



Brookdale Community College  
Board of Trustees Public Business Meeting  
Tuesday, November 29, 2016 5:30 PM (EST)  
765 Newman Springs Rd. Lincroft New Jersey 07738  
Student Life Center - Navesink Rooms  
1-866-537-1618 , Passcode 6392 734#

- I. Call to Order, Reading of Statement and Roll Call - Chair-elect - 5 minutes
- II. Pledge of Allegiance - Chair-elect - 5 minutes
- III. Public Swearing in of Trustee Madeline Ferraro - Mr. Matt Giacobbe
- IV. Adoption of Agenda
- V. Board of Trustees Annual Reorganization
  - A. Nominating Committee Report - Trustee Kaufmann
  - B. Election of Officers of the Board of Trustees - Mr. Matt Giacobbe
  - C. Establishment of a Regular Meeting Schedule of the Board of Trustees - Chair-elect
    - 1. Discussion of Board Schedule
    - 2. Adoption of Schedule of Regular Meetings
  - D. Appointment of Standing Committees - Chair-Elect

*Board Bylaw 1.4010, appointments to Standing Committee - As soon as reasonably practical, following the election of the Chair and Vice Chair, the full Board of Trustees shall meet to discuss Trustee assignments to standing committees, subcommittees, and any other appointed positions. The process of committee selection shall be open and collaborative and include all Board members.*

*If the Trustees do not agree on committee selections, the Chair-elect shall have the right to make a final decision regarding all Trustee appointments and appoint the Chair of the Standing Committees.*

*Standing committees are advisory in nature. Such appointments shall be made annually at the organization meeting of the Board of Trustees. A member of each standing committee shall serve for a term of a one (1) year or until his/her successor has been appointed.*
  - E. Resolution of Designation of Public Notice Requirements - Chair-elect
  - F. Annual Report of the College - President Murphy
- VI. Reports from the Board Committees and Liaisons - Chair-elect
  - A. Executive Committee - Chair Guzzo
  - B. Finance & Facilities Committee - Trustee Kaufmann
    - 1. Monthly Financial Reporting
    - 2. Semester Financial Forecast
      - a. Budget Parameters FY18
  - C. Governance Committee - Trustee Crupi

- D. Policy & Education Committee - Trustee Cram
- E. Audit Committee - Chair Guzzo
  - 1. Financial Statement Audit, including Financial Aid Audit - VP Lawrence
- F. Report on ACCT Leadership Congress - Trustees Abby-White and Przystawski
- G. NJCCC and BCC Foundation - Trustee Abby-White
- H. Student's Perspective - Trustee Przystawski
- I. Report from the Engineer of Record - Mr. Charles Rooney
- VII. Approval of Workshop and Public Business Meeting Minutes - October 18, 2016 - Chair-elect - 3 minutes
- VIII. Review of Consent Agenda - Chair-elect
  - \*Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees*
- IX. Public Comment on Agenda Items - Chair-elect
- X. Consent Agenda - Chair-elect - 5 minutes
  - A. Acceptance of Grants
    - Career and Technical Education (CTE) Provisional Teacher Preparation Program and Rider Subcontract Noyce Scholarship Award*
  - B. Application for Grants
    - GenCyber Jersey Blues Summer Camp*
  - C. Acceptance of Gifts
    - 2016 Chevrolet Cruise Automobile and Jewelry making supplies*
  - D. Approval of Human Resources
  - E. Purchases in Excess of \$35,000 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500
  - F. Open Invoice Payment Requests for Vendor, Student and Employee Payments
  - G. Monthly Financial Dashboards
- XI. President's Report - Dr. Murphy
  - A. MSCHE Update - Dr. Kegelman
- XII. Change Order Request Report - Chair-elect
- XIII. Acceptance of Brookdale Community College's FY16 Radio Station WBJB-FM Audit - Chair-elect
- XIV. Purchasing Cooperative Resolution - Chair-Elect
- XV. Public Comment - Chair-elect
- XVI. Old/New Business - Chair-elect
- XVII. Resolution to Hold a Closed Meeting - Chair-Elect
- XVIII. Motion to Re-Open the Meeting to the Public - Chair-elect
- XIX. Adjournment - Chair-elect
- XX. Appendix - Board Materials

## 2016-2017 Board Meeting Calendar Options

### Public Business Meetings

Tuesday and Thursday meeting dates checked against the College and President's calendar.

