the cost of General Institutional expenditures due to the following:
    - A decrease in operating expenses due to a transfer of $600,000 to the capital account to partially fund the Big Four Projects annual debt service
    - A $400,000 reserve for enrollment and $75,000 reserve for various labor costs
    - A net decrease of $25,000 in the cost of legal fees and labor relations
    - A net decrease of $100,000 in the vacation accrual
    - A net decrease of $40,000 in bank service charges
    - A net decrease of $77,500 in the cost of postage, food service and miscellaneous expense
    - A net decrease of $310,000 in the cost of contracted services, memberships, staff development, recovery of indirect costs and other various general institutional line items.
    - A net decrease of $20,000 in the cost of tuition waived for unemployment and other state mandated waivers

The Capital Fund includes Board approved projects that may have crossed fiscal years, and as such, require appropriation from reserves to fund. These projects include a $3.7M renovation to Gorman Hall, a $302,617 allocation to finish the relocation and renovation of Chhange, and $1.3M in infrastructure and ADA compliance projects. The capital fund also includes projects supported by the County and State in the form of Chapter 12 funding. In order to completely fund all projects, the College must absorb $4,295,282 through an appropriation from reserves. Please see schedule 4 for a complete review of projected capital expenditures.

Summary:

This analysis included the review of historical enrollment, revenue, and expense parameters and applied analytical procedures to arrive at the projections. This report will be reviewed again after the 10th day enrollment report is completed for the Spring semester. The College will continue to keep the Finance Committee of the Board of Trustees apprised of the financial status of the College, and will continue to take advantage of opportunities to maximize revenue and reduce costs.

Maureen M. Lawrence
December 13, 2012

Schedule 1

Semester Financial Forecast
Enrollment Summary
FY13
At 10/31/12

FTES BY TERM	2009/2010 Actual	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Projected
Summer III Term	331	330	334	334	315
Fall Terms	5,565	5,673	5,267	5,297	5,117
Winterim & Spring Terms	5,078	5,004	4,657	4,730	4,606
Summer I & II	1,007	985	928	970	920
Total Credit FTES	11,981	11,992	11,186	11,331	10,958
		0.09%	-6.72%	1.30%	-3.29%
Non-Fundable FTES	662	707	726	850	725
Total FTES	12,643	12,699	11,912	12,181	11,683

Schedule 2

Fall Semester Financial Forecast
Analysis of Operating & Capital Funds
FY13
At 10/31/12

	Operating Fund	Capital Fund	Combined Funds
Revenues:			
Tuition	$ 41,143,809	$ -	$ 41,143,809
State	10,660,107	1,722,500	12,382,607
County	21,456,909	1,722,500	23,179,409
General Service Fees	4,746,852	3,442,203	8,189,055
Non-Credit Income	2,917,870	-	2,917,870
Interest Income	163,755	-	163,755
Other Fees	1,495,900	-	1,495,900
Other Income	923,480	-	923,480
Appropriation from Reserve	6,528,353	4,295,282	10,823,635
Total Revenue	90,037,035	11,182,485	101,219,520
Expenditures:			
Operating	90,037,035	-	90,037,035
Minor Capital	-	250,000	250,000
Renewals & Replacements	-	5,726,680	5,726,680
TIP Program	-	3,294,802	3,294,802
Debt Service	-	1,911,003	1,911,003
Total Expenditures	90,037,035	11,182,485	101,219,520
Excess Expense/Revenue	$ -	$ -	$ -

Schedule 3

Fall Semester Financial Forecast
Analysis of Operating Fund
FY13
At 10/31/12

	2011/2012 Actual	2012/2013 Revised Budget	Additional Excess / Needs	Requested Revised Budget
Revenues:				
Tuition	$ 43,091,728	$ 42,423,264	$ (1,279,455)	$ 41,143,809
State	10,660,107	10,660,107	-	10,660,107
County	21,938,717	21,456,909	-	21,456,909
General Service Fees	4,965,438	4,804,344	(57,492)	4,746,852
Non Credit Income	2,887,310	3,300,000	(382,130)	2,917,870
Interest Income	171,310	175,000	(11,245)	163,755
Other Fees	1,509,864	1,650,000	(154,100)	1,495,900
Other Income	956,365	1,275,000	(351,520)	923,480
Appropriation from Reserve	-	9,468,858	(2,940,505)	6,528,353
Total Revenue	86,180,839	95,213,482	(5,176,447)	90,037,035
Expenditures:				
Educational Services	44,089,227	46,020,487	(1,439,244)	44,581,243
Business & Comm Develop	3,032,301	3,029,175	33,813	3,062,988
Business & Finance	1,948,922	2,125,739	(32,220)	2,093,519
Administration & Operations	9,756,707	11,143,723	(664,906)	10,478,817
President's Office	2,192,768	2,476,541	9,020	2,485,561
Dev, Comm & Gov Relations	526,225	559,315	(11,726)	547,589
Benefits	15,931,255	18,141,851	(320,455)	17,821,396
General Institutional	3,680,410	7,486,601	(1,610,729)	5,875,872
Utilities	2,593,279	4,230,050	(1,140,000)	3,090,050
Total Expenditures	83,751,094	95,213,482	(5,176,447)	90,037,035
Excess Revenue/(Expenditures) Before Transfers	2,429,745	-	-	-
Operating Fund Balance at 10/31/12	$ 2,429,745	$ -	$ -	$ -

Appropriation from Reserves:

Operating	$ 6,528,353
Capital	4,295,282
Total	$ 10,823,635

Schedule 4

Fall Semester Financial Forecast
Analysis of Capital Fund
FY13
At 10/31/12

Capital Revenues:

Chapter 12 - FY12	$ 3,445,000	
TIP/Tech	2,294,802	
Debt Service Fees	1,147,401	
		$ 6,887,203

Capital Expenditures:

Minor Capital	$ 250,000	
WSLC debt service	402,256	
Big Four debt service	1,454,813	
WMBC debt service	53,934	
TIP/Tech Program	3,294,802	
PAC Rigging	335,000	
Lincroft Carpeting	285,000	
Long Branch Roof	325,000	
Gorman Hall	3,000,000	
Infrastructure	1,089,398	
Chhange	302,617	
ADA Compliance Plan	206,000	
Central Utility Plant	77,465	
One Card project	106,200	
		11,182,485

Net Revenue/Expense: $ (4,295,282)

Of this amount, $1,910,000 was budgeted in the operating fund, and represents funding of $600,000 for Infrastructure improvements and $1,310,000 for debt service obligations.

1. Monthly Financial Report (4.1)
2. Purchases in Excess of $32,600, and New Jersey "Pay-to-Play" Bids and Proposals in Excess of $17,500 (4.2)
3. Purchase Request Report (4.2b)
4. Open Invoice Payment Requests for Vendor, Student, and Employee Payments (4.2c)
5. Acceptance of FY12 Financial Audit (4.3)
6. Acceptance of WBJB Radio Audit (4.4)
7. Information: Alumni Association Financial Audit
8. Information: Foundation Financial Audit

N. Discussion: Fall Semester Forecast
O. Discussion: Budget 2014
P. Old/New Business
Q. Public Comment
R. Adjournment

BROOKDALE COMMUNITY COLLEGE

Board of Trustees
Workshop Meeting

October 17, 2012

Brookdale Community College
Long Branch Higher Education Center213 Broadway
Long Branch, New Jersey

1. GENERAL FUNCTIONS

1.1 Board Chair Jacob S. Elkes called the meeting to order at 5:07 p.m.

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

A. On October 12, 2012, advance written notice of this meeting of the Board of Trustees was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.

B. On October 12, 2012, advance written notice of this meeting was faxed to:
The Asbury Park Press
The Star Ledger

C. On October 12, 2012, advance written notice of this meeting was filed with the Clerk of the County of Monmouth."

Roll Call

Present:
Mr. Jacob S. Elkes, Chair
Father Brian Butch, Trustee (Arrived late)
Ms. Lora Campbell, Trustee (Arrived late)
Mr. David Flaherty, Trustee
Dr. Carl Guzzo, Jr. (Not yet sworn in)
Mrs. Lucille Jones, Trustee (Arrived late)
Dr. Peter Kapsales, Trustee
Mr. Charles Karcher, Trustee
Ms. Joan Raymond, Trustee
Mr. Timothy Hart, Graduate Trustee
Dr. Maureen Murphy, Secretary

Absent:
Mr. Richard M. Maser, Trustee
Mr. Joseph Passiment, Jr., Trustee

1.3 Graduate Trustee Hart made the following motion:

"I make a motion that the following will apply to all of tonight's meeting sessions, and I would like to point out that a 2/3 majority will be necessary for approval of this motion:

1. Our Board will follow Roberts Rules of Order – with the following amendments – and our College Counsel is designated as our parliamentarian.

2. Comments from individual trustees will be limited to 3 minutes.

3. Trustees who wish to speak a second or subsequent time will wait until everyone has had the opportunity to speak for their first time.

4. Trustees who wish to speak shall do so only after being specifically recognized by the chairman.

5. Any trustee who wishes to be recognized by the chairman will so indicate by raising his or her hand.

6. Any member of the public who wishes to be heard shall have the opportunity to do so:

(a) When public comments are specifically invited by the chairman,

(b) provided that any member of the public who wishes to make a public comment shall speak into a microphone at the side of the room,

(c) provided that the speaker shall identify himself or herself, AS WELL AS the topic that they intend to address, and

(d) Each speaker from the public shall be limited to 2 minutes."

The motion was seconded by Trustee Flaherty.

Motion carried by the following vote:

AYES: Trustee Flaherty, Raymond, Hart, Elkes
NAYS: Trustee Kapsales
ABSTENTIONS: None

Discussion:
Trustee Kapsales remarked that sometimes he feels the Board implements things when there is no problem. He said he did not recall any trustee speaking for more than three minutes in all his time on the Board. He said that if the public wishes to speak they should be allowed to. He said if he has to stay an extra hour because the public wishes to speak he will do that. He said he did not see a need for the above resolution and did not see that a problem existed. He said he felt this is just to stifle the public.

1.4 Chair Elkes welcomed guests, staff members and the press to the meeting.

1.5 Chair Elkes invited public comment at this time. He said if the public elected not to comment at this time, there would be further opportunity later. No one wished to be heard at this time.

2. BOARD DISCUSSION AND REPORTS

2.1 Report on Finance Committee

2.11 Finance Indicators – Vice President Lawrence stated that all Board members received a bound report containing information about community colleges in New Jersey. The financial report is compiled on an annual basis and is comparative data that indicates where Brookdale stands in relation to its peer institutions. This report covers a four-year period and is based on financial statements and enrollment audits, and some supplemental information is provided by the various business officers. Included are enrollment data, revenue, FTE, fixed assets, and capital data. Ms. Lawrence stated there is much information in this report and she encouraged Board members to review it.

Ms. Lawrence provided some highlights. Brookdale ranks second in enrollment, which speaks to the size of this institution, the number of students, and Monmouth County residents. Referring to revenue, Ms. Lawrence stated there are three categories, and even though Brookdale's tuition rate is highest at $118 per credit, the College ranked 13th out of the 19 community colleges in collective tuition and fees. Ms. Lawrence noted that other institutions rely more heavily on fees than Brookdale Community College does. Brookdale ranked third in the amount of state aid, and first in the amount of county aid. She added that Monmouth County is very generous. Brookdale's fees are at the bottom of the percentage rate—only 12.2% whereas other institutions are double that number, which is a good indication of the manner in which Brookdale treats its students. Brookdale continues to maintain a very level cost to educate its students. Although Brookdale's enrollment during this period increased over 14%, the cost of educating those students decreased over 2%, which speaks to efficiencies that are in place.

Ms. Lawrence referred to a chart that was distributed at the meeting, and President Murphy reviewed the data. (See attachment 1.) She said that we must be stewards of the taxpayer and tuition dollars, and the chart indicates expenditures by categories. It illustrates clearly what Brookdale values, because the College spends the bulk of its money on instruction. Academic support and student services are large amounts as well. The College uses most of its money in direct support of student learning. The other categories are self-explanatory, and the College does not have any extensions or public services; institutional support would be administration costs. Brookdale has less of that than its sister colleges, and the institution puts most of its money where it is most important.

Trustee Kapsales said he reviewed the book on the Internet and he said he found some information that was reported to the state in 2011 that is contradictory to what was presented. He said that Brookdale appears to have a much more bloated administrative staff than the other community colleges. Listed as executives there are 103; other professionals 150. He compared Brookdale's 103 executives to Bergen's 43, and Camden's at 24, and Camden's other professionals at 136 compared to Brookdale's 150. He said he was seeing disconnects to what was

presented. Ms. Lawrence noted that she was not certain where the information Dr. Kapsales was referring to came from. She said the book in question is audited financial statements by independent auditors. She said she did not believe that there is any statute that regulates what one would call an executive, and that might be misleading. Dr. Kapsales stated that Brookdale's numbers were far higher than other institutions. (See attachment 2.)

President Murphy stated that she and Dr. Kapsales had discussed this earlier and she did indicate to him that the College is looking at its staffing levels. She said she was not certain how those numbers were reported, and that they do not ring true, but that does not mean that the numbers are completely false. She said the administration would be coming to the Board in a couple of months to discuss this once it is understood further.

2.12 Financial Statement on Legal Costs, Government Relations and Public Relations (4.3) – Vice President Lawrence noted that the College is required to report on Legal Costs, Government Relations and Public Relations on an annual basis. This year the report is on a comparative basis because the costs have gone down significantly.

2.2 Building Our Futures Bond Act

President Murphy reported that "Building Our Futures Bond Act" is the first in New Jersey since 1988 and this is very exciting. Dr. Murphy said she is confident that the bond will pass, and Brookdale will put those funds toward facilities at Camp Evans in Wall. She said that facility as it is now does not meet our needs. The facility is at capacity, and this is a great opportunity to build the Communiversity partners and fill the need in that part of the county. Dr. Murphy deferred to Vice President Trammell for a brief explanation of what has been done to promote the bond.

Dr. Trammell noted that all of the community colleges have a conference call conversation each Tuesday to report on what initiatives have been taken. He said the Dr. Murphy recently met with the administrator and immediate past mayor of Wall to lay out Brookdale's plans for the Communiversity at Wall and to alert him that Brookdale would be urging to have this bond passed. They felt very positive about this. Dr. Phillips and Dr. Voogt also made a presentation to Wall Township last Wednesday, which was well received. Wall Township asked that the Director of the Wall site be placed on an advisory committee for the Township; they want Brookdale representation on that committee. On October 19 Dr. Murphy will be guest speaker at an MODC luncheon where she will present on the bond referendum, what it will do for Brookdale and why there is a need for it. Dr. Trammell advised that we cannot lobby for this as a group but can provide reasons why it should be passed. Information relating to the bond will also be disseminated to Brookdale retirees, Foundation donors, Alumni Association members, campus employees and members of the area Chambers of Commerce. Messages regarding the campaign are now on campus sign boards and on campus entrances and roadways. Dr. Murphy addressed the Foundation Board of Trustees on September 27 and Student Activities has been contacted. They have an annual voter registration drive, and this information will be presented to all students and club presidents. The Public Relations office is preparing messages for students via the

College website, social media, and other forms of communication. The Political Science Club has given seven students the task of forming an internal group to work with state representatives, and two individuals from the Club are to work with the persons identified by the state to work with all community colleges. Dean Marie Lucier-Woodruff of OBCD will work with external groups that come on campus between now and the election so that they can be provided with information on the bond referendum. The NJ Business and Industry Association and the NJ Chamber of Commerce, NJEA, and other state groups are behind this referendum.

Dr. Guzzo asked if the money that the College will receive will be adequate to completely cover the cost of the project. It was noted that there is a 25% match, which does not have to be a county match. Brookdale's share will be $16 million, which will provide a good start. Dr. Murphy commented that the Communiversity partners, particularly NJCU, are interested in building that out with Brookdale. The question was asked if there are traffic complaints from neighbors, but at this time there have been no complaints. Space for parking will be available on the 17 acres that Brookdale has at that site once the buildings have been demolished. Dr. Guzzo suggested that it is important to reach out to the neighbors.

2.3 ACCT Conference Report

President Murphy distributed the policy action agenda from the ACCT conference and she reported that this policy action agenda aligns well with Brookdale's (strategic) Jubilee Plan—the focus is on student learning and increasing partnerships. These are also the core of Brookdale's strategic plan. Student success indictors and measurements are priority this year; these were discussed briefly with the Board last month and there will be more on this as the College continues to refine and measure how our students are performing. Another thing, Brookdale's budget is aligned behind this, and the College's internal Governance structure supports this policy agenda. The ACCT policy agenda asks that the trustees support "courageous" work. Sometimes colleges must take risks; they may risk failing in order to advance the cause of student learning.

Trustee Raymond, who also attended the ACCT conference and learned about some courageous work, stated that she attended a session about a technical school in North Carolina. They have a program called "Embrace Responsibility; Achieve Success" which is about Achieving the Dream. On this website it states that for the first time in American history, children will be less educated than their parents' generation. The focus of Achieving the Dream is to prepare students for success. Part of this is a mandatory orientation because the students actually appreciate rules and guidelines. The orientation includes such things as registration, getting the IDs, and a one-credit (16-hour) student success class which is positive and is eight principles of self-responsibility and belief in themselves—a process of learning from being a victim (I can't) to being a creator (how can I? and I can do it). The staff has been trained. The program is only in its second year, but there are already positive outcomes from this program. Dr. Murphy added that students don't do "optional" and if they are made to do something the indicators move up. She said that nobody wants to go to orientation, but if they have to go—they learn. She said that as Brookdale looks forward at what it needs to do to improve student learning,

Board support will be needed. Some of the initiatives may fail while others will be successful.

Graduate Trustee Tim Hart said he had a list of the things that were discussed at the session he was reporting on. He said that repetition is necessary for student success; finding, capturing and most importantly, looking at data. He said that a friend he met at the conference, also a graduate trustee, gave a report to her board that it is important to establish metrics—monitor progress. He said that it is crucial to look at the data that the College is collecting so that success can be monitored. He said that at the session they discussed the skills gap and how important it is for close collaboration with K-12 to transition students entering college and place them more efficiently without having so many students in remedial classes. He said that changes in education will have to be made in the near future; institutions must "take a chance" and there must be support for those decisions if they are to be successful. He said that community colleges and technical schools from around the nation are all having similar problems, and all have changes/plans to put in place to aid in student success.

2.4 Draft Regulation 1.5140R, Process for Comments by the Public

Trustee Campbell referred to a draft of regulation 1.5140R, Process for Comments by the Public, and said this is being introduced for discussion in terms of improving the process for handling comments by the public. She said she wants to make this process easier and more practical for our Board meetings. The proposal contains the regulation statement, outlines the rights of individuals and groups to go before the Board. Ms. Campbell stated this is an attempt to limit the time a person is able to speak, to outline using Roberts Rules of Order and follow a more strict process that provides the chair with a more defined basis for handling discussions between the public and the Board. Dr. Guzzo asked what Ms. Campbell felt were the most important points of the changes and why they were made. Ms. Campbell stated that this has been discussed during the past few meetings. The timeframe has been more or less unlimited. It is now proposed that individuals wishing to speak sign in before the meetings, indicating their name and the topic on which they wish to speak. Each person should be recognized and allowed up to five minutes to speak. Ms. Campbell said that they also wanted to ensure that Roberts Rules of Order are being followed, and that the Chair would have the right to alter the timeframe if necessary. She said that it is also desired to leave it at the Board's discretion to take control if someone is not following the rules appropriately. The Board would also like to be prepared for the discussion that will take place. In reply to a question, Ms. Campbell said that they are also attempting to limit a trustee's time, but that is at the chair's discretion.