Month	3 <sup>rd</sup> Tuesday	3 <sup>rd</sup> Thursday	Notes
December	X	X	3 <sup>rd</sup> Tuesday is 12/20
January		X	3 <sup>rd</sup> Tuesday is Convocation
February	X		3 <sup>rd</sup> Thursday is ACCT National Legislative Summit
March	X	X	
April	X	X	3 <sup>rd</sup> week is the week after Easter Sunday-
May	X	X	
June	X	X	
August		X	3 <sup>rd</sup> Tuesday President has conflict
September			3 <sup>rd</sup> Tuesday is Foundation Golf Outing; 3 <sup>rd</sup> Thursday is Rosh Hashanah; week afterward is ACCT
October	X	X	
November		X	3 <sup>rd</sup> Tuesday is Thanksgiving week

### Board Committees

Per November Governance committee, the recommendation is for three committees: Governance, Policy & Education, and Finance & Facilities. Trustees will be assigned to one committee, with the exception of the chairs of P&E and F&F, who will serve on two.

Governance will combine the responsibilities of the current Executive and Governance committees. Policy and Education will include monitoring of HR metrics. Finance & Facilities will also handle audit matters. Details as follows:

#### Governance/Executive

- Monthly meetings
- Members are chair, vice chair, chair of Policy & Education, and chair of Finance & Facilities
- Monitor Board responsibilities and efficacy
- Review monthly agenda items not covered in committees

#### Policy and Education

- Six meetings per year
- Five trustees, including chair elected from membership

## Finance and Facilities

- Monthly meetings
- Five trustees, including chair elected from membership
- Annual audit will come through this committee

### **Meeting Schedule with Public Meeting Primarily Tuesdays (Thursdays marked with \*)**

Month	Governance	Policy & Education	Finance & Facilities	Workshop & Public Meeting
January	1/9	1/9	1/9	1/19*
February	2/13		2/13	2/21
March	3/13		3/13	3/21
April	4/10	4/10	4/10	4/18
May	5/8	5/8	5/8	5/16
June	6/13		6/13	6/20
July				7/18
August	8/7	8/7	8/7	8/17*
September	9/11		9/11	9/12 (Tues)
October	10/9	10/9	10/9	10/17
November	11/6		11/6	11/16* or 11/27 (Mon)
December	12/11	12/11	12/11	12/19

### **Meeting Schedule with Public Meeting Primarily Thursdays (Tuesdays marked with \*)**

Month	Governance	Policy & Education	Finance & Facilities	Workshop & Public Meeting
January	1/9	1/9	1/9	1/19
February	2/13		2/13	2/21*
March	3/13		3/13	3/16
April	4/10	4/10	4/10	4/18*
May	5/8	5/8	5/8	5/18
June	6/13		6/13	6/15
July				7/20 call
August	8/7	8/7	8/7	8/17
September	9/11		9/11	9/12*
October	10/9	10/9	10/9	10/19
November	11/6		11/6	11/16
December	12/11	12/11	12/11	12/19*

11 Governance Committee Meetings

11 F&F Meetings

6 P&E Meetings

11 Workshop/Public Business Meetings

39 total meetings; 32 fewer than 2015-2016

**BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2017**

<b>2017 Public Business Meetings (PBM)</b>	<b>Executive/ Governance</b>	<b>Finance &amp; Facilities /Audit</b>	<b>Policy &amp; Education</b>	<b>Foundation Board Meetings</b>	<b>New Jersey Council of County Colleges</b>	<b>Nominating</b>
<b>DATES/LOCATIONS Public Business Meeting 5:30 PM</b>	<b>Agenda for Meetings: Emergent issues.</b>	<b>Shall meet a minimum of four times per year or as requested.</b>	<b>Shall meet a minimum of four times per year or as requested.</b>	<b>4:00 in Trustees Conference Room</b>	<b>President and Board Chair</b>	<b>Appointed in September for October discussion &amp; November vote.</b>
<b>Thursday, January 19 Lincroft, SLC</b>	January 9	January 9	January 9	January 19		
<b>Tuesday, February 21 Neptune HEC</b>	February 13	February 13			6:30 Monday February 27 Holiday Inn, East Windsor, NJ	
<b>Tuesday, March 21 Lincroft, SLC</b>	March 13	March 13		March 23		
<b>Tuesday, April 18 Lincroft, SLC</b>	April 10	April 10	April 10			
<b>Tuesday, May 16 Wall HEC</b>	May 8	May 8	May 8	May 18		
<b>Tuesday, June 20 Lincroft, SLC</b>	June 13	June 13		June 15	6:30 Monday June 19 Wyndham Garden Hotel, Trenton	
<b>Tuesday, July 18 (call)</b>						
<b>Thursday, August 17 Lincroft, SLC</b>	August 7	August 7	August 7			
<b>Tuesday, September 12 Lincroft, SLC</b>	September 11		September 11		6:30 Monday September 19 Holiday Inn, East Windsor, NJ	
<b>Tuesday, October 17 Freehold Campus</b>	October 9	October 9	October 9			
<b>Tuesday, November 28 Reorganization Meeting Lincroft, SLC</b>	November 6	November 6				
<b>Tuesday, December 19 Lincroft, SLC</b>	December 11	December 11	December 11			

**BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2017**

<b>2017 Public Business Meetings (PBM)</b>	<b>Executive/ Governance</b>	<b>Finance &amp; Facilities/ Audit</b>	<b>Policy &amp; Education</b>	<b>Foundation Board Meetings</b>	<b>New Jersey Council of County Colleges</b>	<b>Nominating</b>
<b>DATES/LOCATIONS</b> <b>Public Business Meeting</b>	<b>Agenda for Meetings: Emergent issues.</b>	<b>Shall meet a minimum of four times per year or as requested.</b>	<b>Shall meet a minimum of four times per year or as requested.</b>	<b>4:00 PM in Trustees Conference Room</b>	<b>President and Board Chair</b>	<b>Appointed in September for October discussion &amp; November vote.</b>
<b>Thursday, January 19 Lincroft – SLC</b>	January 9	January 9	January 9	January 19		
<b>Tuesday, February 21 Neptune HEC</b>	February 13	February 13			6:30 Monday February 27 Holiday Inn, East Windsor, NJ	
<b>Thursday, March 16 Lincroft – SLC</b>	March 13	March 13		March 23		
<b>Tuesday, April 18 Lincroft - SLC</b>	April 10	April 10	April 10			
<b>Thursday, May 18 Wall HEC</b>	May 8	May 8	May 8	May 18		
<b>Thursday, June 15 Lincroft, SLC</b>	June 13			June 15	6:30 Monday June 19 Wyndham Garden Hotel, Trenton	
<b>Thursday, July 20 (call)</b>						
<b>Thursday, August 17 Lincroft, SLC</b>	August 7	August 7	August 7			
<b>Tuesday, September 12 Lincroft, SLC</b>	September 11		September 11		6:30 Monday September 19 Holiday Inn, East Windsor, NJ	
<b>Thursday, October 19 Freehold Campus</b>	October 9	October 9	October 9			
<b>Thursday, November 16 Reorganization Meeting Lincroft, SLC</b>	November 6	November 6				
<b>Tuesday, December 19 Lincroft, SLC</b>	December 11	December 11	December 11			

**Human Resources is a Committee of the whole: shall meet as required and/or requested**

## RESOLUTION

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College will make public notice of the date, time and place of the Board of Trustees meetings to be held in 2017 after the meeting schedule has been adopted by the board.

**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 FUTHER 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

**BE IT FURTHER RESOLVED** that the Board of Trustees meeting schedule will be posted on the Brookdale Community Website on the Brookdale Community Board of Trustee webpage.

**BE IT FURTHER RESOLVED** that any person may request in writing that the Board of Trustees mail to him/her a copy of the notices of any Public, special or rescheduled meetings of the Board of Trustees upon prepayment by such person of the applicable fee hereinafter set forth. All requests made pursuant to this paragraph shall terminate on December 31 of the year in which said request is made subject by filing of a new written request together with prepayment of the applicable fee

### Schedule of Mailing Fees

For a copy of the schedule of regular meetings and reschedules thereof	\$4.00
For advance written notice of all regular, special, rescheduled or adjourned meetings during the 2017 year.	\$40.00



### **Fiscal Year 2017, Fall Semester Forecast Budget Adjustments**

The Brookdale Community College operating budget approved in June by the Board of Trustees is based on projected revenues and expenditures. Of the three primary revenue streams (tuition, State aid, and County aid), only County aid is known for certain at that time. Tuition revenue and State aid are tied directly to enrollment.

Twice each year, the College adjusts its operating budget based on census date enrollment. At that time, administration adjusts staffing, usually adjunct salaries, up or down based on need.

Community college enrollment cycles tend to run counter to the business cycle. A bad economy creates good community college enrollment, and *vice versa*. Brookdale Community College is serving approximately the same number of students; however, they are taking fewer credit hours.

Savings achieved for the Fall Semester were possible through faculty and staff attrition as well as the timing of filling critical vacancies. Presently, there are 26 faculty vacancies, 24 administrative and staff vacancies, some of which are filled with full-time temporary employees. Total operating budget savings are projected at \$936,135 which will offset the capital need of \$926,537.

**Fall Semester Financial Forecast  
Enrollment Summary  
FY17**

<b>FTE by term</b>	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Budget</b>	<b>FY17 Projected</b>
<b>Summer III Term</b>						
Total Summer III terms	315	313	299	303	294	256
<b>Fall Terms:</b>						
Fall -11	185	144	185	179	174	185
Fall - regular	4,891	4,776	4,555	4,412	4,364	4,250
Total Fall terms	5,076	4,920	4,740	4,591	4,538	4,435
<b>Winterim &amp; Spring Terms:</b>						
Winterim	50	56	59	60	58	57
Spring -10	194	198	184	175	170	166
Spring - regular	4,280	4,178	4,028	3,861	3,809	3,714
Total Winterim & Spring terms	4,524	4,432	4,271	4,096	4,037	3,937
<b>Summer Terms:</b>						
Summer I	490	494	473	445	429	418
Summer II	409	416	402	383	371	362
Total Summer I & II terms	899	910	875	828	800	780
<b>Total Credit FTE</b>	10,814	10,575	10,185	9,818	9,669	9,408
<b>% Change</b>	-3.33%	-2.21%	-3.69%	-3.60%	-1.52%	-4.18%
<b>Non-Fundable FTE</b>	680	672	541	556	582	550
<b>% Change</b>	-6.34%	-1.18%	-19.49%	2.77%	4.68%	-1.08%
<b>TOTAL FTE</b>	11,494	11,247	10,726	10,374	10,251	9,958