Chair Elkes stated that Roberts Rules has a longer time limit for speaking than was proposed in the resolution that was passed earlier amending Roberts Rules. He said the intent is to permit everyone to have a change to speak, and then the opportunity to speak could circle back for further comment. It is a way of creating fairness in the rules that apply to the Board and the rules that apply to the public. This regulation deals with comments by the public, and the Board can adapt as situations change.

Trustee Kapsales said he did not see a need to have anyone sign in five minutes prior to the start of a meeting. Mr. Elkes said it is up to the Chair who must budget time. It is helpful from a time management perspective to have this concept. He said it is preferable to have a person's comments rather than exclude them; however, this provides more definition.

2.5 Report on Buildings and Grounds Committee

2.51 Approval of Easement for Western Monmouth Campus and McDonald's – Dr. Sulton stated that the Board has a recommendation for an easement to grant the Slattery family and McDonald's. This resolution results from information provided by an attorney that there was an error when McDonald's built their wall. They encroached on the Freehold Branch Campus property. Dr. Sulton said it is the College's desire to grant this easement. Trustee Campbell wanted assurance that this would not affect Brookdale's ability to do construction or make changes at the Freehold site. She was told this would not limit the College.

2.52 Use of Chapter 12 Funds – Dr. Sulton stated that this item concerns a request for a rigging project for the Performing Arts Center (PAC), which is badly in need of renovation—more so that was anticipated when this project was begun. This condition was brought to the College's attention by the consultant hired by the architect. The College thought it was dealing with a rigging only but through the course of the project's development, a number of issues arose that were not recognized during the initial project. The College would like to increase Chapter 12 funds for this project to $335,000. Dr. Sulton explained that this is very much a safety issue that must be addressed. The above cost includes the steel work. Dr. Guzzo asked if the facility is currently shut down and was told that there have been recent events there, but this situation must be taken care of before other things are scheduled. Dr. Phillips stated that the rigging reaches out over the stage and she stressed the safety issue. She said the "Haunted Theater" is held below the stage and therefore can take place. Trustee Raymond stated she reviewed this matter with Vice President Lawrence, and this is a priority that really needs to be done. President Murphy commented that the College would not want the liability of having students on that stage unless the rigging was fixed. Trustee Flaherty asked if the funding would be going to the actual renovations or to the architect, and Dr. Sulton replied it would be for the actual renovations. Trustee Flaherty asked how a situation like this (cost increases) could be avoided in the future, and the fact that this is such a specialized project was mentioned. Trustee Campbell asked who made the initial budget determination on this project, and Mr. Golubinski was asked to provide information. He said that a rigging contractor, PDO, (that also has a consulting business) was brought in a couple of years ago and they made the evaluation. Theater experts made recommendations on what had to be replaced. A major aspect was the structural steel that was in place was not suitable. This was not a change order but two parts of one project. Mr. Golubinski stated that there are riggers who do structural steel work, and by the same token, structural steel fabricators do rigging but not the structural steel work and the certification that goes with that. It has been necessary for the people who teach in the theater to decommission certain aspects because they have been making their own judgments in the area of safety. Some clarification on this issue was requested and received.

Trustee Kapsales had questions about the Chapter 12 Projects List. Vice President Lawrence stated that the revised list is a compilation of two separate lists: FY12 - $8.5 million and FY13 - $1.5 million. She explained that as projects were undertaken, some were moved from one fiscal year to this current list. There is no dollar change impact. Mr. Elkes asked if Phase II of the Water Loop Project had been completed, and the reply was that it had not. Dr. Sulton stated that all of the jobs on the Chapter 12 list are yet to be done.

2.6 Report on Information Technology Committee –

Trustee Karcher stated that an Information Technology Committee was held on October 10 when individuals from NJEDge came in to give a presentation. This is a not-for-profit group that bundles IT technology requirements for the 19 community colleges and other institutions as well as some secondary institutions. The College works through NJEDge now to get internet access, and the College uses Verizon. However, Verizon did not perform well when Brookdale had some outages. The Committee discussed the outages and computed what percentage of service was being received, considering those outages. Mr. Karcher stated that the College at one time considered withdrawing from NJEDge and going out on its own to negotiate contracts, but it was realized that it makes sense to stay with NJEDge. Brookdale is working with them now on redundancy. It was learned that about one-half of the community colleges have redundancy, which is done in different ways because of various locations of the institutions. Brookdale has challenged NJEDge to find the most cost-effective ways to bring about some internet redundancy for the College. Mr. Elkes also attended this meeting. He commented that modernization of Internet access will be very important. He thanked Trustee Karcher, who said that this was very much a function of staff's recognition of the value that NJEDge can provide.

2.7 Report on Human Resources Committee –

Acceptance of the Tentative Agreement between Brookdale Community College and the Fraternal Order of Police (3.2) - Trustee Flaherty stated a Human Resources Committee meeting was held on October 4 to discuss the tentative agreement between the College and the Fraternal Order of Police (FOP). This was a long-term bargaining session that went to mediation. Mr. Flaherty stated that the FOP had already ratified the agreement and it now comes for Board approval. Dean Sensi then explained the terms of the tentative agreement, which were discussed briefly. Chair Elkes explained that in the past Brookdale was a training ground for other municipalities and has taken away from Brookdale good police officers. He expressed appreciation to Mr. Giacobbe, Dean Sensi and the committee for keeping in mind retention in that department, which is very important.

3. CONSENT AGENDA

Chair Elkes asked if anyone had any comments, questions or disagreements with the minutes of September 12. Trustee Kapsales mentioned that there were two items in the Workshop Minutes of September 12 that needed to be corrected. The changes will be made to the official minutes.

Ms. Campbell questioned the items 4.2b, increases to blanket purchase orders. She asked why there were increases. Vice President Lawrence said that this was discussed at yesterday's Finance Committee meeting. She explained that blanket orders were never done previously in the bookstore; they are exempt from advertising. They initially set up blankets in May/June so that books could be ordered. As enrollment changed, sections changed, and the College's book needs changed as well. Certain companies were bought by other companies and it was found that books could be purchased at a lesser price from certain booksellers. Ms. Lawrence stated that the bookstore is more problematic because they are re-sellers and it is difficult to anticipate exactly what will be required. Ms. Campbell asked why there were no blankets on books before now. Ms. Lawrence stated that the bookstore is exempt from advertising. In reply to a question from Ms. Campbell, she explained that the spending is about the same for books.

Ms. Campbell also asked for information about the changes in the elevator blankets. Mr. Frank stated that the College went out to bid with time and material costs for repairing elevators in addition to elevator inspection. Because the elevators are getting older, the blanket must be increased. There have been many more repairs during this fiscal year than was anticipated. Mr. Frank said that the College is doing a disservice to persons with disabilities if an elevator is out of service, and this also creates a safety situation. Mr. Frank stated that the blanket for HVAC repairs was also increased. He said they did their best to forecast; however, what was predicted was not enough to get the College through this fiscal year.

In reply to a question from Mr. Flaherty, it was noted that when a blanket is initially done, there is an end number. Ms. Lawrence explained that any blanket for a construction order is a set dollar amount. Any change is a change to the bid and the College must obtain Board approval for any change. She said that the cost for everyday items is based on history—what it is estimated will be spent, and a change order is necessary if that estimate is not enough. Mr. Karcher stated it also lets a supplier know what is estimated to be spent. He said the College wants its estimated cost blanket number to rationally reflect what it is felt will be used. One cannot choose a high number just so that the College will not have to come back to the Board. Chair Elkes commented this process sensitizes the Board to costs.

4. RESOLUTION TO HOLD A CLOSED MEETING

It was MOVED by Trustee Flaherty and seconded by Trustee Jones that the following resolution be approved:

> WHEREAS, the Board of Trustees of Brookdale Community College proposes to discuss the following subject: Human Resources matters; and
>
> WHEREAS, the Board of Trustees has determined that within the provisions of Subsection 7(b) of the Open Public Meetings Law, the public should be excluded from the discussion of said subjects;
>
> NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that a meeting of said Board shall be held, at which the public shall be excluded, on October 17, 2012, at 6:45 p.m. for the purpose of discussing the following subject: Human Resources matters; and

BE IT FURTHER RESOLVED that the discussions on the above topic conducted at said closed session can be disclosed to the public at an ensuing meeting of the Board or when the matters have been concluded.

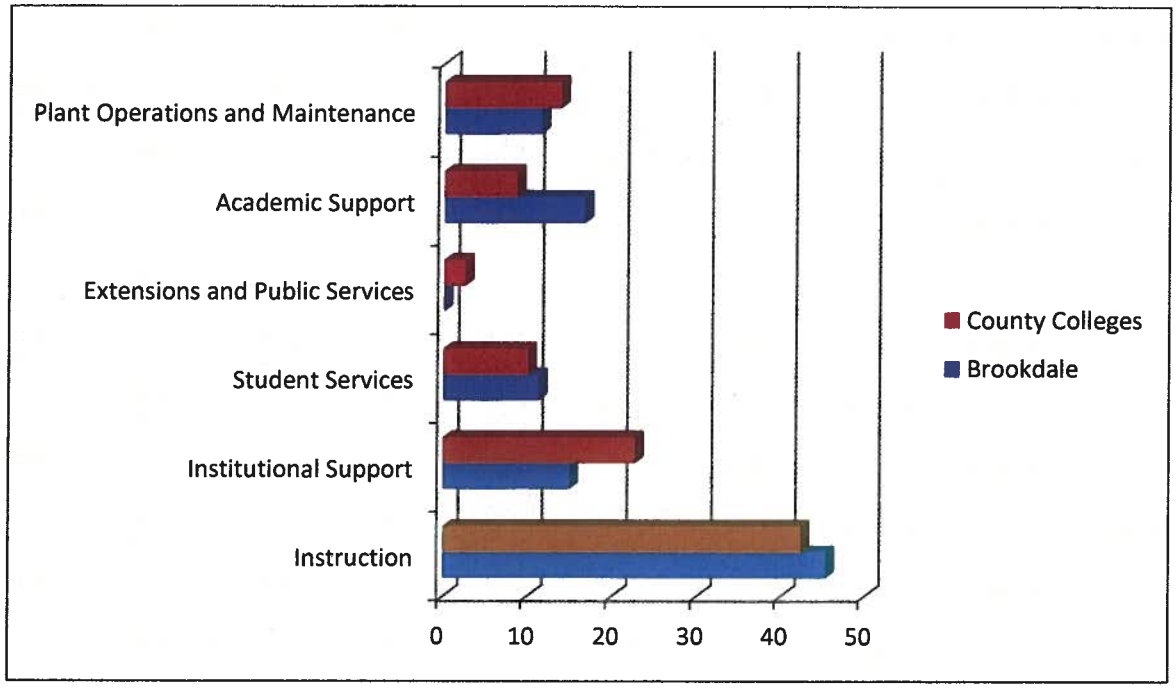
5. **ADJOURNMENT**

It was MOVED by Trustee Flaherty and seconded by Trustee Campbell that the meeting be adjourned at 6:40 p.m. Approval was unanimous.

Respectfully submitted _____
Maureen Murphy, Ph.D., Secretary

Expenditures by Category

FY 2011



ATTACHMENT 2

Number of Full-time Employees at New Jersey Colleges and Universities, Fall 2011

NJ Colleges and Universities	FACULTY	FACULTY ASSISTANTS	EXECUTIVE	OTHER PROFESSNL	TECHNICAL	CLERICAL	CRAFTS	MAINTENANCE	GRAND TOTAL
N.J. Institute of Technology	426	0	90	389	13	168	9	132	1,227
Rutgers, The State University	3,320	0	224	3,701	391	695	395	1,351	10,077
Univ of Medicine & Dentistry of N.J.	1,553	0	727	5,244	1,456	1,779	203	718	11,680
TOTAL, PUBLIC UNIVERSITIES	5,299	0	1,041	9,334	1,860	2,642	607	2,201	22,984
College of New Jersey	351	0	32	295	36	83	62	138	997
Kean University	339	0	129	246	19	123	42	114	1,012
Montclair State University	569	0	100	453	45	200	58	218	1,643
New Jersey City University	243	0	48	289	39	123	30	114	886
R Stockton College of N.J.	282	0	88	278	57	86	78	124	993
Ramapo College of N.J.	216	0	35	188	14	56	40	72	621
Rowan University	389	0	101	172	30	276	60	140	1,168
T Edison State College	0	0	89	142	2	52	0	0	285
W Paterson University of N.J.	389	0	46	257	95	144	31	168	1,130
TOTAL, STATE COLLEGES	2,778	0	668	2,320	337	1,143	401	1,088	8,735
Atlantic Cape Community College	105	0	57	26	31	91	9	53	372
Bergen Community College	355	0	43	151	25	116	12	94	796
Brookdale Community College	226	0	103	150	70	142	13	44	748
Burlington County College	62	0	68	70	39	35	7	64	345
Camden County College	134	0	24	136	28	77	20	69	488
Cumberland County College	49	0	33	56	5	24	1	19	187
Essex County College	126	0	69	133	37	76	0	84	525
Gloucester County College	70	0	35	63	21	46	0	28	263
Hudson County Comm College	102	0	54	39	9	66	0	14	284
Mercer County Comm College	128	0	19	138	16	59	6	37	403
Middlesex County College	172	0	55	91	37	129	31	52	567
Morris, County College of	160	0	51	39	27	106	8	56	447
Ocean County College	108	0	35	71	9	106	2	46	377
Passaic County Comm College	99	0	20	129	19	46	0	32	345
Raritan Valley Community College	115	0	36	83	10	54	6	8	312
Salem Community College	22	0	8	41	7	13	1	8	100
Sussex County Community College	44	0	25	26	6	26	0	9	136
Union County College	176	0	20	113	35	90	10	51	495
Warren County Comm College	28	0	6	18	1	11	0	2	66
TOTAL, COMMUNITY COLLEGES	2,281	0	761	1,573	432	1,313	126	770	7,256
TOTAL, PUBLIC INSTITUTIONS	10,358	0	2,470	13,227	2,629	5,098	1,134	4,059	38,975

SOURCE: Fall 2011 IPEDS Human Resources Survey (Downloaded March 8, 2012).

BROOKDALE COMMUNITY COLLEGE

Board of Trustees
Regular Meeting

October 17, 2012

Brookdale Community College
Long Branch Higher Education Center
213 Broadway
Long Branch, New Jersey

1. GENERAL FUNCTIONS

1.1 Chair Elkes called the meeting to order at 7:43 p.m.

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

A. On October 12, 2012, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.

B. On October 12, 2012, advance written notice of this meeting was faxed to:
The Asbury Park Press
The Star Ledger

C. On October 12, 2012, advance written notice of this meeting was filed with the Clerk of the County of Monmouth."

Counsel Hoffman swore in Dr. Carl J. Guzzo as a trustee of Brookdale Community College with a term to expire October 31, 2016.

Roll Call

Present:
Mr. Jacob S. Elkes, Chair
Father Brian Butch, Trustee
Mr. David Flaherty, Trustee
Dr. Carl Guzzo, Trustee
Mrs. Lucille Jones, Trustee
Dr. Peter Kapsales, Trustee
Mr. Charles Karcher, Trustee
Ms. Joan Raymond, Trustee
Mr. Timothy Hart, Trustee

Absent:
Mr. Richard M. Maser, Trustee
Mr. Joseph Passiment, Trustee

1.3 Chair Elkes welcomed guests, staff members, and the press to the meeting.

1.4 Chair Elkes introduced Mr. Edward Johnson, Director of the Long Branch Higher Education Center. Mr. Johnson welcomed everyone to the Center. He said this is a very exciting year for them. Deans, vice presidents, and the Center and Communiversity directors have worked together over the past several years to try to put together a successful plan at Long Branch, and it worked. This year they opened their doors to an 8% increase in enrollment, and they are very excited about that. He said that being director of the Long Branch Center is a privilege for him. But the reason they have a rise in enrollment is the people who have worked to achieve this goal, including the "crew" of the Long Branch Center; it was a team effort. Mr. Johnson said they have not solved all of their problems but are just beginning to turn them around. He mentioned the many programs that are offered at the Long Branch Center. He then introduced two students, who spoke of their very positive experiences at Brookdale and how these experiences at the Long Branch Center and at Brookdale changed their lives for the better. The speakers were Dawn Murray and Nora Henson. Lisa Marks, member of the GED team, also spoke briefly about her pride in her students and the successes they have achieved.

1.5 Chair Elkes asked if any member of the public wished to be heard on any of the items on the agenda.

Jack Ryan, Assistant Professor, English, at Brookdale Community College, requested to be heard. Mr. Ryan said he would like to speak to one of the Human Resources items on the agenda, that of the Athletic Director's position. Mr. Ryan requested that the item be separated out and voted on separately. The reason for this request is that by voting yea or nay for that, the Board ends a chapter in the Frank Lawrence negotiations. Without an Athletic Director there is still an option for arbitration. Once the Board appoints an Athletic Director, this matter will then go to a civil suit, costing many hundreds of thousands of dollars to the Monmouth County taxpayers and the Brookdale students. He said that the Board has wasted, especially those who were involved in the decision to first send Frank home and then to overrule Judge Stein's ruling to be reinstated, without any cause as is stated in the statutes. Therefore the new Board members need to stand up. Many of the Board members are leaving, and Mr. Ryan mentioned that this is Mr. Elkes' last Board meeting as was expressed by the Freeholders at their meeting of September 27. Mr. Ryan said he would like this Board to realize that whether they separate this item or not, the Board members' votes will decide whether this chapter has another course or whether it will go through the Monmouth County Superior Court system—paying the law firm that has created this whole problem and created a great little economic stream for themselves if the Board members go ahead and vote for that.

1.6 Reports

President Murphy stated her report would be brief. She provided an update on enrollment for fall. She noted that enrollment is down slightly, just as was anticipated (2% head count; 3.5% FTE). She said that fewer students are taking fewer credits, and this is being examined.

Dr. Murphy again spoke about the Higher Education Bond. She said that when the bond passes, and she feels it will pass, the College will be putting forward efforts to mobilize efforts at Wall and improve that location.

Dr. Murphy explained that last week Executive Vice President Phillips and Dean Voogt made a presentation to Wall Township Town Council Meeting, and they shared this with the Board. Dr. Phillips stated that she and Dr. Voogt went to the meeting at the invitation of Wall Township and discussed with them the bond referendum.

Dr. Voogt first commented on the students who had spoken earlier and said that is at the heart of what this is all about. At the presentation, Dr. Voogt explained what Brookdale has done at Wall already—the Brookdale Higher Education Center (located on Monmouth Boulevard on the former Camp Evans site). Because the parking lot is located at the back of the 23-classroom building, people do not get a sense of all the activity that goes on there. Students can complete at least half of the credits necessary for their Associates Degrees. About 700 students move through there every week taking advantage of the sixty courses that are offered there each semester. Primarily those students are coming from the southern municipalities of Monmouth County; Brookdale wants to impress upon that population the College's commitment to that part of the county. That Center offers students many services so they do not have to travel to the Lincroft campus to register, see a counselor, etc. Business and industry training and lifelong learning are also available at the location. Dr. Voogt said the Communiversity was also a topic of their presentation, and one of the individuals in the audience was actually a Communiversity student and had an opportunity to tell her story.