**Fall Semester Financial Forecast  
Analysis of Operating & Capital Funds  
FY17**

	Operating Fund	Capital Fund	Combined Funds
<b>Revenues:</b>			
Tuition	\$ 40,145,616		\$ 40,145,616
State	10,378,940	13,055,048	23,433,988
County	20,027,019	6,106,743	26,133,762
Fees	4,943,341	4,788,677	9,732,018
Continuing & Prof. Serv.	2,862,000		2,862,000
Other Income	774,000		774,000
<b>Total Revenue</b>	<u>79,130,916</u>	<u>23,950,468</u>	<u>103,081,384</u>
<b>Expenditures:</b>			
Operating	78,194,781		78,194,781
Minor Capital		203,919	203,919
Renewals & Replacements		20,088,328	20,088,328
TIP Program		2,967,238	2,967,238
Debt Service		1,617,520	1,617,520
<b>Total Expenditures</b>	<u>78,194,781</u>	<u>24,877,005</u>	<u>103,071,786</u>
<b>Excess Expense/Revenue</b>	<u>\$ 936,135</u>	<u>\$ (926,537)</u>	<u>\$ 9,598</u>

**Fall Semester Financial Forecast  
Analysis of Operating Fund  
FY17**

	<b>FY16 Actual</b>	<b>FY17 Revised Budget</b>	<b>Additional Excess / Needs</b>	<b>FY17 Projected Budget</b>
<b>Revenues:</b>				
Tuition	\$ 39,976,363	\$ 41,764,827	\$ (1,619,211)	\$ 40,145,616
State	10,378,691	10,378,940	-	10,378,940
County	20,027,019	20,027,019	-	20,027,019
Fees	6,057,579	5,142,341	(199,000)	4,943,341
Continuing & Prof. Serv.	3,098,709	3,060,000	(198,000)	2,862,000
Other Income	828,646	804,000	(30,000)	774,000
<b>Total Revenue</b>	<b>80,367,007</b>	<b>81,177,127</b>	<b>(2,046,211)</b>	<b>79,130,916</b>
<b>Expenditures:</b>				
Learning Division	32,128,603	33,343,319	(1,121,983)	32,221,336
Benefits	15,541,380	16,421,046	(889,279)	15,531,767
Finance & Operations	10,528,990	8,927,611	(167,735)	8,759,876
Student Success Div	5,918,666	5,952,851	(205,929)	5,746,922
General Expenses	4,022,402	5,621,015	35,600	5,656,615
Continuing & Prof. Serv.	3,002,027	3,258,216	(308,316)	2,949,900
Utilities	2,764,350	2,905,962	(80,000)	2,825,962
Human Resources & Safety	2,116,971	2,277,955	(89,319)	2,188,636
Planning & Inst. Effectiveness	1,279,546	1,455,137	-	1,455,137
President & BOT	563,327	534,558	(49,153)	485,405
Advancement Div	479,095	479,457	(106,232)	373,225
<b>Total Expenditures</b>	<b>78,345,357</b>	<b>81,177,127</b>	<b>(2,982,346)</b>	<b>78,194,781</b>
 Excess Revenue/(Expenditures)	 2,021,650	 -	 936,135	 936,135
 Appropriation to reserves	 \$ 2,021,650	 -	 \$ 936,135	 \$ 936,135
<b>Appropriation to (from) Reserves:</b>				
Operating	\$ 936,135			
Capital	(926,537)			
<b>Total</b>	<b>\$ 9,598</b>			

**Fall Semester Financial Forecast  
Analysis of Capital Fund  
FY17**

**Projected  
Expenditures**

**Expenditures:**

Minor Capital	\$ 203,919	
Debt Services	1,617,520	
TIP/Tech/CPS Program	2,967,238	
Chapter 12	8,213,486	
GO Bond State & Match	10,287,637	
Equipment Leasing Fund (ELF)	1,287,093	
High Ed Technology (HETI) State & College	300,112	
		<u>24,877,005</u>

**Projected Revenue**

**Revenues:**

Chapter 12	\$ 8,213,486	
GO Bond State & County	9,511,156	
HETI	150,056	
ELF	1,287,093	
Debt Service Fees	1,617,520	
Tech/ CPS/ MC	3,171,157	
		<u>23,950,468</u>
		<u><u>\$ (926,537)</u></u>

# LEADERSHIP CONGRESS '16



## Fiscal Crisis Creates Pathways to Success > Canal, 3rd Floor

A national scandal, funding cuts, drop in enrollment, and a hurricane created a crisis that Brookdale Community College leveraged as an opportunity to build the infrastructure for guided pathways while stabilizing fiscally. Learn how the college balanced the need to focus on student success with four labor unions and entrenched traditions in a prickly political environment.