Dean Voogt had a brief PowerPoint presentation that indicated the partners at the Communiversity, and she proudly emphasized that the Communiversity is the winner of three national awards, including the MODC award in this area. She said that the people at the meeting were not aware of all of this.

Executive Vice President Phillips commented that all of the space in Wall is now occupied; Brookdale and the Communiversity have outgrown the space. She said the College wanted to explain what would happen at the Wall site should the referendum pass. Dr. Phillips said the impetus of this was the meeting that was held in the President's conference room with a Wall council member and the supervisor of Wall Township when the College shared with them the intention to work very closely with them should the referendum pass; the College would be able to offer more programs and serve more students in Wall Township. It became known that the council member's son attended Brookdale and the Communiversity and is now working toward his Master's degree.

When the referendum passes, Brookdale will receive $16 million in capital funds to fund growth at the Wall site, and will allow the College flexibility with other capital funds to support deferred maintenance and infrastructure projects at Brookdale sites throughout Monmouth County. Dr. Phillips said it has been 24 years since the last bond referendum and five years since the last investment in capital improvements. These funds will only be spent on academic facilities. Those at the presentation were happy to know that Brookdale is looking to provide new high

tech facilities that prepare students for a global economy and attract businesses and entrepreneurs in Wall Township. Brookdale representatives were reminded that when the Wall site was built in the first place there was a plan to build out when funds became available. Dr. Phillips stated she felt that those at the meeting were solidly enthused about this.

1.7 At this time Graduate Trustee Hart read and moved the following resolution: "I make a motion that the following will apply to all of tonight's meeting sessions, and I would like to point out that a 2/3 majority will be necessary for approval of this motion:

1. Our board will follow Roberts Rules of Order – with the following amendments – and our College Counsel is designated as our parliamentarian.

2. Comments from individual trustees will be limited to three minutes.

3. Trustees who wish to speak a second or subsequent time will wait until everyone has had the opportunity to speak for their first time.

4. Trustees who wish to speak shall do so only after being specifically recognized by the chairman.

5. Any trustee who wishes to be recognized by the chairman will so indicate by raising his or her hand.

6. Any member of the public who wishes to be heard shall have the opportunity to do so:

   a. when public comments are specifically invited by the chairman,

   b. provided that any member of the public who wishes to make a public comment shall speak into a microphone at the sides of the room,

   c. provided that the speaker shall identify himself or herself, AS WELL AS the topic that they intend to address, and

   d. each speaker from the public shall be limited to 2 minutes.

The motion was seconded by Trustee Flaherty.

Motion carried by the following vote:

AYES: Trustee Butch, Campbell, Flaherty, Guzzo, Jones, Karcher, Raymond, Hart, Elkes
NAYS: Trustee Kapsales
ABSTENTIONS: None

1.8 Comment on the President's Report - Trustee Kapsales requested to speak about the President's report. He said he was surprised and disappointed to hear about the decrease in enrollment. He said he would have expected that this year it would be up by 10% to 20% given the high cost of education, and student loans and the interest that must be paid on them. He said that hopefully parents are smarter and are saving money by looking at an alternative such as Brookdale. He said he feels that this is a failure of the school's marketing and sales plan (if one ever existed), and he said he did not feel it is acceptable to come in at a lower enrollment given the economic times and the advantages Brookdale has. Dr. Kapsales said he would like to see a marketing and sales plan going forward in order to ensure enrollment improves.

President Murphy stated that one of the annual priorities of the Board of Trustees that the College is working on is to develop a strategic enrollment management plan. She said it is not sufficient to market to students, it is to identify where the markets are that the College is missing, to determine what the strategies are to reach them, and to develop the programs at the locations where they need to be. Dr. Murphy said that they are working on that, and a comprehensive plan will be brought forward in the spring.

1.9 Vice President Trammell reported on the Acceptance of Gifts as of September 17, 2012. These gifts are generously donated to the College by individuals, business firms, students and staff, and are deeply appreciated.

1.10 President Murphy advised that the new Foundation Board member is a former non-traditional Brookdale student who earned her degree online in 2007. She completed her degree in Marketing and E-Commerce at Fairleigh Dickinson cum laude while working full time. It is remarkable that the Foundation Board will have a mother/daughter team as members, which says a lot about how the different generations appreciate Brookdale Community College.

The Chair of the Board of Trustees requested approval for one individual, Lisa D. Malleus, to serve as trustee of the Brookdale Community College Foundation with a term to expire June 2015. It was MOVED by Trustee Flaherty and seconded by Trustee Guzzo that the recommendation of the Board Chair be approved.

Motion carried by the following vote:

AYES: Trustee Butch, Campbell, Flaherty, Guzzo, Jones, Kapsales, Karcher, Raymond, Hart, Elkes
NAYS: None
ABSTENTIONS: None

1.11 It was MOVED by Trustee Kapsales and seconded by Trustee Raymond that the minutes of the September 12, 2012 Workshop and Regular meetings be approved, with two corrections as stated by Trustee Kapsales to the Workshop Minutes.

Motion carried by the following vote:

AYES: Trustee Butch, Campbell, Guzzo, Jones, Kapsales, Karcher, Raymond, Hart, Elkes
NAYS: None
ABSTENTIONS: Trustee Flaherty

2. ADMINISTRATION

2.1 The President recommended that the Board of Trustees adopt a resolution accepting the funds listed and authorizing the President to sign funding notification forms and any appropriate amendments. It was MOVED by Trustee Flaherty and seconded by Trustee Jones that the recommendation of the President be approved. A copy of the resolution may be found on page 15.

Vice President Trammell commented that one of the grants is for $899,360 from the National Science Foundation. It is one of the largest grants that Brookdale has applied for. He commended the two principal authors, Daniel Greenwood and Michael Qaissaunee.

Motion carried by the following vote:

AYES: Trustee Butch, Campbell, Flaherty, Guzzo, Jones, Kapsales, Karcher, Raymond, Hart, Elkes
NAYS: None
ABSTENTIONS: None

2.2 The President recommended that the Board of Trustees adopt a resolution approving Brookdale Community College to grant the easement to McDonald's on the site of the Western Monmouth Branch Campus. It was MOVED by Trustee Flaherty and seconded by Trustee Campbell that the recommendation of the President be approved. A copy of the resolution may be found on page 16.

Motion carried by the following vote:

AYES: Trustee Butch, Campbell, Flaherty, Guzzo, Jones, Kapsales, Karcher, Raymond, Hart, Elkes
NAYS: None
ABSTENTIONS: None

2.3 The President recommended that the Board of Trustees adopt College Regulation 1.5140R, Process for Comments by the Public.

Discussion: Trustee Campbell stated that one of her concerns was in Section II. She quoted, "the public has the constitutional right to speak at a public meeting of the Board." After a brief discussion and with the recommendation of Counsel Hoffman, the word "constitutional" was deleted.

The second concern that Trustee Campbell expressed was regarding the appropriateness of a timeframe within which an individual requesting to speak has

to sign in; five minutes prior to the beginning of a meeting had been proposed. Trustee Campbell commented that as stated this does not provide the chair with the flexibility that Roberts Rules of Order provides. Adding the words "where practicable" was suggested by Trustee Guzzo. Chair Elkes stated that he wanted to encourage those who wish to speak about agenda items to bring up their concerns prior to voting on the matter—at the beginning of the meeting. Counsel Hoffman suggested changing the word (in IV. 1) "must" to "shall" and add, "where practicable."

Trustee Kapsales stated that he felt the five minute time limit for speaking by members of the public might stifle public comment. He also stated that if it is desirable to limit the full time, it could be stated, "public comments shall not exceed one hour" or perhaps "thirty minutes." Trustee Flaherty was in favor of a specific time limit in order to discourage filibustering. A time limit also provides everyone with an opportunity to speak. Chair Elkes stated that IV. 3 provides flexibility; Roberts Rules of Order provide the flexibility to alter time limits with a majority vote of the Board.

The changes were read by Counsel Hoffman:

In Section II, paragraph two, the word "constitutional" will be removed.

Section IV, 1, shall read, "An individual requesting to speak, in advance of the meeting and at least five minutes prior to the meeting shall, if practicable, shall sign in with name..."

It was MOVED by Trustee Campbell and seconded by Trustee Flaherty that the recommendation of the President be approved, with the above changes. A copy of Regulation 1.5140, Process for Comments by the Public, may be found on page 17.

Motion carried by the following vote:

AYES: Trustee Butch, Campbell, Flaherty, Guzzo, Jones, Kapsales, Karcher, Raymond, Hart, Elkes
NAYS: None
ABSTENTIONS: None

3. HUMAN RESOURCES

3.1 The President recommended that the Board of Trustees approve the Human Resources recommendations as submitted. It was MOVED by Trustee Flaherty and seconded by Trustee Raymond that the recommendation of the President be approved. A copy of the recommendations may be found on pages 18-27.

Dr. Kapsales commented about the few terminal degrees indicated for adjunct faculty, and it was suggested that it may be possible to obtain adjuncts with terminal degrees with the closure of Fort Monmouth and ex- Bell Labs personnel. It was also suggested that it might be possible to have individuals with terminal degrees teach without requiring a salary.

Trustee Campbell asked what the situation would be if a new Athletic Director were to be hired now and in the future Mr. Lawrence, as a result of the legal process, was hired back by the College. Counsel Hoffman stated that the Board has no jurisdiction over this matter right now—it is with the court system, unless the College and Mr. Lawrence were to come to an agreement. If the court directs the College to put Mr. Lawrence back in that position, the College would have to put him back in that position. At this point the Board has no jurisdiction to do anything.

Motion carried by the following vote:

AYES: Trustee Butch, Campbell, Flaherty, Jones, Karcher, Raymond, Hart, Elkes
NAYS: Trustee Kapsales
ABSTENTIONS: Trustee Guzzo

3.2 The President recommended that the Board of Trustees of Brookdale Community College adopt a resolution officially accepting the provisions of the four-year successor Agreement between Brookdale Community College and the Fraternal Order of Police. It was MOVED by Trustee Flaherty and seconded by Trustee Campbell that the recommendation of the President be approved. A copy of the Resolution and Summary of Major Provisions of the settlement may be found on pages 28-30.

Motion carried by the following vote:

AYES: Trustee Butch, Campbell, Flaherty, Guzzo, Jones, Kapsales, Karcher, Raymond, Hart, Elkes
NAYS:
ABSTENTIONS:

4. BUSINESS AND FINANCE

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

4.1 The President recommended that the Monthly Financial Report be accepted by the Board of Trustees as submitted. The Check Register for the month of August included checks disbursed in the amount of $8,292,298.21. A copy of the Report may be found on pages 31-37.

4.2 The President recommended that the Board of Trustees adopt a resolution approving the Purchases in Excess of $32,600, and New Jersey "Pay-to-Play" Bids, and Proposals in Excess of $17,500, as indicated on the attached list. A copy of the Resolution and List of Purchases may be found on pages 38-39.

4.2a The President recommended that the Board of Trustees adopt a resolution approving the Purchases Pursuant to the New Jersey "Pay-to-Play" Non-Fair and Open Process, in Excess of $17,500, as indicated on the attached list. A copy of the Resolution and List of Purchases may be found on pages 40-41.

4.2b The President recommended that the Board of Trustees adopt a resolution approving the Purchases as indicated on the Purchase Request Report. A copy of the Resolution and Schedules may be found on pages 42-47.

4.2c The President recommended that the Board of Trustees adopt a resolution approving the Open Invoice Payment Requests for Vendor, Student, & Employee Payments, as indicated on the attached list. A copy of the Resolution and Schedules may be found on pages 48-82.

Motion carried by the following vote:

AYES: Trustee Butch, Campbell, Flaherty, Guzzo, Jones, Kapsales, Karcher, Raymond, Hart, Elkes
NAYS:
ABSTENTIONS:

4.3 The President recommended that the Financial Statement on Legal Costs, Government Relations, and Public Relations be accepted by the Board of Trustees as submitted. It was MOVED by Trustee Raymond and seconded by Trustee Butch that the recommendation of the President be approved. A copy of the Report may be found on page 83.

Discussion: Trustee Kapsales commented that he found the total cost of legal fees to be excessive. He said it was poor management to run to lawyers every time someone has a question. He requested to see a break-out every month of the legal cost, who received it, and what was the purpose. Trustee Campbell agreed and said her concern was that there was no breakdown. Chair Elkes stated that Trustee Kapsales had requested some time ago copies of the bills, and they were disseminated to all of the Board members for review. He said that could be done again. Trustee Kapsales requested the information in a table so that the information could be more easily accessed. Trustee Campbell said she felt it should be the burden of the law firm to provide the information on their bills.

President Murphy stated that the purpose of this document is different. The College is required by statute to present this information to the Board for approval. The deadline for submission of this document is November 1. This routinely comes before the board each year. Dr. Murphy said the College could include legal costs on a monthly basis. The suggestion was made to submit the bills to the Board on a quarterly basis. Vice President Lawrence stated some of the bills would have to be redacted but she would be happy to provide them. The Board then agreed to discuss this at another time.

There was a question about the public relations shown in the report. Dr. Murphy stated this is what the College spends to be citizens in the county.

Motion carried by the following vote:

AYES: Trustee Butch, Campbell, Flaherty, Guzzo, Jones, Kapsales, Karcher, Raymond, Hart, Elkes
NAYS:

ABSTENTIONS:

5. **CURRICULUM AND INSTRUCTION**

6. **STUDENT PERSONNEL**

7. **BUSINESS AND COMMUNITY DEVELOPMENT**

8. **OLD BUSINESS**

8.1 Trustee Kapsales stated that a few months ago he brought up the issue of the downgrade of Brookdale's financial rating, and he asked for a corrective action plan. Dr. Kapsales stated he had heard nothing about that. He said getting the rating back should be a priority and he would like information on what is being done at the next meeting.

Dr. Kapsales also mentioned free online courses and said they will be very big competitors in this area, and many of them are being accepted by colleges for credit. He said there are ways to take advantage of that and ways to be burned by it. He said he was hoping to hear some type of strategy that the College was taking. President Murphy said the College is looking very closely at online instruction and is following very closely what is going on with the Mooks, and it is part of Brookdale's strategic enrollment management plan that will be presented to the Board in the spring. This is a market that the College is looking at. She agreed with Dr. Kapsales that things are changing rapidly, and she referred to an interesting article in the Chronicle of Higher Education that discussed this topic.

Dr. Kapsales brought up the $70,000 fee for producing a marketing magazine that the Board approved several months ago. He said he was the only person who objected to it because he felt it was yesterday's marketing—sending out a hard copy. He mentioned that enrollment is down and he wanted to reiterate that he felt that $70,000 was thrown down the drain. He felt the companies that spend the most for marketing are the ones that are doing the worst because they are not spending the money smartly.

Trustee Butch said that the staff is trying good things and we must be positive. He said that many people like to have something in their hands. He also said that there may be many dollars in tuition that the College has taken in because of that magazine. He said that just because Trustee Kapsales thinks in terms of computers doesn't mean that others think in those terms. Many of the people who receive this publication may never have been to college. Trustee Butch said that many of the students at Brookdale's higher education centers are coming to college for the first time; others are getting their GEDs. He said that Brookdale is doing an awesome job, and the Board needs to focus on the good things and be positive; there is no need for negative energy.

Graduate Trustee Hart said he feels there has to be a couple of different ways of attracting people. He said he knows that adult learners coming to the College would rather have something in their hands; many do not have technical skills. Mr. Hart said that at the ACCT Congress a topic of discussion was that adult learners will be

coming back to school at a community college because they have been laid off or because they want to improve their technical skills. He said he agreed with what Trustee Butch had to say.

Trustee Campbell stated that it has been a while since the Board has received a presentation on Marketing from Avis McMillon. She suggested having her come in to give a presentation on what has taken place over this year, and what the strategic planning is for next year. Ms. McMillon stated they had planned to do just that at the next meeting. They would like to put out another *Career Focus* for the spring semester, and that will come before the Board next month for approval. They are planning to bring to the Board the response that was received from the first publication as well as other initiatives. Ms. McMillon said the College really did receive a very positive response. They were able to record about 40 responses from people who were requesting information. They also received other anecdotal information; students were thrilled about it and wanted to know how they should go about having their own story in the next publication. They also had a teacher from Middletown High School who phoned to let the College know that it was a beautiful publication, and she wanted copies to give to her entire class. More information will be presented to the Board at the next meeting.

Ms. Bender said some people see the big picture, but she is the "nuts and bolts" person. She said she is the one figuring out the accountability of the project. Right now they are determining the value of the publication to students. Ms. Bender stated she just presented at *Career Focus*, and she also got some very good information at the conference. She said it is a soft sell market and is very hard to quantify. She said she would provide concrete figures in November. The next issue of *Career Focus* will be directed mainly toward the adult learner, a market that Brookdale needs to tap. They are interested in setting a benchmark and then moving forward.

Trustee Flaherty commented that he voted for this project cautiously and has since researched it online. He said the presentation was well done and the magazine looked well done, and he did see the publication at different places throughout the county. He said he could understand Trustee Kapsales' point, but it is not fair to say that trustees do not think about their votes; he said he does. He said he doesn't want to spend money needlessly; however, it is important to get enrollment figures up.

Trustee Campbell stated that at the end of Interim President Toms' reign the meeting structure had changed; the Board met first and then came before the public. We are now using the old meeting structure and she wondered if this was not redundant—having a meeting with the public present, then leaving, then coming back for another public session. She asked that some thought be given to this so that the public does not have to wait for the Board to come back for the next meeting.

9. NEW BUSINESS

9.1 Karyn Arnold, President of the Administrative Association, requested to be heard. She welcomed Dr. Guzzo to the Board and to the Brookdale family. She thanked Dr.

Sulton for attending their general membership meeting to review the Emergency Management Plan.

Ms. Arnold said she wanted to mention a few of the great things that are happening to some of the Association members.

- Carl DeJura, Director of the Adult Basic Education program at Long Branch, has been named to the Board of Directors of the Long Branch Concordance—a social service referral agency in Long Branch. It is a very helpful agency that does great things for the community.
- Linda Martin, Manager of Community Programs for the Office of Business and Community Development, was presented with the Professional of the Year Award from ARC of Monmouth County. This award was a result of her efforts to open Brookdale's doors for continuing education for students with developmental disabilities.
- Nancy O'Shea, Director of Testing Services, has received the National College Testing Association President's Award for outstanding contributions to her association. Specifically, after being awarded Test Center Certification in the fall of 2011, she volunteers to mentor other college and university testing representatives who are seeking to receive their Test Center Certification.
- Megan Ingstrup, Student Services Generalist at the Freehold Branch Campus, was accepted as an emergent leader for the National Academic Advising Association. This is a leadership development program that began in October 2012, and she will graduate in October of 2014. The program is designed to build diverse leadership within the Association. It will bring diversity within the organization by bringing in two-year institutions. Last week Megan co-presented with Brian Oland of Counseling in a session entitled, "Do You See What I See?" It was "opening our eyes to the impact of bias" and provided attendees the opportunity to examine their own hidden biases and how this may impact their work with students. Megan was also a panelist for the Safe Zoning training.

Ms. Arnold stated she would be bringing similar information to the Board each month on the wonderful things the Association's members are doing.

9.2 Trustee Elkes announced his resignation tonight as chair. He also announced his resignation on the Board of Trustees, effective with his replacement by the Board of Chosen Freeholders. He said he would stay until then to provide whatever transitional assistance he could. Mr. Elkes then made the following statement:

"It's difficult to say good-bye to an organization that has been part of one's life for seventeen years, yet there is always a time to move on and to pursue other opportunities, and for me this is that time. I will not seek reappointment. I am proud to have been part of Brookdale Community College's legacy of providing Monmouth County residents an affordable option for quality education, and close to home.

"We worked hard to carefully guide Brookdale's remarkable growth over the years including its expansion throughout Monmouth County and to the birth of the New Jersey Coastal Communiversity.

"Witnessing our students' diverse accomplishments as they achieve their educational goals each year demonstrate the important work of this great institution. These are moments that I will cherish forever.

"I have seen community colleges grow in importance within our state's higher education structure, especially as the cost of the four-year colleges and universities continues to rise. Access to higher education for many students will start at the county college level, and Brookdale is prepared to meet this critical need.

"The past year has been difficult for the College, for its students and leadership. It saddens me that complications and controversies within the administration have distracted from Brookdale's exceptional record of accomplishment and growth. What matters is that the Board has confronted difficult problems squarely, brought governance to a 21st century standard worthy of our students and faculty as well as taxpayers whose support is essential to Brookdale's continued success.

"In all my years on the Board I have never been as proud of the dedication and commitment of the people on this Board as I am tonight. In a matter of a few months we put in place an effective interim president, secured an immediate internal audit, secured an immediate external audit as well, established a permanent independent audit function, undertook a nationwide search for a new president, and every decision was made to confront failings where they occurred, ensure a high quality standard for the future, and to restore the attention of our community to renewal and the education of our students. The last six months have brought enormous progress and the new academic years are the brightest in memory. Our students have not missed a beat, receiving the education they want and deserve, and the faculty and administration are moving in a positive direction under a capable and energetic new president. Our campus is one of the safest in New Jersey.

"After seventeen years I find myself taking leave in a charged political environment. Time will be the ultimate judge of the decisions we made to restore public confidence in this important institution. For myself I am confident that the process worked to the rightful benefit of the public we are so privileged to serve.

"I take this opportunity to thank the students, faculty, administration and the staff for the honor of working with them and for the opportunity to serve on this Board. I thank my colleagues on the Board for their service to Brookdale, for their dedication and for their trust.

"You all have my best wishes and support for the future. Thank you all."

Trustee Elkes expressed the "best of luck" to Brookdale's new chair, Trustee Butch.

9.3 Trustee Kapsales asked about the Nominating Committee and what will happen. Trustee Raymond stated that the Nominating Committee would meet before the November Board of Trustees meeting. Trustee Kapsales stated the Committee was supposed to report before the next meeting so that people could vote. Trustee Raymond gave assurance that there would be communication with the Board on this matter before the next meeting. She said it was the Committee's intention to leave things as they are.

Counsel Hoffman stated that the Statute calls for the Annual Meeting to be in November and that is when the Board will vote for a Chair and a Vice Chair. Whether the Nominating Committee reports beforehand is at the discretion of the Board.

Trustee Raymond stated that it would be for Brian Butch to be Chair and David Flaherty to be Vice Chair.

Trustee Jones stated that she felt the proper order would be for the Nominating Committee to present the slate to the Board prior to the Annual Meeting, which is November. That will be done electronically.

10. ADJOURNMENT

10.1 It was MOVED by Trustee Flaherty and seconded by Trustee Jones that the meeting be adjourned at 9:15 p.m. Approval was unanimous.

Respectfully submitted

Maureen Murphy, Ph.D., Secretary

BROOKDALE COMMUNITY COLLEGE

Board of Trustees
Annual Meeting

November 15, 2012

Brookdale Community College
Warner Student Life Center
Navesink III (SLC 218)
Lincroft, New Jersey

1. GENERAL FUNCTIONS

1.1 Chair Butch called the meeting to order at 6:07 p.m.

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

A. On November 12, 2012, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.

B. On November 12, 2012. Advance written notice of this meeting was faxed to:

The Asbury Park Press
The Star Ledger

C. On November 12, 2012, advance written notice of this meeting was filed with the Clerk of the County of Monmouth."

Roll call:

Present:
Father Brian Butch, Chair
Mr. David G. Flaherty, Trustee
Dr. Carl J. Guzzo, Jr., Trustee
Mrs. Lucille Jones, Trustee
Dr. Peter Kapsales, Trustee
Mr. Charles Karcher, Trustee
Mr. Richard M. Maser, Trustee
Mr. Joseph Passiment, Jr., Trustee
Ms. Joan Raymond, Trustee

Absent:
Ms. Lora Campbell, Trustee
Mr. Jacob S. Elkes, Trustee
Mr. Timothy Hart, Graduate Trustee

1.3 Chair Butch welcomed Guests, Staff Members and the Press.

1.4 Chair Butch asked if any member of the public wished to speak on any of the agenda items at this time. He added that there would be another opportunity later in the meeting.

2. NEW BUSINESS

2.1 Nominating Committee Chair Richard Maser presented the slate of officers. He stated that an email was sent to all of the trustees asking if anyone would like to be considered for the position of chair or vice chair; the only two individuals who came forward were Brian Butch for the position of Chair and David Flaherty for the position of Vice Chair. Mr. Maser stated he did not hold a formal meeting but he did speak with the other members of the Nominating Committee to let them know these would be the only two nominations the Committee would be putting forward tonight. Trustee Maser moved the slate of officers, and the motion was seconded by Trustee Guzzo. Chair Butch asked if there were any nominations from the floor for the position of Chair, and there were none.

Trustee Kapsales requested that he be permitted to comment on a point of rule. He said that according to the Bylaws it shall be the duty of the Nominating Committee to present candidates. He said that is their responsibility and does not allow for nominations from the floor. Counsel Hoffman disagreed and said that by statute any trustee has the right to nominate from the floor. There was a brief discussion on this matter.

Counsel Hoffman asked if there were any other nominations for the position of Chair, and there were none. He asked if there were any other nominations for the position of Vice Chair. Trustee Jones nominated Joan Raymond for the position of Vice Chair, and Trustee Passiment seconded that motion.

Motion carried by the following vote:

For Chair Butch:

AYES: Trustee Flaherty, Guzzo, Jones, Karcher, Maser, Passiment, Raymond, Butch
NAYS: Trustee Kapsales
ABSTENTIONS: None

For Vice Chair:
Mr. Flaherty: Trustee Flaherty, Guzzo, Kapsales

Ms. Raymond: Trustee Jones, Karcher, Maser, Passiment, Raymond, Butch

The officers for the 2012-2013 year are: Chair: Trustee Butch; Vice Chair: Trustee Raymond.

Trustee Kapsales contended that this is a violation of the Bylaws. Trustee Guzzo also expressed concern.

Chair Butch announced that with Ms. Raymond as Vice Chair, there are two positions vacant on the Executive Committee. If anyone is interested he/she is to let Chair Butch know.

2.2 The President recommended that the Board of Trustees adopt a resolution establishing the date, time and location of public meetings of the Board as well as approving procedures for distribution of "annual notice" and "48-hour notice" and for calling meetings of urgency and importance. It was MOVED by Trustee Passiment and seconded by Trustee Flaherty that the recommendation of the President be approved. A copy of the resolution and Schedule of Meetings may be found on page 5.

Motion carried by the following vote:
AYES: Trustee Flaherty, Guzzo, Jones, Kapsales, Karcher, Maser, Passiment, Raymond, Butch
NAYS: None
ABSTENTIONS: None

2.3 Chair Butch deferred making committee appointments of members to the standing committees on Buildings and Grounds, Finance, Human Resources, Educational Services, Information Technologies, Policy, and Audit until December. It was suggested that trustee bios might provide information on each trustee's expertise to aid in committee assignments, and also to provide assistance to the president if requested. Trustee Jones asked that Board Members consider serving on the Educational Services Committee.

There was a brief discussion about the importance of a member of the Nominating Committee recusing him/herself from that committee if he/she chooses to run for office.

3. ANNUAL INSTITUTIONAL REPORT (AIP)

3.1 President Murphy presented the Annual Institutional Report, noting that it may be found online. This report is produced each year by Planning, Assessment and Research. Dr. Murphy pointed out some highlights. There are about the same number of students in credit and non-credit offerings. She remarked that the non-credit classes, although not spoken of often, are of significant impact to our community. Brookdale's students do not always test at the college level and require remediation; 30% of credit students are identified as other than white; 27% 25 years of age or older; 34% are Pell Grant recipients; almost all are New Jersey residents, and 90.6% are Monmouth County residents. Dr. Murphy remarked that this indicates to her that Monmouth County is diversifying just as the rest of the country is—something that is rich and valuable that we need to value as part of our college. Brookdale's graduation and transfer rates are consistently high; Brookdale ranks 57th of over 1200 community colleges nationally in associate degree attainment—which is very significant. Brookdale is 6th nationally in the production of Education degrees; 18th in Business degrees; 15th in Criminal Justice and Corrections; 20th in Protective Services, Homeland Security, and Law Enforcement; and 37th in Communication Technology, Technicians and Support Services. In the State of New Jersey Brookdale is the number two associate degree producer;

number one in terms of associate degrees in Education, Business Management, Marketing, and Criminal Justice. Dr. Murphy stated she is proud to present this annual report.

It was MOVED by Trustee Guzzo and seconded by Trustee Jones that the Annual Institutional Report be accepted by the Board of Trustees as submitted.

Motion carried by the following vote:
AYES: Trustee Flaherty, Guzzo, Jones, Kapsales, Karcher, Maser, Passiment, Raymond, Butch
NAYS: None
ABSTENTIONS: None

4. ADJOURNMENT

4.1 It was MOVED by Trustee Passiment and seconded by Trustee Flaherty that the Annual Meeting be adjourned at 6:33 p.m.. Approval was unanimous.

Respectfully submitted _____
Maureen Murphy, Ph.D., Secretary

RESOLUTION

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the following are the meeting dates and locations of the Board of Trustees meetings for the 2012 – 2013 academic year:

Date	**Location**
Thursday, January 24, 2013	Wall Higher Education Center
Thursday, February 21, 2013	Lincroft Campus
Thursday, March 21, 2013	Northern Monmouth HEC, Hazlet
Thursday, April 25, 2013	Eastern Monmouth HEC, Neptune
Thursday May 23, 2013	Lincroft Campus
Thursday, June 20, 2013	Long Branch Higher Education Center
No meeting in July 2013	
Thursday, August 22, 2013	Wall Higher Education Center
Wednesday, September 18, 2013	Lincroft Campus
Thursday, October 17, 2013	Northern Monmouth HEC, Hazlet
Thursday, November 21, 2013	Lincroft Campus
Thursday, December 19, 2013	Eastern Monmouth HEC, Neptune

The Public Meeting of the Board will begin at 6:00 p.m.

BE IT FURTHER RESOLVED that the Board of Trustees does hereby designate as official newspapers to receive notices of meetings the following:

The Asbury Park Press

The Star-Ledger

BE IT FURTHER RESOLVED that all required notices of meetings of the Board of Trustees shall be posted on the bulletin board on the first floor of the Brookdale Administrative Center.

BE IT FURTHER RESOLVED that a copy of all notices of meetings of the Board of Trustees shall be filed with the Clerk of the County of Monmouth.

BROOKDALE COMMUNITY COLLEGE

Board of Trustees
Workshop/Public Meeting

November 15, 2012

Brookdale Community College
Warner Student Life Center
Navesink III (SLC 218)
Lincroft, New Jersey

1. GENERAL FUNCTIONS

1.1 Chair Butch called the meeting to order at 6:35 p.m.

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

A. On November 12, 2012, advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.

B. On November 12, 2012, advance written notice of this meeting was faxed to:

The Asbury Park Press
The Star Ledger

C. On November 12, 2012, advance written notice of this meeting was filed with the Clerk of the County of Monmouth."

Roll Call:

Present:
Father Brian Butch, Chair
Mr. David Flaherty, Trustee
Dr. Carl Guzzo, Jr., Trustee
Mrs. Lucille Jones, Trustee
Dr. Peter Kapsales, Trustee
Mr. Charles Karcher, Trustee
Mr. Richard M. Maser, Trustee
Mr. Joseph Passiment, Jr., Trustee
Ms. Joan Raymond, Trustee

Absent:
Mr. Jacob S. Elkes, Trustee
Ms. Lora Campbell, Trustee
Mr. Timothy Hart, Graduate Trustee

1.3 Chair Butch asked if any member of the public wished to comment on any item on the agenda. He mentioned that there would be an opportunity to speak about other matters at the end of the meeting.

1.4 President's Report

President Murphy stated we have been through Sandy and a Nor'easter, and it has been a tough time for the College. She provided a summary of what has been done so far to rebuild Brookdale and in recovery efforts. She thanked Laurie Bender for developing the "Brookdale Rebuilds" logo. Dr. Murphy noted that Brookdale has about 700 employees, and she said she is humbled by the number of people who came here at great personal expense and sacrifice to assist in getting the College back in order. Dr. Murphy stated that over 10% of the full-time employees were here attempting to get the College back in service and she personally thanked them. There were power outages at all of the sites, and, luckily, very little damage to the physical structures. The decision was made to open each of the sites as power was restored. Wall was the last to reopen. The greatest disaster was that the back-up generator for the IT system failed twelve hours into the storm. The generator had been tested every week and the failure could not have been anticipated but it caused many problems. OIT and maintenance and the TLC all collaborated to get things back up and running. The College will ensure that this does not happen again. Dr. Murphy thanked the IT staff, particularly Dr. Kahn and Ms. Shelley for their efforts in restoring the IT function.

With regard to communications, Brookdale had its Facebook page, the radio station, and particularly Twitter. Dr. Murphy stated that social media played a huge part in the College's recovery. Chris Busacca, Social Media Coordinator, and Avis McMillon, and others worked tirelessly to ensure that the College communicated information in the best possible way.

The College ensured that people received their pay checks. A station for this purpose was set up at the Police Station.

With regard to academic integrity and a recovery plan, the College's emphasis is on completing the semester on time, with the idea of supporting students in every possible way to achieve learning outcomes. There are faculty liaisons in every department who are experts in on-line learning. There will be additional support in the Library, and computer and other labs for students will have additional hours at all locations. The College will also look at changing some of the student services procedures, allowing students to withdraw without penalty. Dr. Murphy stated she had spoken with the Department of Education to request that those affected by the hurricane have their Pell Grants forgiven. Brookdale has a good counseling staff that will be available to help students make the best choices.

The Brookdale Foundation has a special "Give 100" campaign and will dedicate some unrestricted funds to disaster recovery, textbooks, meal plans, and financial aid hardships. Dr. Murphy stated she is pleased that the College has this entity to assist students in this way.

Dr. Murphy commented that Brookdale has been helping the community. We are a staging area for JCP&L; a MAST laboratory site; and are looking at providing office space for the Rutgers Sandy Hook organization. Brookdale's Tackman House was a Humane Society shelter for displaced dogs and cats owned by people who were not able to have their pets with them. Perishable food from Dining Services was provided to the Keansburg shelter. The "Brookdale Rebuilds" site was developed and there is open Portal access for those who have needs—Swap Central.

President Murphy noted that Brookdale's Police Officers worked non-stop and also volunteered to supplement the county. Childcare for employees who had children not yet back in school was provided, and Student Life and Activities had a Hurricane Resource Fair. Student clubs have much going on with regard to relief efforts. The Student Life Board suggested that the entire campus work on one project for hurricane relief. The Small Business Association was looking for a place to do disaster recovery, and they are sharing space with the Small Business Development Center in Brookdale's Library. Dr. Murphy said she was very proud of what the students and staff have done to serve and engage all people who have been affected by Sandy. Dr. Murphy particularly recognized Executive Vice President Sulton for all that he did.

Dr. Murphy announced that the "Building Our Futures" bond passed. Brookdale will put its money to work at the Wall site. That location needs facilities updated the most.

The Board of Trustees met with the Foundation Board recently, and Dr. Murphy commented that this is a good first step in joining forces to build our community.

1.5 Courtney Griffin and Zack Eisenberg, members of Alpha Pi Theta, Brookdale's chapter of the international honor society for community colleges—Phi Theta Kappa, gave a brief presentation on C4. This is a student-run program that promotes community college students completing their associate degree. The Program encourages them to move on to higher education.

2. REPORTS FROM BOARD COMMITTEES

2.1 Educational Services Report – Trustee Jones stated that an Educational Services Committee Meeting was held on October 22 when a very informative presentation was given on one of Brookdale's programs. There was also an update on the status of the Middle States Periodic Report.

Mrs. Jones noted that there are two items this month for Board approval: The Discontinuance of Computer-Aided Drafting and Design AAS and Computer Aided Drafting and Design Academic Credit Certificate of Achievement (5.1), and the Discontinuance of Ethnic Studies Option in the Social Sciences AA program (5.2) Executive Vice President Phillips explained that faculty and administration propose discontinuance of item 5.1 based on recommendations from the Advisory Board, program review, assessment, and declining enrollment. Although the program is being discontinued, the courses will remain viable because they serve other programs. Those students currently enrolled in the program will be able to complete it. There are sixteen students in the program, and it will take about two

years for them to complete the requirements. Dr. Phillips stated that the same recommendation is being made for item 5.2. There is currently only one student enrolled in the program. Again, the courses will remain and the student can complete the degree requirements.

Trustee Guzzo asked how long it takes to discontinue a program. Dr. Phillips said it will be fourteen months to bring Item 5.1 program to completion. Dr. Murphy added that if a program needs to be discontinued it can be done quickly.

5.1 – The President recommended that the Board of Trustees adopt a resolution discontinuing the Computer-Aided Drafting and Design A.A.S. and Computer-Aided Drafting and Design Academic Credit Certificate of Achievement. It was MOVED by Trustee Jones and seconded by Trustee Maser that the recommendation of the President be approved. A copy of the resolution may be found on pages 10-11.

Motion carried by the following vote:

AYES: Trustee Flaherty, Guzzo, Jones, Kapsales, Karcher, Maser, Passiment, Raymond, Butch
NAYS: None
ABSTENTIONS: None

5.2 – The President recommended that the Board of Trustees adopt a resolution discontinuing the Ethnic Studies Option in the Social Sciences A.A. Program. It was MOVED by Trustee Jones and seconded by Trustee Passiment that the recommendation of the President be approved. A copy of the resolution may be found on page 12.

Motion carried by the following vote:

AYES: Trustee Flaherty, Guzzo, Jones, Kapsales, Karcher, Maser, Passiment, Raymond, Butch
NAYS: None
ABSTENTIONS: None

2.2 Finance Committee – Trustee Raymond reported that a Finance Committee Meeting was held on November 14 when the matters discussed were pretty much routine. Trustee Guzzo asked how the College makes a determination on whether to bond a project or pay cash. Vice President Lawrence stated that it depends on what bonding the College has and on the project. She indicated that Brookdale has three of its own college-financed bond issues. All of these have been refinanced and are backed by Monmouth County. Ms. Lawrence indicated that anything greater than $5,000 is considered a capital asset. Less than that would be worked into minor capital. In January any proposed capital projects will go to the Board for a decision.

Trustee Kapsales said he is willing to have a conversation with Dr. Murphy about saving money at any time she wishes.

Ms. Lawrence stated there are six items in Purchases in Excess of $32,600 (4.2). The request was made by Trustee Flaherty that number five of this item be removed from the consent agenda and acted upon separately.

4.1 – The President recommended that the Monthly Financial Report be accepted by the Board of Trustees as submitted. The Check Register for the month of September includes checks disbursed in the amount of $14,893,366, which includes the purchase of two Certificates of Deposit totaling $2 million. A copy of the Report may be found on pages 13-19.