**Tracey Abby-White**

TRUSTEE: Brookdale  
Community College, NJ



**Maureen Murphy**

PRESIDENT: Brookdale  
Community College, NJ

A lot of interest in financial stability.

Presentation will be repurposed as part of the new Board member orientation program.



What are our completion rates ?	Verses	What are our enrollment numbers?
Is the college ready for the students?		Are the students ready for the college?
Are we operating as a student centric model?		Are we operating as a faculty centric model?

ASK A DIFFERENT QUESTION

Chaos pushes the students to the background  
Make sure the president has the tools to be successful.  
A well educated trustee is needed required to support the president.

Colleges created campaigns to focus the entire campus on a measurable goal of increasing completion rates.

- “Operation 100%”
- “Operation Graduation”

We need to make a radical and disruptive change to achieve the results.

Mandatory first semester classes – Maximum class load to graduate on time. Longer time line to graduation increases chances they will not graduate.

Program review –

- What is the outcome of this program?
- How will it impact our students ability to graduate on time?

## SESSION "HOW YOUR PRESIDENT & BOARD CAN



Registration Day buttons  
for students

Faculty, Administration &  
College community.

Class of 2018

When is your  
date?

ASK THE RIGHT QUESTIONS  
GETTING GRADUATION, TRANSFER & ACCREDITATION RATES  
UP = WILL LEAD TO INCREASED ENROLLMENT.

Building a culture of Preparedness	Goal – To make them save and to make them feel safe.	Dept. Readiness, Individual readiness & university readiness
Criminal Justice Program	Intern program – Added an internship to the CJ students. Expands coverage & provides experience for the students.	
Safety & Security Committee – Leadership, Athletics, Finance, Police, Student Affairs.	CEMP - The center for regional disaster resilience <a href="http://www.regionalresilience.org/">http://www.regionalresilience.org/</a>	Training – What should we expect from our first responders? Webcasts, tabletops (smaller meetings) live drills. Have police/sheriff observe and provide feedback.
Clearly mark street signs (north/south) & add numbers to buildings for first responders.	“Coffee with a Cop” Sit with a cop and talk.	
Identify who we will help in emergency & who will help us.	Identify a media team to own internal college, family, external/community communications.	Visit National Collegiate – Mutual Aid Agreement.



11/2/16

## BROOKDALE COMMUNITY COLLEGE PROJECTS

### A. CAPITAL PROJECTS

- 1) NEW ACADEMIC BUILDING/WALL CAMPUS- Benjamin Harvey Contract Award \$13,520,000  
Change Order \$400,000 8/16/16  
REVISED CONTRACT \$13,920,000

SCOPE: Construction of a new 36,000 SF New Academic Building that is two stories in height with mechanical penthouse. The building contains 8 General Classrooms, Learning Commons with Testing Center, Computer Classrooms, Seminar Rooms, Science Laboratories and Support Spaces, Nursing Laboratory and Support Spaces, Administrative Spaces, and Building Support Spaces. Also included are associated site improvements including lighting, landscaping, sidewalks and a 366 space parking lot.

STATUS: The building and interior systems are approximately 75% complete; Mechanical, electrical, communications/security, plumbing, and fire protection equipment, and systems installations are on-going as is drywall installation. The building enclosure is 95% complete with glass installations nearing completion and metal panel installations in progress with completion scheduled by mid-November. Water, gas, and electric service installations as well as the generator installation are expected to be completed in November 2016 and the elevator installation is expect to commence shortly. Parking and exterior improvements are in progress with grading and layout complete and curb installation scheduled to commence in the upcoming days.

Original Completion date: 11/11/16; Tentative Revised Completion Date: mid January 2017.

- 2) LIGHTING FIXTURES REPLACEMENT PROJECT- Electro Maintenance Contract Award \$147,204 6/14/16

SCOPE: Replace 94 fixtures in Library; 6 fixtures in Larrison Hall Café; and 44 fixtures in Bookstore.

STATUS: 100% complete; Final Payment and project closeout pending.

- 3) MAS SCIENCE LABS RENOVATION PROJECT- Circle A Construction Contract Award \$3,632,500 8/16/16

SCOPE: Phased renovation of 5 science labs in MAS building.