4.2 – The President recommended that the Board of Trustees adopt a resolution approving the Purchases in Excess of $32,600, and New Jersey "Pay-to-Play" Bids, and Proposals in Excess of $17,500. (Please note that Item 5 of 4.2 will be removed from the Consent Agenda and voted on separately.) A copy of the resolution and List of Purchases may be found on pages 20-21.

4.2b – The President recommended that the Board of Trustees adopt a resolution approving the Purchase Request Report items as indicated on the attached list. A copy of the resolution and Purchase Request Report may be found on pages 22-26.

4.2c – The President recommended that the Board of Trustees adopt a resolution approving the Invoice Payment Requests for Vendor, Student, and Employee Payments. A copy of the resolution and Invoice Payment Requests may be found on pages 27-46.

It was MOVED by Trustee Raymond and seconded by Trustee Flaherty that the above 4.1, 4.2 (less item 5), 4.2b, and 4.2c be approved.

Motion carried by the following vote:

AYES: Trustee Flaherty, Guzzo, Jones, Kapsales, Karcher, Maser, Passiment, Raymond, Butch
NAYS: None
ABSTENTIONS: None

Item 4.2, number 5 was discussed. Trustee Flaherty had some concerns and provided his view on the matter. Clarification was made by Trustee Maser, after which it was MOVED by Trustee Maser and seconded by Trustee Raymond that this item be approved.

Motion carried by the following vote:

AYES: Trustee Guzzo, Jones, Karcher, Maser, Passiment, Raymond, Butch
NAYS: Trustee Flaherty, Kapsales
ABSTENTIONS: None

There was a brief discussion about change orders. Trustee Kapsales felt that this topic needs to be addressed further by Brookdale. He requested that the number of change orders be cut back. President Murphy commented that any information that Dr. Kapsales could provide would be taken under advisement. Trustee Maser noted

that everyone is concerned about pricing these days, and vendors keep the costs conservative. However, when they are in the field they realize that more work needs to be done. Trustee Maser commented that with larger jobs, Brookdale hires a construction manager so that there are checks and balances. Trustee Kapsales said he sees too much of this (change orders) happening. He suggested the College look at the process. Vice President Lawrence stated that every change order now must go to the Board for approval—increases and decreases alike.

It was requested that a full-board presentation be given on the approval lists of qualified contractors. This will be done.

4.3 – The President recommended that the Board of Trustees accept the FY12 Enrollment Audit prepared by Eisner Amper LLP for the year ending June 30, 2012.

Ms. Lawrence stated that this audit is required on an annual basis.

It was MOVED by Trustee Maser and seconded by Trustee Jones that the FY12 Enrollment Audit be accepted.

Motion carried by the following vote:

AYES: Trustee Flaherty, Guzzo, Jones, Kapsales, Karcher, Maser, Passiment, Raymond, Butch
NAYS: None
ABSTENTIONS: None

Change in Thresholds – Chair Butch stated that this is being presented for Board consensus since no formal approval is required. Dr. Murphy stated this was tabled in October. Vice President Lawrence stated the Board will see everything that the institution buys. The change in thresholds will just provide the College with more leeway to purchase daily items, after which the Board will be provided with the information so that they can approve the items. Ms. Lawrence suggested a $10,000 limit, and she remarked that the College will still follow the County's contracts law. This, however, will allow the College to move forward more quickly. President Murphy commented that the low thresholds have been affecting the College's credit. Trustee Raymond noted that the Board/College have been dealing with this for a year and a half, and the tight rules were too restrictive. Replying to a comment from Trustee Flaherty that the threshold jump seems too great, Dr. Murphy noted that this is just restoring what the thresholds used to be. The consensus of the Board members was that the thresholds be adjusted as recommended.

Dr. Murphy stated that at Tuesday evening's budget hearing (information is on the Portal), it was noted that there is a decline in College revenue. Moving forward the College will have to tighten its belt and look at some things very differently. The budget hearing was for information only. The College will be coming back to the Board once parameters have been developed. Input is welcome.

2.3 Human Resources – Trustee Flaherty stated the Human Resources Committee met on November 14th.

Item 3.2 is a revision to the Staffing/Hiring Policy, 3.0001 which would now permit offering positions internally first, and if a qualified candidate is found, the position would not have to be posted externally. There is also a change in what the starting salary can be. Dean Sensi referred to the materials given to the trustees on this policy, which show the old policy with the recommended changes. Trustee Flaherty advised that if this is to be passed this evening, approval must be unanimous; otherwise, the policy must be lodged at tonight's meeting for approval at a subsequent Board meeting. President Murphy commented that this changes things so that internal hires can be made more easily and allow career paths for the people Brookdale has invested in. It also allows, when advertising for faculty, to advertise for Instructor and/or Assistant Professor so that we can bring in faculty at the appropriate level. Salaries should be more competitive and attract more experienced people with better credentials.

The President recommended that that the Board of Trustees approve revised Board Policy 3.0001, Staffing/Hiring Policy. It was MOVED by Trustee Flaherty and seconded by Trustee Passiment that the recommendation of the President be approved. A copy of the resolution and revised Policy 3.0001 may be found on pages 47-49.

Motion carried by the following vote:

AYES: Trustee Flaherty, Guzzo, Jones, Kapsales, Karcher, Maser, Passiment, Raymond, Butch
NAYS: None
ABSTENTIONS: None

3.1 – Human Resources Recommendations – Trustee Flaherty commented that the adjunct salaries are not listed. Dean Sensi stated that the adjuncts are paid $690 per contact hour; the rate does not change. This payment follows contract language for overload for faculty. That information will be included on the report from now on. Trustee Kapsales commented that he is still not happy [with the fact that there are so few terminal degrees.]

The President recommended that the Board of Trustees approve the Human Resources recommendations as submitted. It was MOVED by Trustee Flaherty and seconded by Trustee Maser that the recommendation of the President be approved. A copy of the recommendations may be found on pages 50-53.

Motion carried by the following vote:

AYES: Trustee Flaherty, Guzzo, Jones, Karcher, Maser, Passiment, Raymond, Butch
NAYS: Trustee Kapsales
ABSTENTIONS: None

4. ADMINISTRATION

1.52, Acceptance of Gifts – Vice President Trammell reported on the Acceptance of Gifts as of 10/22/12. These items are generously donated by individuals, business firms, students, and staff.

2.1 – Acceptance of Grants – Vice President Trammell reviewed the grants that are being presented to the Board for acceptance: Perkins Vocational Education, and Brookdale Performing Arts Center, Shakespeare Summer Program.

The President recommended that the Board of Trustees adopt a resolution accepting the funds listed and authorizing the President to sign funding notification forms and any appropriate amendments. A copy of the resolution may be found on page 54. It was MOVED by Trustee Jones and seconded by Trustee Karcher that the recommendation of the President be approved.

Motion carried by the following vote:

AYES: Trustee Flaherty, Guzzo, Jones, Kapsales, Karcher, Maser, Passiment, Raymond, Butch
NAYS: None
ABSTENTIONS: None

5. INFORMATION ITEMS

At this time Avis McMillon, Director of Communications and Public Relations, and Laurie Bender, Director of Marketing and Creative Services, gave a comprehensive PowerPoint presentation on Public Relations and Marketing initiatives over the past year. At the end of the presentation Dr. Kapsales asked to see an Integrated Marketing Plan, and this will be provided.

6. OLD/NEW BUSINESS

Trustee Passiment commented that when President Murphy spoke about the MAST Academy using Brookdale's labs, she glossed over it. He just wanted to let everyone know what an important step this is. He said that as Superintendent of Schools, he has three schools that are unusable at this time, including the MAST Academy at Sandy Hook. Those students are now in a former elementary school and have no ability to get a science education. Dr. Murphy stepped up and offered the use of Brookdale's labs. Trustee Passiment stressed how important that is. It will expose those students to a college life situation. Mr. Passiment commended Dr. Murphy for what she did.

7. PUBLIC COMMENT

Karyn Arnold, President of the Brookdale Community College Administrative Association, had requested to be heard. Ms. Arnold expressed appreciation to President Murphy for her amazing leadership during the storms. Her decisions and leadership and the work of the administrators and the staff made it possible to re-open the College as quickly as possible to provide a warm, safe place for students and staff to go.

Ms. Arnold also acknowledged the wonderful turnout for Open House. She commended the administrators and staff for the wonderful job they did.

Ms. Arnold also commented on the nice turnout for the Hurricane Relief Resources Fair, and she thanked those who assisted with this event and helped to get the College back to normal.

8. ADJOURNMENT

It was MOVED by Trustee Passiment and seconded by Trustee Maser that the meeting be adjourned at 8:32 p.m. Approval was unanimous.

Respectfully submitted _____
Maureen Murphy, Ph.D., Secretary

BROOKDALE COMMUNITY COLLEGE
765 Newman Springs Road
Lincroft, New Jersey 07738-1579

BOARD OF TRUSTEES AGENDA ITEM

SUBJECT: HUMAN RESOURCES RECOMMENDATIONS

DATE: December 13, 2012

CATEGORY: Human Resources

ITEM & FILE #: 3.1

REASON FOR BOARD CONSIDERATION:APPROVAL

ENCLOSURE(S): Recommendations

BACKGROUND: Each month the Board of Trustees is asked to consider numerous Human Resources items. This month there are a total of 26 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires	**Recommendations**
Adjuncts	10

B. Change of Status	**Recommendations**
Administrative	8
Support Staff	3

C. Separations	**Recommendations**
Faculty	2
Support Staff	3

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

INITIATOR OF ITEM: Patricia Sensi

BOARD ACTION DATE: December 13, 2012

EFFECTIVE DATE: As Indicated

BACKGROUND

A. HIRES

ADJUNCTS

1. Name: Beth Boylan
   Address: Ocean, New Jersey
   Semester: Fall 11-Week 2012 Only
   Department: English
   Rate: $690/Credit Hour
   Education: M.A., 1996, English, Hunter College
   B.A., 1991, English, Elizabethtown College
   Experience: 2006-Present, Teacher, Red Bank Catholic High School
   1997-2006, Human Resources Senior Manager, PricewaterhouseCoopers

2. Name: Michael Clark
   Address: Little Silver, New Jersey
   Semester: Fall 2012
   Department: Chemistry
   Rate: $690/Credit Hour
   Education: Ph.D.., 2012, Chemical Engineering, Columbia University
   M.A., 2008, Chemical Engineering, Columbia University
   B.A., 2004, Chemical Engineering, Rutgers University
   Experience: 2007-2012, Graduate Student Researcher, Columbia University
   2010, Adjunct Lecturer, Queensborough Community College
   2005-2007, Sales Engineer, Holtec International

3. Name: Chiara DelCogliano
   Address: Middletown, New Jersey
   Department: Languages
   Semester: Fall 2012 Only
   Rate: $690/Credit Hour
   Education: M.A., 2010, Foreign Literature, University of Naples "Federico II"
   B.A., 2010, Foreign Literature, University of Naples "Federico II"
   Experience: 2007 - 2008, Italian/French Teacher, Centre Cultural Italian
   2006 - 2007, Italian Teacher, Istituto Dante Alighieri

4. Name: Mariah Hale
   Address: Farmingdale, New Jersey
   Semester: Fall 2012
   Department: Fashion Merchandising
   Rate: $690/Credit Hour
   Education: B.A., 1993, Production Design/Technology, SUNY, Purchase College
   Experience: 2011-Present, Adjunct Instructor, County College of Morris
   2010-Present, Costume Designer, Folger Shakespeare Library
   1991-Present, Associate Designer, William Ivey Long Studio, Inc.

5. Name: Francisco Hermo
Address: North Arlington, New Jersey
Semester: Fall 11 Week 2012 Only
Department: Computer-Aided, Drafting Design
Rate: $690/Credit Hour
Education: M.A., 2010, Architecture, Southern California Institute of Architecture
B.A., 2005, History/Studio Arts, St. Vincent College
Experience: 2012-Present, Intermediate Architect, Jaklitsch Gardner Architects
2011-2012, Junior Designer, DRG Architects

6. Name: Sarbmeet Kanwal
Address: Holmdel, New Jersey
Semester: Fall 2012
Department: Physics
Rate: $690/Credit Hour
Education: Ph.D., 1982, Theoretical Physics, California Institute of Technology
M.S., 1976, Physics, Indian Institute of Technology
Experience: 1983-2012, Director Strategic Marketing, Alcatel-Lucent

7. Name: Elizabeth Langton
Address: Freehold, New Jersey
Semester: Fall 2012 Only
Department: Environmental Science
Rate: $690/Credit Hour
Education: M.Sc., 1975, Marine Science, University of Wales, Bangor University
B.S., 1973, Biology, Salem College
Experience: 2011-Present, Outreach, Business & Community Development Instructor, Brookdale Ocean Institute
2010-Present, Volunteer, NOAA, Northeast Fisheries Science Center
2009, International Program Coordinator, Buckoo Reef USA

8. Name: Janet Mazur-Cavano
Address: Ocean Grove, New Jersey
Semester: Fall 2012
Department: English
Rate: $690/Credit Hour
Education: M.A., 2011, Education, Georgian Court University
B.A., 1979, English, The Pennsylvania State University
Experience: 2004-present, Adjunct Instructor, The College of New Jersey
2001-2007, OBCD Instructor, Brookdale Community College
1991-present, Freelance Writer/Editor, self-employed

9. Name: Brenna McLaughlin
Address: Brooklyn, New York
Department: Art
Semester: Fall 2012
Rate: $690/Credit Hour
Education: M.L.A., 2007, Interdisciplinary Art History/Political Science, University of Pennsylvania
B.A., 2001, Art/Photography, Columbia College
Experience: 2012, Adjunct Instructor, SUNY
2011 – 2012, Teacher, Brooklyn Arts Council
2009 - 2010, Arts Administrator/ Producer, Uniondocs, Inc. and Affected Films

10. Name: Sajed Naseem
Address: Union Beach, New Jersey
Semester: Fall 2012
Department: Engineering Technologies
Rate: $690/Credit Hour
Education: M.A., 2005, Criminology/Cyber Crime Concentration St. John's University
B.S., 1999, Respiratory Care/Health Technology and Management, Stony Brook University
Experience: 2011-Present, IT Management/Security, Columbia University
2002-Present, Adjunct Instructor, St. John's University

Ph.D.	MA	MLA	MSc	BA
2	5	1	1	1

B. CHANGE OF STATUS

ADMINISTRATIVE

1. Name: Peggy Austin
Department: Western Monmouth Branch Campus
Position: Acting Evening Campus Administrator
Action: Extension of temporary assignment
New Salary: Salary to be prorated from an annual base of 46,991
Effective: 1/1/13 – until further notice, but not later than 3/31/13

2. Name: Linda DeButts
Department: Human Resources
Position: Training Specialist, 25 hrs/wk
Action: Extension of temporary part-time assignment
New Salary: Salary prorated from an annual base of $33,789
Effective: 12/21/12 – until further notice, but not later than 3/31/13

3. Name: Mary Ehret
Department: Sciences and Health Sciences Division
Position: Director, Nursing
Action: Reassignment from faculty to administrative position through bona fide search
New Salary: $39,829 prorated from an annual base of $79,659
Effective: 1/1/13

4. Name: Anna Flood
Department: International Center
Position: Acting Administrative Assistant
Action: Extension of temporary assignment
New Salary: Salary prorated from an annual base of $43,815
Effective: 1/1/13 – until further notice, but not later than 3/31/13

5. Name: Madeline Lauro
Department: Children's Learning Center
Position: Interim Coordinator
Action: Extension of temporary assignment
New Salary: Salary prorated from an annual base of $43,815
Effective: 1/1/13 – until further notice, but not later than 3/31/13

6. Name: Jackeline Mejias-Fuertes
Department: Outreach, Business & Community Development
Position: Director, Small Business Development Center, grant-funded position
Action: Extension of grant-funded position
New Salary: $35,044 prorated from an annual base of $70,088
Effective: 1/1/13 – 6/30/13

7. Name: Richard Pfeffer
Department: Enrollment Development & Student Affairs
Position: Interim Dean, Enrollment Development & Student Affairs
Action: Extension of stipend for temporary assignment
Effective: 1/1/13 - until further notice, but not later than 3/31/13

8. Name: Scott Ridley
Department: EVP, Educational Services
Position: Interim Director, Educational Services Operations
Action: Extension of interim administrative assignment
New Salary: Salary prorated from an annual base of $83,072
Effective: 1/1/13 - until further notice, but not later than 6/30/13

SUPPORT STAFF

1. Name: Shauna Channer
Department: College Relations
Position: Confidential Secretary
Action: Extension of temporary assignment
Effective: 12/21/12 until further notice, but not later than 6/30/13

2. Name: Ondrea Murphy
Department: Library
Position: Associate
Action: End of temporary faculty position, return to PSA Associate position
Effective: 1/1/13

3. Name: Jonathan Pope
Department: Facilities
Position: Senior Specialist, temporary full-time position
Action: Extension of temporary assignment
Effective: 12/21/12 – until further notice, but not later than 6/30/13

C. SEPARATIONS

FACULTY

1. Name: Michele Mackay
Department: Reading
Position: Instructor
Action: End of temporary assignment
Effective: 12/21/12

2. Name: Tiffany Wojcicki
Department: Reading
Position: Instructor
Action: End of temporary assignment
Effective: 12/21/12

SUPPORT STAFF

1. Name: Megan Andrews
   Department: College Store
   Position: Accounting Specialist
   Action: Resignation
   Effective: 12/7/12

2. Name: Catherine Hayes
   Department: Western Monmouth Higher Education Center
   Position: Higher Education Center Assistant, part-time 30 hrs/wk
   Action: Resignation
   Effective: 11/20/12

3. Name: Lorraine Kevra
   Department: Mathematics
   Position: Learning Assistant
   Action: Resignation
   Effective: 12/1/12

BOARD OF TRUSTEES AGENDA ITEM

BROOKDALE COMMUNITY COLLEGE
765 Newman Springs Road
Lincroft, New Jersey 07738-1579

SUBJECT: Monthly Financial Report

DATE: December 13, 2012

CATEGORY: Business & Finance

ITEM & FILE #: 4.1

REASON FOR BOARD CONSIDERATION: Acceptance

ENCLOSURE(S): Monthly Financial Report

BACKGROUND

The Monthly Financial Report contains summary information regarding all financial transactions of the College for the month of September 2012. This report is submitted to the Board for information in accordance with Board policy, and consists of the following schedules:

1. Monthly Analysis of Change
2. Current Operating Budget Summary
3. Capital Commitment Summary
4. Current Operating Income Summary
5. Capital Income Summary
6. Cash & Investment Summary
7. Grant Summary

The Check Register for the month of October includes checks disbursed from TD Bank during the month ending October 31, 2012, in the total amount of $11,217,351.

This report was reviewed by the President and the Finance Committee of the Board at the meeting held December 11, 2012.