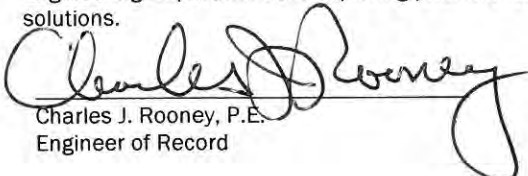
STATUS: Phase I demolition is complete; subfloor plumbing and electric has been installed; above floor plumbing and electric installations are underway; installation of partitions, sheetrock and spackling are underway; ceiling grid and tile installation will begin late this week. Phase 1 Completion-mid December 2016; Overall Project completion scheduled for August 2017.

### B. DESIGN/STUDIES/REPORTS

- 1) LINCROFT CAMPUS CENTRAL UTILITY PLANT- Design Assistance and Technical Guidance

A site inspection of the manifold piping within the plant was held on 10/5/16 to assess possible remedies for correcting a corrosion/sediment buildup problem on the interior of the condenser and cooling tower piping. A letter proposal, dated October 13, 2016 from our office has been reviewed by the College. A revision to the proposal regarding a potential modification to the existing chillers has been requested by the college. Our office is currently finalizing a revised proposal.

- 2) FREEHOLD CAMPUS- Due to underlying clay soil conditions, perched stormwater runoff under the parking lot pavement currently bleeds out at several locations following heavy rain events. This condition will create icing problems in the winter and over time shorten the life of the pavement. Our office in conjunction with Tim Drury/Director of Facilities along with the Monmouth County Engineering Department are exploring potential solutions. Additional soil testing may be warranted to assist in designing possible solutions.

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

# BROOKDALE COMMUNITY COLLEGE

## Board of Trustees Public Business Meeting Minutes

Tuesday, October 18, 2016

Brookdale Community College  
Brookdale Lincroft  
Navesink Rooms  
765 Newman Springs Rd.  
Lincroft, NJ 07738

- A. Chair Guzzo called the meeting to order at 5:04 P.M. and the group made the Pledge of Allegiance.
- B. Ms. Gruskos then read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
1. On October 13, 2016, at 10:00 AM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
  2. On October 13 2016, at 3:30 PM advance written notice of this meeting was emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.
  - 3.

Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Trustee*	Dr. Nancy Kegelman
	Mr. Paul Crupi, Trustee*	Mr. Robert Francis
	Mr. Bret Kaufmann, Trustee	Ms. Pat Sensi
	Dr. Maureen Murphy, Secretary	Ms. Marie Lucier-Woodruff
	Mr. Kevin Przystawski, Trustee	Dr. David Stout
	Ms. Marta Rambaud, Trustee	Ms. Maureen Lawrence
	Dr. Les Richens, Trustee	Ms. Avis McMillon
	Dr. Carl Guzzo, Chair	Dr. Anita Voogt
		Ms. Cynthia Gruskos, Recorder
Absent	Dr. Hank Cram, Trustee	
	Ms. Madeline Ferraro, Trustee	
	Mr. William Dalton, Trustee	
	Mr. Joe DiBella, Trustee( On leave of absence)	
	Mr. Gary Tolchin, Trustee	Mr. Charles Rooney, Engineer of Record
College Counsel	Mr. Matthew Giacobbe, Esq., General and Labor Counsel;	Mr. Mitchell Jacobs, Esq.
*Participated remotely by conference call		

C.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p><b>Adoption of Agenda for Public Business Meeting –</b> Chair Guzzo brought to the attention of the board that on page 62, Report of Legal Fees, Government Relations and Public Relations the FY15 Total has been updated due to an addition error – the new total is \$419,733 and the board received a hard copy of the updated document and they may also view the updated document in BoardMax.</p> <p>There was a discussion that public comment would be allowed</p>	<p>A motion to amend the meeting agenda to add the approval of the Memorandum of Agreement with the Brookdale Community College Faculty Association which was ratified by the Faculty Association on October 18, 2016 and to adopt the remainder of the agenda was made by Trustee Richens and seconded by Trustee Rambaud.</p> <p><b>YES:</b> Trustees Abby-White, Crupi, Kaufmann, Przystawski, Rambaud, Richens and Chair Guzzo <b>NAYS:</b> None <b>ABSTENTIONS:</b> None</p>	
<p><b>Review of Consent Agenda –</b> No items were removed from the consent agenda.</p>		
<p><b>Public Comment on Agenda Items Only –</b></p> <p><b>No comment.</b></p>		
<p><b>Approval of Minutes of the September 20, 2016, Workshop and Public Business meetings.</b></p> <p>There were no revisions to the minutes.</p>	<p>A motion to approve the August 16, 2016 minutes of the Workshop and Public Business meetings was made by Trustee Kaufmann and seconded by Trustee Rambaud.</p> <p><b>YES:</b> Trustees Abby-White, Crupi, Kaufmann, Przystawski, Rambaud,</p>	