RECOMMENDATION

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

INITIATOR OF ITEM: Maureen Lawrence
BOARD ACTION DATE: December 13, 2012
EFFECTIVE DATE: December 13, 2012

BROOKDALE COMMUNITY COLLEGE
MONTHLY ANALYSIS OF CHANGE

	10/31/12	09/30/12	CHANGE	%
OPERATING EXPENDITURES *				
Educational Services Division	$ 38,542,144	$ 35,411,606	$ 3,130,538	8.8%
Benefits & General Institutional	8,064,307	6,785,265	1,279,042	18.9%
Sub Total	**46,606,451**	**42,196,871**	**4,409,580**	10.5%
All other divisions	19,898,210	19,435,989	462,221	2.4%
Total Operating Expenses	**$ 66,504,661**	**$ 61,632,860**	**$ 4,871,801**	7.9%
CAPITAL EXPENDITURES				
Renewals & Replacements	$ 2,230,109	$ 2,022,900	$ 207,209	10.2%
Minor Capital	2,608,640	2,482,393	126,247	5.1%
Total Capital Expenses	**$ 4,838,749**	**$ 4,505,293**	**$ 333,456**	7.4%
OPERATING REVENUE				
Tuition	$ 20,751,357	$ 20,734,409	$ 16,948	0.1%
General Service Fees	2,360,490	2,352,367	8,123	0.3%
Sub Total	**23,111,847**	**23,086,776**	**25,071**	0.1%
State Appropriations	3,553,368	2,665,026	888,342	33.3%
County Appropriations	7,152,303	5,364,227	1,788,076	33.3%
All other revenue	6,053,062	4,999,767	1,053,295	21.1%
Total Operating Revenue	**$ 39,870,580**	**$ 36,115,796**	**$ 3,754,784**	10.4%
CAPITAL REVENUE				
State	241,438	190,398	51,040	26.8%
County	241,438	190,398	51,040	26.8%
Other	2,024,386	1,843,281	181,105	9.8%
Total Capital Revenue	**$ 2,507,262**	**$ 2,224,077**	**$ 283,185**	12.7%
CASH & INVESTMENTS				
Cash	$ 14,280,707	$ 12,853,870	$ 1,426,837	11.1%
Investments	20,000,000	20,000,000	-	0.0%
Total Cash & Investments	**$ 34,280,707**	**$ 32,853,870**	**$ 1,426,837**	4.3%
GRANTS				
Federal Grants	$ 973,166	$ 828,436	$ 144,730	17.5%
State Grants	385,178	310,696	74,482	24.0%
Other Grants	70,275	67,428	2,847	4.2%
Total Grants	**$ 1,428,619**	**$ 1,206,560**	**$ 222,059**	18.4%

Note:
* Includes year to date actual and committed expenses.

BROOKDALE COMMUNITY COLLEGE
OPERATING FUND
BUDGET SUMMARY REPORT
2012/2013

AS OF OCTOBER 31, 2012

	BUDGET	ADJUST*	TOTAL AVAILABLE	YTD ACTUAL	COMMIT **	BALANCE
President	$ 2,476,541	$ -	$ 2,476,541	$ 842,126	$ 1,537,912	$ 96,503
Admin & Operations	11,143,723	(533,400)	10,610,323	3,367,311	6,346,362	896,650
Business & Finance	2,125,739	-	2,125,739	709,932	1,188,546	227,261
Educational Services	46,020,487	-	46,020,487	11,571,824	26,970,320	7,478,343
OBCD	3,029,175	-	3,029,175	1,093,241	1,063,340	872,594
Devel, Comm, & Gov Rel	559,315	-	559,315	186,469	278,349	94,497
Utilities	4,230,050	(710,000)	3,520,050	677,500	2,607,122	235,428
Bnfts & Gen'l Inst	25,628,452	(666,600)	24,961,852	6,446,703	1,617,604	16,897,545
Total	$ 95,213,482	$ (1,910,000)	$ 93,303,482	$ 24,895,106	$ 41,609,555	$ 26,798,821

Notes:
*** Transfers have been made to the capital fund for infrastructure, WMBC debt service and SLC/Big Four debt service.**
*** Adjustments represent budget transfers between divisions for salary increases and departmental transfers.**
**** Committed represents total funds encumbered for a good or service.**

BROOKDALE COMMUNITY COLLEGE
CAPITAL FUND
BUDGET SUMMARY REPORT
2012/2013

AS OF OCTOBER 31, 2012

	BUDGET	ADJUST ^	TOTAL AVAILABLE	ALLOCATED	ACTUAL & COMMIT	BALANCE
FY12 Chapter 12 Projects	$ -	$ 8,500,000	$ 8,500,000	$ -	$ -	$ 5,055,000
8120505 - PAC Rigging	-	-	-	335,000	309,107	25,893
8120510 - Lincroft Carpet Replacement	-	-	-	285,000	285,000	-
8120515 - Long Branch Roof Replacement	-	-	-	325,000	309,150	15,850
8120520 - Gorman Hall	-	-	-	2,500,000	140,900	2,359,100
FY13 Chapter 12 Projects *	1,500,000	(1,500,000)	-	-	-	-
FY13 Capital Projects						
8102405 - Central Plant Upgrade	-	77,465	77,465	-	77,465	-
8102410 - ADA Compliance	-	412,000	412,000	-	159,517	252,483
8122420 - Chhange	-	302,617	302,617	-	64,469	238,148
8132410 - Gorman Hall	1,272,154	-	1,272,154	-	-	1,272,154
FY13 Infrastructure Projects ^	300,000	789,398	1,089,398			
8132415 - General	-	-	-	536,711	432,592	104,119
8132416 - Central Utility Plant Roof	-	-	-	199,498	21,736	177,762
8132417 - Camp Evans Study	-	-	-	109,580	59,580	50,000
8132418 - HW Bypass Removal	-	-	-	100,000	50,200	49,800
8132419 - Solar Study	-	-	-	70,400	70,400	-
8132421 - Lincroft Roof	-	-	-	28,060	27,635	425
8132422 - Facilities Master Plan	-	-	-	44,573	44,573	-
8132423 - Lincroft Carpeting	-	-	-	576	576	-
813***** - One Card project	-	106,200	106,200	-	-	106,200
********* - SLC/B4 fees ^	1,196,893	550,508	1,747,401	-	155,405	1,591,996
********* - Western Monmouth Branch Campus DS ^	-	710,000	710,000	-	21,804	688,196
Renewals & Replacements	4,269,047	9,948,188	14,217,235	4,534,398	2,230,109	11,987,126
Business & Finance	50,000	-	50,000	-	19,126	30,874
A&O	50,000	-	50,000	-	5,964	44,036
Ed Services	250,000	-	250,000	-	83,254	166,746
OBCD	10,000	-	10,000	-	-	10,000
President	20,000	-	20,000	-	19,067	933
SLC DS	500,000	-	500,000	-	-	500,000
Gen. Institutional	120,000	-	120,000	-	-	120,000
ASBCC	-	370,000	370,000	-	-	370,000
TIP Student Computer Labs	147,000	-	147,000	-	55,932	91,068
TIP Faculty Desktop	44,000	-	44,000	-	3,639	40,361
TIP Admin Desktop	114,000	-	114,000	-	28,061	85,939
TIP Contracted Services	70,000	-	70,000	-	54,492	15,508
TIP Admin Software	105,000	62,000	167,000	-	70,457	96,543
TIP Networking	520,000	(44,000)	476,000	-	149,574	326,426
Student & OBCD Tech Fee	2,393,787	(97,972)	2,295,815	-	2,119,075	176,741
Minor Capital	4,393,787	290,028	4,683,815	-	2,608,640	2,075,175
Total	$ 8,662,834	$ 10,238,216	$ 18,901,050	$ 4,534,398	$ 4,838,749	$ 14,062,301

* - Pending State Approval

******** - represents funds that currently are nd assigned account numbers.

^ Transfers have been made to the capital fund from operating for Infrastructure, WMBC, SLC and Big Four debt service.

ENCL. NO. 4

BROOKDALE COMMUNITY COLLEGE
OPERATING FUND
INCOME SUMMARY REPORT
2012/2013

AS OF OCTOBER 31, 2012

	BUDGET	ADJUST	TOTAL AVAILABLE	YTD ACTUAL	BALANCE
State of New Jersey	$ 10,660,107	$ -	$ 10,660,107	$ 3,553,368	$ 7,106,739
County of Monmouth	21,456,909	-	21,456,909	7,152,303	14,304,606
Student Tuition	42,423,264	-	42,423,264	20,751,357	21,671,907
General Service Fee	4,804,344	-	4,804,344	2,360,490	2,443,854
Other Student Fees	1,650,000	-	1,650,000	905,880	744,120
OBCD	3,300,000	-	3,300,000	1,736,722	1,563,278
Approp from reserve	9,468,858	-	9,468,858	3,156,286	6,312,572
Miscellaneous	1,450,000	-	1,450,000	254,174	1,195,826
Total	$ 95,213,482	$ -	$ 95,213,482	$ 39,870,580	$ 55,342,902

ENCL. NO. 5

BROOKDALE COMMUNITY COLLEGE
CAPITAL FUND
INCOME SUMMARY REPORT
2012/2013

AS OF OCTOBER 31, 2012

	BUDGET	ADJUST	PROJECTED REVENUE	YTD ACTUAL	BALANCE
State of New Jersey	$ 750,000	$ 3,500,000 *	$ 4,250,000	$ 241,438	$ 4,008,562
County of Monmouth	750,000	3,500,000 *	4,250,000	241,438	4,008,562
Other	7,162,834	3,238,216	10,401,050	2,024,386	8,376,664
Total	$ 8,662,834	$ 10,238,216	$ 18,901,050	$ 2,507,262	$ 16,393,788

* Represents $4,250,000 approved FY12 Chapter 12 minus the $750,000 pending State approval FY13 Chapter 12

ENCL. NO. 6

BROOKDALE COMMUNITY COLLEGE
SUMMARY OF CASH & INVESTMENTS
2012/2013

AS OF OCTOBER 31, 2012

Cash:				
	Operating	$ 14,256,610.00		
	Payroll	24,097.13		
			$ 14,280,707.13	
Certificates of Deposit:			20,000,000.00	
				$ 34,280,707.13

Investments Details:

The College currently has six $1M and seven $2M for a total of thirteen CDs, all for 12 month terms purchased between November 2011 and September 2012.

Seven CDs are with First Choice Bank; three are with NJ Community Bank; three are with Central Jersey Bank

Rates vary from a low of .65 to a high of .90 percent.

Interest at maturity totals $150,620.

Total amount redeemed through October 31, 2012 is $2,000,000 with earned interest of $19,203.77.

ENCL. NO 7

BROOKDALE COMMUNITY COLLEGE
GRANTS
BUDGET SUMMARY REPORT
2012/2013

AS OF OCTOBER 31, 2012

	BUDGET	ADJUST	FUNDS AVAILABLE	ACTUAL & COMMIT	BALANCE
Federal Grants					
Brookdale	$ 2,059,954	$ 312,266 [1]	$ 2,372,220	$ 965,752	$ 1,406,468
Subgrants	312,050	-	312,050	7,414	304,636
SUBTOTAL	2,372,004	312,266	2,684,270	973,166	1,711,104
State Grants	635,619	-	635,619	385,178	250,441
Other Grants	354,635	-	354,635	70,275	284,360
TOTAL	$ 3,362,258	$ 312,266	$ 3,674,524	$ 1,428,619	$ 2,245,905

[1] National Science Foundation 297,266
Big Read 15,000
312,266

BROOKDALE COMMUNITY COLLEGE
765 Newman Springs Road
Lincroft, New Jersey
07738-1579

BOARD OF TRUSTEES AGENDA ITEM

SUBJECT:	Purchases in Excess of $32,600, and New Jersey "Pay-to-Play" Bids, and Proposals in Excess of $17,500	DATE:	December 13, 2012
		CATEGORY:	Business & Finance
		ITEM & FILE #:	4.2
REASON FOR BOARD CONSIDERATION:	Approval	ENCLOSURE (S):	Resolution & List of Purchases

BACKGROUND

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of $32,600. These proposed contracts have been bid in accordance with "County College Contract 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 President and the Finance Committee of the Board at the meeting held on December 11, 2012.

RECOMMENDATION:

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

INITIATOR OF ITEM:	Maureen Lawrence
BOARD ACTION DATE:	December 13, 2012
EFFECTIVE DATE:	December 13, 2012

RESOLUTION

WHEREAS, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchases in excess of $32,600, or purchases with a combined total in excess of $32,600; and

WHEREAS, the Board of Trustees has reviewed the purchases on the list attached hereto and made a part hereof; and

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 $32,600
13-Dec-2012

Board Item No.	Fund	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
	Operating				
1		Trane U.S. Inc.	**Centrifugal Water Chillers, Bid 11-02 /** This is the 2nd year of a 5 year service agreement for the maintenance of 3 centrifugal water chillers.	Bid	$ 26,910.00
2		Black Rocket Productions, LLC	**Non-Credit Digital Arts Youth Programming, RFP 10-13 /** RFPs mailed to 4 vendors, received 1 reply. This contract will provide the College with a qualified educational services company to develop, provide, and deliver non-credit digital arts youth programming for summer camps, as well as other programs provided by OBCD throughout the year. This service will also include coordinating, staffing, and the overall supervision of the camp operation under the direction of OBCD. This is a one year contract beginning January 1, 2013 through December 31, 2013 with an option for a 2nd year.	RFP	$ 130,000.00 *
	Capital				
3		Entrinsik Inc.	**Informer Web Reporting /** Exempt 18A:64A.25.5.a.(19) - This contract will supply additional Informer reporting solutions. Entrinsik Informer's Dashboard module is a Business Intelligence tool which will allow Brookdale to visualize real-time data from Colleague as well as multiple sources based on KPIs (key performance indicators). Users will be able to develop dashboards using a single web-based interface by dragging and dropping; view multiple reports and visualizations on one screen to provide context for the data displayed; and access data from multiple sources, including data warehouses, cubes, Informer reports, and Google Docs.	Exempt	$ 18,600.00
	Grant				
4			**Portable X-Ray Machine, Bid 13-11 /** Bid is rejected due to no responses.		

* Estimated annual expense based on historical data

BOARD OF TRUSTEES AGENDA ITEM

BROOKDALE COMMUNITY COLLEGE
765 Newman Springs Road
Lincroft, New Jersey 07738-1579

SUBJECT: Increase to Blanket Purchase Request Report

DATE: December 13, 2012

CATEGORY: Business & Finance

ITEM & FILE #: 4.2b

REASON FOR BOARD CONSIDERATION: Approval

ENCLOSURE (S): Schedules & Resolution

BACKGROUND

The Purchase Request Report contains summary information and a resolution increases to existing Blanket Purchase Orders. This report is submitted to the Board to provide background information to enable the Board to approve the purchase requests.

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

This report was reviewed by the President and the Finance Committee of the Board of Trustees at the meeting held December 11, 2012.

RECOMMENDATION:

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

INITIATOR OF ITEM: Maureen Lawrence
BOARD ACTION DATE: December 13, 2012
EFFECTIVE DATE: December 13, 2012

RESOLUTION

WHEREAS, increases to Blanket Purchase Orders for the goods and services of Brookdale Community College's daily operations require Board of Trustees approval; and

WHEREAS, the Board of Trustees has reviewed the proposed contracts and purchases on the schedules attached hereto and made a part hereof; and

WHEREAS, all bases of recommendations have been reviewed and approved by College Counsel;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College, that proposed increases as indicated on the attached schedules have been hereby approved.

Brookdale Community College
Increases to Existing Blanket POs and Purchase Orders
13-Dec-12

	Vendor Name	Description	Contract Award	Change Orders Approved	Current Contract Value	Proposed C/Os	Contract Total	Proposed % Increase
1	Green's Auto Performance Center	Police vehicle repairs and maintenance	$ 5,000.00	$ -	$ 5,000.00	$ 5,000.00	$ 10,000.00	100%
2	Able Mechanical	Dining Services equipment repair and maintenance	12,000.00	-	12,000.00	5,000.00	17,000.00	42%
3	NJEDge.Net	Additional licenses for NJVID subscription	117,037.00	-	117,037.00	2,086.00	119,123.00	2%
4	Infobase Learning	Streaming licenses and DVDs for the library	2,000.00	-	2,000.00	500.00	2,500.00	25%
			$ 136,037.00	$ -	$ 136,037.00	$ 12,586.00	$ 148,623.00	

BOARD OF TRUSTEES AGENDA ITEM

BROOKDALE COMMUNITY COLLEGE
765 Newman Springs Road
Lincroft, New Jersey 07738-1579

SUBJECT: Open Invoice Payment Requests for Vendor, Student, & Employee Payments

DATE: December 13, 2012

CATEGORY: Business & Finance

ITEM & FILE #: 4.2c

REASON FOR BOARD CONSIDERATION: Approval

ENCLOSURE (S): Schedules & Resolution

BACKGROUND

The Open Invoice Payment Request Report contains summary information and a resolution regarding all requested payment transactions of the College. Additionally, it contains payments made on previously approved Purchase Orders. This report is submitted to the Board to provide background information to enable the Board to approve the payment request and see payment transactions for previously approved items.

Additional documentation for the proposed invoice payment requests is available in the Accounts Payable Department for review by the Board of Trustees.

This report was reviewed by the President and the Finance Committee at the meeting held December 11, 2012.

RECOMMENDATION:

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

INITIATOR OF ITEM: Maureen Lawrence
BOARD ACTION DATE: December 13, 2012
EFFECTIVE DATE: December 13, 2012

RESOLUTION

WHEREAS, goods and services of Brookdale Community Colleges daily operations require Board of Trustees approval; and

WHEREAS, the Board of Trustees has reviewed the proposed invoice payment requests on the schedule attached hereto and made a part hereof; and

WHEREAS, all bases of recommendations have been reviewed and approved by College Counsel;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College, that proposed invoiced payment requests as indicated on the schedule have been hereby approved.

Brookdale Community College
Outstanding and Paid Invoice Register
13-Dec-12

	Student	Vendor	Employee	Subtotal
ASBCC	$ -	$ 15,000.00	$ -	$ 15,000.00
Athletics	-	-	73.62	73.62
Bookstore	-	-	-	-
College	166.00	1,579,235.31	16,793.21	1,596,194.52
Dining Service	-	-	60.25	60.25
OBCD	-	1,280.00	-	1,280.00
	$ 166.00	$ 1,595,515.31	$ 16,927.08	$ 1,612,608.39

Brookdale Community College
Open Invoice Register
Athletics

Date	Employee	Description		Amount
11/9/12	Katelyn Miller	May Mileage	$	35.34
11/9/12	Tricia Taylor	October Mileage		38.28
			$	73.62

College

Date	Employee	Description		Amount
11/7/12	Linda S. Mass	Travel Expenses-Eastern Regional Campus Conf-NH 10/11-10/12	$	412.88
11/7/12	Karen L. Archambault	Travel Expenses-NACADA Conf-TN 10/2-10/7/12		724.90
11/9/12	Ruben A. Guerra	October Mileage		49.95
11/12/12	James J. Lenox	October Mileage		132.81
11/12/12	Dennis M. Brown	October Mileage		52.73
11/14/12	James E. Sulton Jr.	Airline reimbursement		296.00
11/14/12	Arthur E. Marshall	October Mileage		55.80
11/15/12	Reve Anderko	October Mileage		256.14
11/15/12	Kristin N. Worthley	October Mileage		146.41
11/15/12	Carl Wiltsee	October Mileage		346.60
11/15/12	Kathleen P. Shea	October Mileage		207.02
11/15/12	Richard F. Frank	October Mileage		225.89
11/15/12	Linda Roma	October Mileage		140.20
11/15/12	Kelly Canonico	October Mileage		60.82
11/15/12	Laurie Salka	October Mileage		119.16
11/19/12	Frederick D. Allen	8 ASE Recertification Test		126.00
11/19/12	Meghan A. Ingstrup	Travel Expenses-NACADA Conf-TN 10/3-10/7/12		226.00
11/19/12	Brian R. Oland	October Mileage		36.08
11/19/12	Brian R. Oland	September Mileage		14.43
11/19/12	Joan Raymond	Travel Expenses-ACCT Annual Meeting-MA 10/11-10/14/12		1,638.19

Date	Employee	Description	Amount
11/19/12	Laurie K. Bender	Travel Expenses-NCMPR Conf-PA 10/14-10/16/12	1,169.25
11/20/12	Shamese Y. Scott	Travel Expenses-NJAEYC Conf-AC 10/18-10/20/12	576.15
11/20/12	Joann C. Dill	Travel Expenses-NJAEYC Conf-AC 10/19-10/20/12	425.03
11/20/12	Julie A. Murphy	Travel Expenses-NJAEYC Conf-AC 10/19-10/20/12	430.38
11/20/12	Lois Levine	October Mileage	82.14
11/20/12	Webster B. Trammell	October Mileage/Tolls	329.90
11/20/12	Steven Dunn	October/November Mileage	29.97
11/20/12	Ruben A. Guerra	November Mileage	83.25
11/20/12	Madelyn Simon	Dental Radiology	80.00
11/21/12	Donna Bastedo	Travel Expenses-Veterans Conf-LA 10/7-10/12/12	960.22
11/21/12	Brian R. Oland	Travel Expenses-NACADA Conf-TN 10/4-10/8/12	610.34
11/21/12	Marlena D. Frank	Travel Expenses-NACADA Conf-TN 10/3-10/7/12	781.95
11/21/12	James J. Lenox	November Mileage	206.96
11/21/12	Maureen Murphy	October Mileage	74.37
11/21/12	Marta J. Quinn	Desserts For WW2 Dance	202.24
11/26/12	Kenneth P. McGee	September Mileage	37.74
11/26/12	Timothy Macaluso	September Mileage	55.50
11/26/12	Nancy J. Haugh	October Mileage	79.37
11/26/12	Linda C. Wang	October Mileage/Tolls	66.49
11/26/12	Donna J. Cuddy	September Mileage	42.09
11/26/12	Carl DeJura	September Mileage	50.73
11/26/12	Dennis M. Brown	October Mileage	52.73
11/26/12	Gene Citarella	November Mileage	118.80
11/26/12	Mary Ann Waclawik	Travel Expenses-LERN Conf-DC 11/15-11/17/12	270.50
11/26/12	Timothy Zeiss	Travel Expenses CASE Conf-CA 9-29 -10-6-12	1,583.34
			$ 13,667.45

Dining Service

Date	Employee	Description	Amount	PO/BPO
10/26/12	Eric J. Lendick	October Mileage	$ 60.25	
			$ 60.25	

Invoices Paid Against a Blanket Purchase Order

Date	Vendor	Description	Amount	BPO
10/23/12	Cheryl A. Lepple-Huber	Interpretation Services	$ 570.00	B0007337
10/23/12	Cheryl A. Lepple-Huber	Interpretation Services	855.00	B0007337
10/23/12	Christine E. Snyder	Interpretation Services	1,100.00	B0007338
10/23/12	Christine E. Snyder	Interpretation Services	825.00	B0007338
10/23/12	SUPERMEDIA LLC	Advertising August	1,513.35	B0007356
10/23/12	SUPERMEDIA LLC	Advertising July	1,513.35	B0007356
10/23/12	SUPERMEDIA LLC	Advertising September	1,513.35	B0007356
10/23/12	AMC Card Processing Services	AMC Gold Tickets	3,759.95	B0007118
10/24/12	SUPERMEDIA LLC	Advertising October 2012	1,513.35	B0007356
10/24/12	AFI Foodservice Distributors	Dairy, Grocery, Produce	559.81	B0006842
10/24/12	AFI Foodservice Distributors	Dairy, Meat, Grocery, Produce	3,622.85	B0006842
10/25/12	XEROX CORPORATION	October	37,814.00	B0006723
10/25/12	Ellucian Company L.P.	Managed Services Oct	406,653.00	B007143R
10/25/12	Russell Athletic	Clothing PO18129	392.55	B0006697
10/25/12	Russell Athletic	Clothing PO18129	395.65	B0006697
10/25/12	Russell Athletic	Clothing PO18132	1,345.82	B0006697
10/25/12	GUND a Division of Enesco, LLC	Merchandise PO18309	206.15	B0006698
10/25/12	GUND a Division of Enesco, LLC	Merchandise PO18309	32.55	B0006698
10/25/12	FedEx	Bookstore Shipping	132.15	B0006880
10/25/12	The Rowman & Littlefield Publishing	New Books PO4294	4,836.55	B0007353
10/25/12	The Rowman & Littlefield Publishing	New Books PO4294	44.71	B0007353
10/25/12	Coca-Cola Bottling Company	Variety of Beverages	1,736.17	B0006976
10/25/12	Interstate Brands Corp.	Variety of Snacks	149.20	B0007233
10/25/12	MBS/ Textbook Exchange Inc	New Books PO4560	117.60	B0006860
10/25/12	MBS/ Textbook Exchange Inc	Used Books PO4562	68.25	B0006860
10/25/12	McGraw-Hill	New Books PO4317	1,389.75	B0006861
10/25/12	Mps/Holtzbrinck Publishers Llc	New Books PO4561	812.50	B0006874
10/26/12	WEST PAYMENT CENTER	Subscription Product Charge	3,080.75	B0007250
10/26/12	All Clean Bldg Services Inc.	Serv & Supplies October	112,475.00	B0006732
10/26/12	Grant Supply Co Inc	Faucet w/waste	1,083.54	B0006725
10/26/12	Grant Supply Co Inc	Tubular P Trap	2.31	B0006725
10/26/12	Grant Supply Co Inc	Diaphragm	445.74	B0006725

Date	Vendor	Description	Amount	BPO
10/26/12	Grant Supply Co Inc	Elkay EZS8	475.00	B0006725
10/26/12	Electro Maintenance Inc	Test Run Generator Gorman Hall	411.75	B0006747
10/26/12	Electro Maintenance Inc	Infrared Testing Power Pl	1,914.00	B0006747
10/26/12	Electro Maintenance Inc	Infrared Testing Daycare, Gorman Hall	1,914.00	B0006747
10/26/12	Electro Maintenance Inc	Infrared Testing MAS, MAC, MAN, CAR	1,914.00	B0006747
10/26/12	Electro Maintenance Inc	Infrared Testing CVA,LAH, PAC	1,914.00	B0006747
10/26/12	Monmouth Building Center	Head Toggle Bolt	37.08	B0007239
10/26/12	Monmouth Building Center	Contractor Bags	117.54	B0007239
10/26/12	Monmouth Building Center	Contractor H/D Bags	117.54	B0007239
10/26/12	Monmouth Building Center	Flat Washer	32.16	B0007239
10/26/12	Grainger	Structural Fitting	87.20	B0007240
10/26/12	Grainger	Limit Thermostat	41.40	B0007240
10/26/12	Grainger	Limit Thermostat	41.40	B0007240
10/26/12	Federal Elevator Inc	Troubleshoot 10/12	716.00	B0007238
10/26/12	Hess Corporation	Wall	8.22	B0007078
10/26/12	International Paper	Kraft Envelopes	2,127.04	B0006683
10/26/12	International Paper	Excelone Heavy Weight Paper	75.15	B0006685
10/26/12	All Clean Bldg Services Inc.	Serv & Supp Collins 7/28	682.29	B0007355
10/26/12	All Clean Bldg Services Inc.	Serv & Supp Collins 9/8	606.48	B0007355
10/31/12	Russell Athletic	Clothing PO18132	985.87	B0006697
10/31/12	Russell Athletic	Clothing PO18132	263.18	B0006697
10/31/12	Russell Athletic	Clothing PO18132	262.91	B0006697
10/31/12	Russell Athletic	Clothing PO18132	262.91	B0006697
10/31/12	Russell Athletic	Clothing PO18132	255.51	B0006697
10/31/12	GUND a Division of Enesco, LLC	Merchandise PO18233	135.08	B0006698
10/31/12	Ganz Inc	Merchandise PO18319	97.52	B0006708
10/31/12	Ingram Book Co	Trade Books PO18316	223.15	B0006719
10/31/12	FedEx	Bookstore Shipping	41.56	B0006880
10/31/12	FedEx	Bookstore Shipping	15.36	B0006880
10/31/12	FedEx	Bookstore Shipping	190.27	B0006880
10/31/12	FedEx	Bookstore Shipping	337.18	B0006880
10/31/12	Herr Foods Inc	Variety of Chips	53.28	B0006942
10/31/12	Herr Foods Inc	Variety of Chips	143.56	B0006942
10/31/12	MBS/ Textbook Exchange Inc	New Books PO4565	470.40	B0006860
10/31/12	Peter Pauper Press	Trade Books PO18238	16.42	B0006813
10/31/12	C & C Creations	Beverages PO18328	966.00	B0007231
11/6/12	NJ Natural Gas Co	Crown Plaza	154.22	B0007005
11/6/12	Neptune Township School District	November 2012 Lease	14,583.33	B0006693
11/6/12	Neptune Township School District	NJAW	75.00	B0006694

Date	Vendor	Description	Amount	BPO
11/6/12	Neptune Township School District	JCP&L	2,000.00	B0006694
11/6/12	Neptune Township School District	NJNG	450.00	B0006694
11/6/12	Neptune Township School District	Neptune Sewer	37.50	B0006694
11/6/12	Neptune Township School District	Waste Management	37.50	B0006694
11/6/12	NJ Natural Gas Co	Wall	180.98	B0007003
11/6/12	R.G. Vanderweil Engineers, Lip	HW Bypass Study	7,549.52	B6659R
11/7/12	Katherine M. McCarron-King	1 - Rise & Shine Classes	35.00	B0007146
11/7/12	Joanna Shearer	4 - Zumba Classes	140.00	B0007147
11/7/12	Caryn Laferlita	4 - Power hour/Cardio Sculpt	140.00	B0007148
11/7/12	Sossy Shekookian	2 - Rise & Shine	70.00	B0007149
11/7/12	Natural Languages Llc	Interpreters	3,602.43	B0007299
11/7/12	Jamac Frozen Food Corp.	Grocery	487.40	B0006839
11/7/12	Jamac Frozen Food Corp.	Grocery	1,071.40	B0006839
11/7/12	Jamac Frozen Food Corp.	Grocery	487.40	B0006839
11/7/12	Jamac Frozen Food Corp.	Grocery	90.00	B0006839
11/7/12	Jamac Frozen Food Corp.	Grocery	743.40	B0006839
11/7/12	Jamac Frozen Food Corp.	Grocery	140.10	B0006839
11/7/12	Balloonatics	Decorate SLC Halloween	560.00	B0007229
11/9/12	OCLC Net Library	Online Subscription	657.77	B0007244
11/9/12	Long Branch Sewerage Authority	Broadway	78.00	B0006689
11/9/12	Long Branch Sewerage Authority	Broadway	1,326.00	B0006689
11/9/12	Verizon Wireless	College iPhones/iPads	457.53	B0006805
11/9/12	Rockland Bakery	Various Bakery	87.20	B0006998
11/9/12	Rockland Bakery	Various Bakery	171.31	B0006998
11/9/12	Rockland Bakery	Various Bakery	43.92	B0006998
11/9/12	Rockland Bakery	Various Bakery	177.01	B0006998
11/9/12	Rockland Bakery	Various Bakery	301.82	B0006998
11/9/12	Rockland Bakery	Various Bakery	161.70	B0006998
11/9/12	Rockland Bakery	Various Bakery	195.92	B0006998
11/9/12	Rockland Bakery	Various Bakery	76.05	B0006998
11/9/12	Rockland Bakery	Various Bagels	143.60	B0006998
11/9/12	Rockland Bakery	Various Bagels	120.88	B0006998
11/9/12	Rockland Bakery	Various Bagels	72.16	B0006998
11/9/12	Rockland Bakery	Various Bagels	116.97	B0006998
11/9/12	AFI Foodservice Distributors	Dairy, Meat, Grocery, Produce	2,349.75	B0006842
11/9/12	AFI Foodservice Distributors	Dairy, Meat, Grocery	1,984.98	B0006842
11/12/12	Christopher Hill	Tuning, Steinway/Repairs	125.00	B0007333
11/12/12	Robert Fortunato	6 Hour Model Fee	150.00	B0007328

Date	Vendor	Description	Amount	BPO
11/12/12	Robert Fortunato	6 Hour Model fee	150.00	B0007328
11/12/12	Katherine Parisi	3 Hours Model Fee	75.00	B0007329
11/12/12	Katherine Parisi	3 Hour Model Fee	75.00	B0007329
11/12/12	J & D Transportation	Shuttle Service October	5,176.30	B0007109
11/12/12	WASTE MANAGEMENT OF NJ, INC	Service Period October	4,142.81	B0006735
11/12/12	Grant Supply Co Inc	Solenoid Plunger	492.66	B0006725
11/12/12	Grant Supply Co Inc	Speakman	371.92	B0006725
11/12/12	Grant Supply Co Inc	Closet Sensor	1,212.43	B0006725
11/12/12	Grant Supply Co Inc	Ball Valve	518.84	B0006725
11/12/12	Grant Supply Co Inc	Clevis Hanger	8.80	B0006725
11/12/12	Grant Supply Co Inc	Ball Valve	61.29	B0006725
11/12/12	COOPER ELECTRIC SUPPLY CO	Compact Flour Lamp	3,829.56	B0006738
11/12/12	COOPER ELECTRIC SUPPLY CO	Double Compact Fluorescent	603.00	B0006738
11/12/12	COOPER ELECTRIC SUPPLY CO	Double Compact Fluorescent	1,041.18	B0006738
11/12/12	COOPER ELECTRIC SUPPLY CO	Electronic Floures Ballast	178.20	B0006738
11/12/12	COOPER ELECTRIC SUPPLY CO	Floor Lamp	1,260.00	B0006738
11/12/12	COOPER ELECTRIC SUPPLY CO	3V Lith Ph/El	52.68	B0006746
11/12/12	COOPER ELECTRIC SUPPLY CO	Lined Driver Glove	68.74	B0006746
11/12/12	COOPER ELECTRIC SUPPLY CO	Folding Hex Key Set	9.65	B0006746
11/12/12	COOPER ELECTRIC SUPPLY CO	250V Small Dim Fuse	13.55	B0006746
11/12/12	Automated Bldg Controls Inc	HSU Units Child Learning	598.00	B0007207
11/12/12	Automated Bldg Controls Inc	Heat Child Learning	299.00	B0007207
11/12/12	Automated Bldg Controls Inc	Heat Inspection BAC	368.00	B0007207
11/12/12	Automated Bldg Controls Inc	Heat Inspect West Monmouth	368.00	B0007207
11/12/12	Automated Bldg Controls Inc	Install Tattle Tales - LB	640.00	B0007207
11/12/12	Automated Bldg Controls Inc	Gorman Hall Inspections	276.00	B0007207
11/12/12	Monmouth Building Center	Prograde Cold Weather	40.95	B0007239
11/12/12	Grainger	Vacuum Wet/Dry	205.37	B0007240
11/12/12	Grainger	Wet/Dry Vacuum	75.53	B0007240
11/12/12	Grainger	Pump Sensor Utility	139.45	B0007240
11/12/12	Grainger	Pump, Sump	444.03	B0007240
11/12/12	Allied Oil Company	870CT Unleaded Gasoline	2,647.40	B6566R
11/12/12	Verizon Wireless	Police 682464821-00002	115.08	B0006804
11/12/12	Jersey Central Power & Light	Crown Plaza	5,362.97	B0007096
11/12/12	Hess Corporation	Crown Plaza	21.17	B0007079
11/12/12	Shorelands Water Co Inc	Crown Plaza	546.93	B0006688
11/12/12	GREATER MEDIA NEWSPAPERS	October Advertising	2,564.00	B0006967
11/12/12	Coca-Cola Bottling Company	Various Drinks	1,443.85	B0007122

Date	Vendor	Description	Amount	BPO
11/12/12	Coca-Cola Bottling Company	Various Drinks	629.16	B0007122
11/12/12	Coca-Cola Bottling Company	Various Drinks	454.75	B0007122
11/12/12	Coca-Cola Bottling Company	Various Drinks	726.20	B0007122
11/12/12	Coca-Cola Bottling Company	Various Drinks	864.35	B0007122
11/12/12	Coca-Cola Bottling Company	Various Drinks	729.79	B0007122
11/12/12	Coca-Cola Bottling Company	Various Drinks	1,317.51	B0007122
11/12/12	Coca-Cola Bottling Company	Various Drinks	673.74	B0007122
11/13/12	Blejwas Associates Inc	Pleat Filter	215.40	B0006734
11/13/12	COOPER ELECTRIC SUPPLY CO	Double Compact Floures	52.26	B0006738
11/13/12	COOPER ELECTRIC SUPPLY CO	Electronic Floure Ballast	217.80	B0006738
11/13/12	Motors & Drives Inc	Tech Remove Taco Bearing	390.00	B0006743
11/13/12	Motors & Drives Inc	Taco Assembly Repair	1,295.00	B0006743
11/13/12	Motors & Drives Inc	V-Belt	98.21	B0006743
11/13/12	COOPER ELECTRIC SUPPLY CO	3V Lith PH/EL	26.34	B0006746
11/13/12	COOPER ELECTRIC SUPPLY CO	Fldg Hex Key Set	8.13	B0006746
11/13/12	COOPER ELECTRIC SUPPLY CO	10Ft Hole Chnl	53.91	B0006746
11/13/12	COOPER ELECTRIC SUPPLY CO	EMT Conduit	128.81	B0006746
11/13/12	COOPER ELECTRIC SUPPLY CO	3/8 Steel Drop-In Anchor	34.72	B0006746
11/13/12	COOPER ELECTRIC SUPPLY CO	Bulk AF1 Lid Assembly	337.45	B0006746
11/13/12	Electro Maintenance Inc	Replace Circuit Breaker	2,324.00	B0006747
11/13/12	Fire Security Technologies	Audio/Speaker Circuit	299.00	B6577R
11/13/12	Fire Security Technologies	Removed Conduit	1,856.50	B6577R
11/13/12	Fire Security Technologies	Replaced Batteries	656.00	B6577R
11/13/12	W.B. Mason Co., Inc	Flagship Bright Paper	2,054.40	B0006682
11/13/12	Wilentz Goldman & Spitzer P.A.	Legal Services through September 30th	19,293.07	B0007262
11/13/12	Wilentz Goldman & Spitzer P.A.	Legal Services through September 30th	2,582.40	B0007262
11/13/12	Wilentz Goldman & Spitzer P.A.	Legal Services through September 30th	4,290.80	B0007262
11/13/12	Wilentz Goldman & Spitzer P.A.	Legal Services through September 30th	312.00	B0007262
11/13/12	Wilentz Goldman & Spitzer P.A.	Legal Services through September 30th	648.00	B0007262
11/13/12	CABLEVISION MEDIA SALES CORP.	TV Advertising Fee - October	12,400.00	B0006966
11/13/12	Titan Outdoor, Llc	Outdoor Transit Advertise	12,202.90	B0007267
11/13/12	Titan Outdoor, Llc	Outdoor Transit Advertise	7,742.26	B0007267
11/13/12	Sara Ann Hylan Design LLC	Living In Magazine	2,400.00	B0007274
11/13/12	Sysco Metro New York, LLC	Dairy, Meat, Grocery, Paper	4,431.19	B0006849
11/13/12	Sysco Metro New York, LLC	Dairy, Meat, Grocery, Produce	5,287.64	B0006849
11/13/12	Sysco Metro New York, LLC	Paper, Fuel	612.73	B0006849
11/13/12	Sysco Metro New York, LLC	Dairy, Meat, Produce, Paper	4,942.29	B0006849
11/13/12	Sysco Metro New York, LLC	Dairy, Meat, Grocery, Produce	3,041.78	B0006849