	and Chair Guzzo <b>NAYS:</b> None <b>ABSTENTIONS:</b> Trustee Richens	
<b>Approval of the September 20, 2016 Executive Session minutes.</b>  <b>There were no revisions to the minutes.</b>	A motion to approve the September 20, 2016 executive session minutes was made by Trustee Kaufmann and seconded by Trustee Rambaud.  <b>YES:</b> Trustees Abby-White, Crupi, Kaufmann, Przystawski, Rambaud, and Chair Guzzo <b>NAYS:</b> None <b>ABSTENTIONS:</b> Trustee Richens	
<b>Consent Agenda-</b>  <b>A. Acceptance of Grants – RES160045</b> <b>B. Approval of Human Resources</b> <b>C. Purchases In Excess of \$35,000 and New Jersey “Pay to Play” Process, in Excess of \$17,500</b> <b>D. Open Invoice Payment Requests for Vendor, Students and Employee Payments</b> <b>E. Monthly Financial Dashboards</b>	A motion to approve the consent agenda was made by Trustee Richens and seconded by Trustee Rambaud.  <b>YES:</b> Trustees Abby-White, Crupi, Kaufmann, Przystawski, Rambaud, Richens, and Chair Guzzo <b>NAYS:</b> None <b>ABSTENTIONS:</b> None	
<b>Acceptance of Financial Statement on Legal Costs, Government Relations, and Public Relations</b>	A motion to approve the acceptance of the financial statement on legal costs, government relations and public relations, as amended as previously discussed, was made by Trustee Richens and seconded by Trustee Rambaud.  <b>YES:</b> Trustees Abby-White, Crupi, Kaufmann, Przystawski, Rambaud, Richens, and Chair Guzzo	

	<b>NAYS:</b> None <b>ABSTENTIONS:</b> None	
<b>Acceptance of FY16 Enrollment Audit</b>	<p>A motion to approve the acceptance of the FY16 Enrollment Audit was made by Trustee Rambaud and Trustee Kaufmann.</p> <p><b>YES:</b> Trustees Abby-White, Crupi, Kaufmann, Przystawski, Rambaud, Richens, and Chair Guzzo  <b>NAYS:</b> None  <b>ABSTENTIONS:</b> None</p>	
<b>Approval of Memorandum of Agreement with the Brookdale Community College Faculty Association.</b>	<p>A motion to approve the Memorandum of Agreement with the Brookdale Community College Faculty Association which was ratified by the Faculty association today, October 18, 2016 was made by Trustee Kaufmann and seconded by Trustee Rambaud.</p> <p><b>YES:</b> Trustees Abby-White, Crupi, Kaufmann, Przystawski, Rambaud, Richens, and Chair Guzzo  <b>NAYS:</b> None  <b>ABSTENTIONS:</b> None</p>	
<b>Public Common on Agenda Items</b>  <p>Professor Phyllis Shafer, thanked the Board for ratifying their faculty contract. She looks forward to the public continuing to appreciate the value that the Brookdale faculty, staff and administration bring to this community.</p>		

<p><b>Old/New Business</b></p> <p>Trustee Abby-White asked the board to consider a new meeting structure that would reduce the number of meetings and increase productivity. She will share her suggestions at the November reorganization meeting and looks forward to further discussion at that meeting. In addition, she appealed to the board to consider changing back the night of the meetings to Thursday nights. She brought to their attention, if you travel for work it is difficult to attend meetings on Tuesday nights and she feels there would be better participation on Thursday nights by the trustees.</p> <p>Chair Guzzo announced the addition of a new Trustee, Madeline Ferraro and she was sworn in last week. He assigned her to the Executive, Finance &amp; Facilities and Policy &amp; Education committees.</p> <p>He assigned Trustee Cram to the Nominating Committee to replace Trustee Campbell.</p>		
<p><b>Adjournment –</b> <b>The meeting was adjourned at 5:17 PM.</b></p>	<p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Kaufmann.</p> <p><b>YES:</b> Trustees Abby-White, Crupi, Kaufmann, Przystawski, Rambaud, Richens, and Chair Guzzo <b>NAYS:</b> None <b>ABSTENTIONS:</b> None</p>	

Respectfully submitted



Maureen Murphy, Ph.D., Secretary



- 1 General Functions
- 2 Administration**
- 3 Human Resources
- 4 Business & Finance

## **2.2 Acceptance of Grants**

### **Executive Summary**

#### **Career and Technical Education (CTE) Provisional Teacher Preparation Program (Year 7 of 7)**

Brookdale has been awarded a grant from the New Jersey Department of Education (NJDOE), Office of Career Readiness, for funding under its Carl D. Perkins Career and Technology Improvement Act of 2006. This is a continuation grant which was previously awarded to Continuing and Professional Services (CPS) for the past six years. The program curriculum meets the specific educational needs of CTE provisional teacher candidates. The purpose of the program is to ensure that individuals entering the CTE alternate route teacher program are adequately prepared, knowledgeable, and skilled in the wide range of CTE program areas offered in New Jersey and are familiar with the Literacy and Math Common Core Standards and the new teacher evaluation system. Paul Hankins will serve as the CTE Project Director and the grant will be administered by CPS.