Date	Vendor	Description	Amount	BPO
11/13/12	Sysco Metro New York, LLC	Paper, Fuel	1,031.84	B0006849
11/13/12	Sysco Metro New York, LLC	Dairy, Meat, Grocery, Produce	2,893.33	B0006849
11/13/12	Sysco Metro New York, LLC	Paper, Fuel	1,491.95	B0006849
11/13/12	Sysco Metro New York, LLC	Dairy, Meat, Grocery, Paper	2,914.45	B0006849
11/13/12	All Clean Bldg Services Inc.	Serv & Supplies SLC 10/6	151.62	B0007121
11/13/12	All Clean Bldg Services Inc.	Serv & Supp Collins 9/30	252.70	B0007355
11/13/12	All Clean Bldg Services Inc.	Serv & Supp Collins 10/11	202.16	B0007355
11/13/12	All Clean Bldg Services Inc.	Serv & Supp Collins 10/24	101.08	B0007355
11/13/12	All Clean Bldg Services Inc.	Serv & Supp Collins 10/21	252.70	B0007355
11/14/12	YBP Library Services	Various Books	82.88	B0007249
11/14/12	YBP Library Services	Various Books	522.24	B0007249
11/14/12	YBP Library Services	Various Books	171.48	B0007249
11/14/12	YBP Library Services	Twilight War: Secret History	100.32	B0007249
11/14/12	YBP Library Services	Fateful Lightning: History	20.71	B0007249
11/14/12	YBP Library Services	Various Books	505.23	B0007249
11/14/12	YBP Library Services	Various Books	177.69	B0007249
11/15/12	Jersey Central Power & Light	Long Branch	2,212.02	B0007092
11/15/12	Jersey Central Power & Light	Long Branch	1,008.24	B0007093
11/15/12	Jersey Central Power & Light	Sandy Hook 9/7-9/27	38.50	B0007082
11/15/12	NJ Natural Gas Co	Freehold	420.81	B0007002
11/15/12	Jersey Central Power & Light	Wall	3,573.50	B0007095
11/15/12	Small Business Service Center, Llc	Mailing Service Healthcare	781.10	B0006726
11/15/12	Small Business Service Center, Llc	Mailing Service OBCD	849.01	B0006726
11/15/12	Verizon Wireless	College Cellphones	685.08	B0006803
11/15/12	Herr Foods Inc	Variety of Chips	120.62	B0006942
11/15/12	Coca-Cola Bottling Company	Variety of Beverages	919.47	B0006976
11/19/12	Ace World Wide #32	Trailer Storage 9/26-10/25	300.00	B0006745
11/19/12	Automated Bldg Controls Inc	Storm Related Calls MAC	194.25	B0007207
11/19/12	Automated Bldg Controls Inc	Storm Related Calls LAH	55.50	B0007207
11/19/12	Automated Bldg Controls Inc	AHU 7B6 Fan Won't Run	115.00	B0007207
11/19/12	Allied Oil Company	Dyed Ultra Low Sulfur	2,003.24	B6566R
11/19/12	NJ Natural Gas Co	Lincroft	176.40	B0006977
11/19/12	NJ Natural Gas Co	Lincroft	188.52	B0006978
11/19/12	NJ Natural Gas Co	Lincroft	116.79	B0006979
11/19/12	NJ Natural Gas Co	Lincroft	275.48	B0006980
11/19/12	NJ Natural Gas Co	Lincroft	28.00	B0006981
11/19/12	NJ Natural Gas Co	Mail Center	146.59	B0006982

Date	Vendor	Description	Amount	BPO
11/19/12	NJ Natural Gas Co	Lincroft	7,865.10	B0006983
11/19/12	NJ Natural Gas Co	Auto Tech	100.51	B0006984
11/19/12	NJ Natural Gas Co	Lincroft	334.63	B0006985
11/19/12	NJ Natural Gas Co	Lincroft	210.96	B0006986
11/19/12	NJ Natural Gas Co	Lincroft	78.05	B0006987
11/19/12	NJ Natural Gas Co	Lincroft	208.27	B0006988
11/19/12	NJ Natural Gas Co	Collins Arena	94.14	B0006989
11/19/12	NJ Natural Gas Co	Lincroft	119.18	B0006994
11/19/12	NJ Natural Gas Co	Phalanx Road	16.71	B0006997
11/19/12	Hess Corporation	Lincroft	6,401.66	B0007025
11/19/12	NJ Natural Gas Co	Student Life Center	900.90	B0007000
11/19/12	Shorelands Water Co Inc	Crown Plaza	126.67	B0006688
11/19/12	NJ Natural Gas Co	Long Branch	246.01	B0007001
11/19/12	Hess Corporation	Long Branch	102.04	B0007076
11/19/12	NJ American Water Co	Long Branch	52.03	B0007105
11/19/12	NJ American Water Co	Long Branch	186.66	B0007106
11/19/12	Hess Corporation	Freehold	154.70	B0007077
11/19/12	International Paper	NE Kraft Envelopes	92.48	B0006683
11/19/12	Paterson Card and Paper Company	White Wove Envelopes	1,363.80	B0006686
11/19/12	Yellin Consulting Services, LLC	Services Provided Sept	2,000.00	B0007275
11/19/12	Yellin Consulting Services, LLC	Services Provided August	2,000.00	B0007275
11/19/12	Herr Foods Inc	Variety of Chips	117.66	B0006942
11/19/12	Herr Foods Inc	Variety of Chips	28.12	B0006942
11/19/12	Coca-Cola Bottling Company	Variety of Beverages	1,003.90	B0006976
11/19/12	Interstate Brands Corp.	Variety of Snacks	97.90	B0007233
11/20/12	Cooperative Communications, Inc	Lincroft	3,893.23	B0006724
11/20/12	International Paper	Copy Recycled 92 Bright Paper	1,165.00	B0006683
11/20/12	Paterson Card and Paper Company	Finch Opaque Smooth	2,628.10	B0006686
11/20/12	McGraw-Hill	New Books PO4579	83,665.92	B0006861
11/21/12	NJ Family Support Payment Center	C. Monaco	175.25	B0007380
11/21/12	NJ Family Support Payment Center	C. Monaco	237.47	B0007380
11/21/12	NJ Family Support Payment Center	C. Monaco	248.19	B0007380
11/21/12	Roy Baker	J. Antczak	997.02	B0007381
11/21/12	Verizon Wireless	iPhone 4S Black 16GB	99.99	B0006805
11/21/12	MATTHEW BENDER & CO., INC	NJ Citation Supplements	2,585.69	B0007362
11/21/12	Natural Languages Llc	Interpreter Services	4,433.76	B0007299
11/21/12	Natural Languages Llc	Interpreter - Long Branch	197.14	B0007299
11/21/12	Grant Supply Co Inc	Solenoid Valve	489.67	B0006725
11/21/12	Automated Bldg Controls Inc	Check All Units Freehold	230.00	B0007207

Date	Vendor	Description	Amount	BPO
11/21/12	Automated Bldg Controls Inc	Check All Units Hazlet	207.00	B0007207
11/21/12	Automated Bldg Controls Inc	Power Fail Input ATEC	598.00	B0007207
11/21/12	Automated Bldg Controls Inc	VFDS, SLC, Man, LAH	437.00	B0007207
11/21/12	Automated Bldg Controls Inc	VFD Repaired, MAN, LAH	736.00	B0007207
11/21/12	Fire Security Technologies	Control Panel Main Campus	347.00	B6577R
11/21/12	Fire Security Technologies	Panel Dead CLC	1,625.50	B6577R
11/21/12	Fire Security Technologies	ATEC Duct Smoke Trouble	3,097.00	B6577R
11/21/12	Fire Security Technologies	Panel Line Fault CLC	225.50	B6577R
11/21/12	Fire Security Technologies	Master Clocks LAH Library	196.00	B6577R
11/21/12	Fire Security Technologies	Fire Alarm System CLC	250.00	B6577R
11/21/12	Automated Bldg Controls Inc	Monthly Billing Carrier	9,000.00	B6551R2
11/21/12	Grainger	Lantern, Rechargeable	354.24	B0007240
11/21/12	ALLIED FIRE & SAFETY EQUIPMENT CO	Temp patched pipe CLC	600.20	B0006737
11/21/12	Allied Oil Company	Dyed Ultra Low Sulfur	386.83	B6566R
11/21/12	Hillcrest Paving & Excavating Inc	Snow Removal 11/7 & 11/8	23,611.25	B0006741
11/21/12	Jersey Central Power & Light	Freehold	10,551.51	B0007094
11/21/12	Cherry Steel Corp.	PAC Rigging - Progress #3	8,520.00	B7108R
11/21/12	Clarke Caton Hintz	PAC Rigging - Progress #5R	362.23	B6553R
11/21/12	Clarke Caton Hintz	PAC Rigging - Progress #6R	77.80	B6553R
11/21/12	Clarke Caton Hintz	PAC Rigging - Progress #7R	34.06	B6553R
11/21/12	Electro Maintenance Inc	Computer Wiring LAH	14,572.00	B0007198
11/21/12	Ace World Wide #32	Service 10/26	603.60	B0007009
11/21/12	Kevin M. Settembrino Architects	Solar Study Invoice #161	31,500.00	B0007266
11/21/12	NJ Institute of Technology/NJEDge	Ethernet 1000 Meg Circuit	27,497.00	B0006822
11/21/12	Ellucian Company L.P.	Managed Serv November	437,848.00	B7143R
11/26/12	Cheryl A. Lepple-Huber	Interpretation Services	855.00	B0007337
11/26/12	Cheryl A. Lepple-Huber	Interpretation Services	855.00	B0007337
11/26/12	Neptune Township School District	December Lease Payment	14,583.33	B0006693
11/26/12	Neptune Township School District	NJAW	75.00	B0006694
11/26/12	Neptune Township School District	JCP&L	2,000.00	B0006694
11/26/12	Neptune Township School District	NJNG	450.00	B0006694
11/26/12	Neptune Township School District	Neptune Sewer	37.50	B0006694
11/26/12	Neptune Township School District	Waste Management	37.50	B0006694
11/26/12	Sysco Metro New York, LLC	Meat	187.96	B0006849
11/27/12	Marian K. Akana	Figure Drawing Arts	225.00	B0007331
11/27/12	Cheryl A. Lepple-Huber	Interpretation Services	655.00	B0007337
11/27/12	AFI Foodservice Distributors	Grocery	23.98	B0006842
			1,524,324.94	

Date	Employee	Description	Amount
11/14/12	Anthony Cegile	October Overtime Meals	60.00
11/14/12	Christopher Morgan	October Overtime Meals	30.00
11/12/12	Dean Pease	Oct/Nov Overtime Meals	135.00
11/19/12	Stephen Propert	Orientation Social Event	69.26
11/14/12	Shaun White	October Overtime Meals	37.50
11/12/12	Dennis Brown	Oct/Nov Overtime Meals	127.50
11/20/12	Madelyn Simon	Dental Radiology	80.00
11/12/12	Gene Citarella	October Overtime Meals	82.50
11/21/12	Keith Heimann	Tuition Reimbursement	2,504.00
			3,125.76

Date	Student	Description	Amount
11/21/12	Gregory DeCellio	Over Pmt Marxist Theory	10.00
11/20/12	Edwin Cruz	2 Passed ASE Exams	60.00
11/19/12	Kyle Hyer	2 Passed ASE Exams	96.00
			$ 166.00

ASBCC

	PO #	Date	Vendor	Item Description	Unit Cost	Qty	Total Cost	Invoice #	Inv. Total	BOT App'd	Date Paid
1	P0060499	11/16/2012	Michelangelo Tours	2nd deposit for travel Spring Break Italy	$ 15,000.00	1	$ 15,000.00	ITALY	$ 15,000.00	11/15/12	11/19/12
									$ 15,000.00		

College

	PO #	Date	Vendor	Item Description	Unit Cost	Qty	Total Cost	Invoice #	Invoice Total	BOT App'd	Date Paid
1	P0060426	11/13/12	Gale	Subscription renewal for 1/1/13-12/31/13	$ 5,115.60	1	$ 5,115.60	13RNW003	5,115.60	11/15/12	11/19/12
2	P0060500	11/16/12	Ebsco Industries Inc.	Subscription services for 1/13/13-12/31/13	33,713.84	1	33,713.84	RB-S-06975-00	33,713.84	11/15/12	11/19/12
3	P0060432	11/13/12	Noel-Levitz, Inc.	2,600 Student Satisfaction Inventories	1.75	2,600	4,550.00	19855		11/15/12	11/20/12
	P0060432	11/13/12	Noel-Levitz, Inc.	Processing fee	150.00	1	150.00	19855		11/15/12	11/20/12
	P0060432	11/13/12	Noel-Levitz, Inc.	Hard Copy RFT	110.00	1	110.00	19855		11/15/12	11/20/12
	P0060432	11/13/12	Noel-Levitz, Inc.	Comparison RPT-Regional	75.00	1	75.00	19855		11/15/12	11/20/12
	P0060432	11/13/12	Noel-Levitz, Inc.	Comparison RPT - Yr. to Yr.	85.00	1	85.00	19855		11/15/12	11/20/12
	P0060432	11/13/12	Noel-Levitz, Inc.	Raw Data	150.00	1	150.00	19855		11/15/12	11/20/12
	P0060432	11/13/12	Noel-Levitz, Inc.	5% Service fee	256.00	1	256.00	19855		11/15/12	11/20/12
							5,376.00		5,376.00		

	PO #	Date	Vendor	Item Description Un	it Cost	Qty	Total Cost	Invoice #	Invoice Total	BOT App'd	Date Paid
4	P0060434	11/13/12	Barry Grabelle	Athletic physicals September 2012	475.00	1	475.00	09B-12	475.00	11/15/12	11/20/12
5	P58606R	7/25/12	Garden State Fire & Security Alarm	Monitoring system for Western Monmouth	401.93	1	401.93	142588	401.93	5/17/12	11/26/12
6	P0060059	10/3/12	Jersey Office Systems	Imager XT 3.0Sx	13,490.90	1	13,490.90	2012229		10/17/12	11/26/12
	P0060059	10/3/12	Jersey Office Systems	Shipping	200.00	1	200.00	2012229		10/17/12	11/26/12
							13,690.90		13,690.90		
7	P0060061	10/3/12	BMI SUPPLY	Wireless communication system	14,793.00	1	14,793.00	IN091490	14,793.00	10/17/12	11/20/12
8	P0059224	7/23/12	Garden State Fire & Security Alarm	Installation of door release/intercom for Chhange	2,011.00	1	2,011.00	139790	2,011.00	7/10/12	11/20/12
9	P0060467	11/14/12	Tom Dragonette	Performance on 9/16/12	50.00	1	50.00	9/16/2012	50.00	11/15/12	11/19/12
10	P0060466	11/14/12	Tom Avakian	Performance on 9/16/12	50.00	1	50.00	9/16/2012	50.00	11/15/12	11/19/12
11	P0060465	11/14/12	Phillip Jones	Performance on 9/16/12	50.00	1	50.00	9/16/2012	50.00	11/15/12	11/19/12
12	P0060463	11/14/12	Jim Davis	Performance on 9/16/12	50.00	1	50.00	9/16/2012	50.00	11/15/12	11/19/12
13	P0060461	11/14/12	Michael Capobianco	Performance on 9/16/12	50.00	1	50.00	9/16/2012	50.00	11/15/12	11/19/12
14	P0060460	11/14/12	John Davis	Performance on 9/16/12	50.00	1	50.00	9/16/2012	50.00	11/15/12	11/19/12
15	P0060459	11/14/12	Frank Grasso	Performance on 9/16/12	50.00	1	50.00	9/16/2012	50.00	11/15/12	11/19/12
16	P0060458	11/14/12	Joe Mosello	Performance on 9/16/12	50.00	1	50.00	9/16/2012	50.00	11/15/12	11/19/12
17	P0060456	11/14/12	Larry DeLucca	Performance on 9/16/12	50.00	1	50.00	9/16/2012	50.00	11/15/12	11/19/12
18	P0060455	11/14/12	Joe Lawlor	Performance on 9/16/12	50.00	1	50.00	9/16/2012	50.00	11/15/12	11/19/12
19	P0060453	11/14/12	Verne Whitlocke	Performance on 9/16/12	50.00	1	50.00	9/16/2012	50.00	11/15/12	11/19/12
20	P0060451	11/14/12	Gregory Grispart	Performance on 9/16/12	50.00	1	50.00	9/16/2012	50.00	11/15/12	11/19/12
21	PO60348	11/21/12	Office Depot	Office Supplies	13.46	1	13.46	631815495001		4/16/11	11/26/12
	PO60199	11/21/12	Office Depot	Office Supplies	41.57	1	41.57	631694079001		4/16/11	11/26/12
	PO60340	11/21/12	Office Depot	Office Supplies	10.40	1	10.40	630348580001		4/16/11	11/26/12
	PO60303	11/21/12	Office Depot	Office Supplies	25.49	1	25.49	630206906001		4/16/11	11/26/12
	PO60304	11/21/12	Office Depot	Office Supplies	55.10	1	55.10	630206636001		4/16/11	11/26/12
	PO60305	11/21/12	Office Depot	Office Supplies	44.71	1	44.71	630206362001		4/16/11	11/26/12
	PO60313	11/21/12	Office Depot	Office Supplies	79.35	1	79.35	630205872001		4/16/11	11/26/12
	PO60306	11/21/12	Office Depot	Office Supplies	134.94	1	134.94	630120236001		4/16/11	11/26/12
	PO60278	11/21/12	Office Depot	Office Supplies	31.19	1	31.19	630060698001		4/16/11	11/26/12
	PO60276	11/21/12	Office Depot	Office Supplies	62.48	1	62.48	630058951001		4/16/11	11/26/12
	PO60267	11/21/12	Office Depot	Office Supplies	169.71	1	169.71	629639290001		4/16/11	11/26/12
	PO60265	11/21/12	Office Depot	Office Supplies	97.67	1	97.67	629638886001		4/16/11	11/26/12
							766.07		766.07		
									45,082.37		

OBCD

	PO #	Date	Vendor	Item Description	Unit Cost	Qty	Total Cost	Invoice #	Inv Total	BOT App'd	Date Paid
1	P0059904	9/17/12	R Helfrich & Son Inc	Mohonk Mt. House New Paltz, NY 11/3/12	$ 800.00	1	$ 800.00	45,005	$ 800.00	9/12/12	11/20/12
2	P0060069	10/3/12	White Eagle Printing	Health Care Training Brochure	480.00	1	480.00	12-10396	480.00	10/17/12	11/20/12
									$ 1,280.00		

BOT Approved College Annual Contract Payment Listing
November 2012

	Blanket #	Date	Vendor	Item Description	Total Cost	Invoice #	Inv Total	BOT App'd	Date Paid
1	B0006722	11/15/12	Winning Strategies	Professional Services - November	$ 60,000.00	36135	$ 5,000.00	4/12/12	11/15/12
						5th Payment of annual contract			
2	B0006739	10/26/12	Federal Elevator Inc	Elevator Maintenance - November	17,136.00	23629	1,428.00	3/8/12	11/7/12
						5th Payment of annual contract			
3	B0007273	11/13/12	Philadelphia Technology Park	Colocation Bundled Service - Internet Server	27,200.00	1778	3,400.00	8/9/12	11/26/12
						1st Payment of 8 month contract			
							$ 9,828.00		