The total grant award is **\$190,000** and does not require a match from the college.

#### **Rider Subcontract: Noyce Scholarship Award**

Brookdale has been awarded a subcontract from Rider University under its National Science Foundation Noyce Scholarship award. Dr. Shahin Pirzad will serve as Co-PI and lead a community college recruitment effort at partnering New Jersey institutions. Pirzad will develop and implement appropriate recruitment strategies consistent with the Rider University STEM-Ed: A Grow-Your-Own Pipeline Program for Pre-Service Underrepresented High School Science Teachers program design.

Brookdale STEM students selected as Noyce Scholars will have the opportunity, once they have completed their two-year degree, to transfer to Rider's STEM and Education programs with full scholarships. The grant runs for five years and will be administered by Dr. Shahin Pirzad.

The total grant award is **\$48,680** and does not require a match from the college.

#### **Recommendation:**

The President recommends 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.

November 22, 2016: Director of Grants and Institutional Development, Laura Qaissaunee

**RESOLUTION**

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

	<u><b>Amount</b></u>
Career and Technical Education (CTE)	\$190,000
Provisional Teacher Preparation Program	
Rider Subcontract: Noyce Scholarship Award	\$48,680

**WHEREAS**, the College has been notified that the funds have been approved; and

**WHEREAS**, Board Policy 2.0000 requires Board acceptance of all grants received by Brookdale Community College; and

**WHEREAS**, the President recommends acceptance of said grant funds;

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

November 22, 2016: Director of Grants and Institutional Development, Laura Qaissaunee

**2.1 Application for Grants  
Executive Summary****GENCYBER PROGRAM**

Brookdale has applied for a grant from the National Security Agency (NSA) in partnership with the National Science Foundation (NSF) under its GENCYBER grant program. The purpose of the grant is to provide support for Cyber education. Brookdale will host two week-long GenCyber Jersey Blues Summer Camps in July and August 2017, targeting forty high-school-age boys and girls from traditionally under-represented minority populations. Campers will participate in hands-on and lab activities which support Cyber education. The project will be administered by Michael Qaissaunee, Department Chair, Engineering and Technologies.

The total grant requested is **\$45,698** and does not require a match from the college.

**Recommendation:**

The President recommends that the Board of Trustees approve submission of the grant applications listed.

November 22, 2016: Director of Grants and Institutional Development, Laura Qaissaunee

**RESOLUTION**

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

	<u><b>Amount</b></u>
GenCyber Jersey Blues Summer Camp	\$45,698

**WHEREAS**, the College has been notified that the funds have been approved; and

**WHEREAS**, Board Policy 2.0000 requires Board acceptance of all grants received by Brookdale Community College; and

**WHEREAS**, the President recommends acceptance of said grant funds;

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

November 22, 2016: Director of Grants and Institutional Development, Laura Qaissaunee

**1.51 Acceptance of Gifts  
Background**

Board Policy 2.0000 provides that the President may accept unconditional gifts for the College and that acceptance of such gifts shall be reported to the Board of Trustees each month. The most recent report to the Board of Trustees was made at the September 20, 2016, meeting.

The College continues to receive a variety of useful and welcome gifts from many sources. These are generally donated by private individuals, business firms, students, and staff whose continued interest and support are evinced in these actions.

The following gifts have been accepted and acknowledged for Brookdale Community College by the President:

DATE	DONOR	ITEM
9/30/16	Paul G. Szeles 21 Golden Lane Hazlet, NJ 07730	Donation of various jewelry making books and wax molds to the Jewelry Studio, CVA.
10/4/16	GM Technology Donations Program 1919 Technology Drive Troy, MI 48083 c/o Jennifer Morris	Donation of 2016 Chevrolet Cruise automobile to support student training in automotive technology. This donation is part of the General Motors Service Operations on-going support of technical training.

### 3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 23 recommended items. A summary of the action items is listed below with supporting documentation attached.

**A. Hires****Recommendations**

Administrative	3
Support Staff	2
Adjuncts	5
Coaches	1

**B. Change of Status****Recommendations**

Faculty	1
Administrative	1
Support Staff	3
Coaches	2

**C. Separations****Recommendations**

Faculty	2
Support Staff	3

**A. HIRES****ADMINISTRATIVE**

1. Name: David Tomkins  
Department: Athletics & Recreation  
Position: Coordinator, Athletics & Recreation  
Salary: \$27,961 prorated from an annual base of \$47,934, subject to current contract negotiations  
Effective: 12/1/16
2. Name: Danielle Probert  
Department: Continuing & Professional Services  
Position: Job Placement Specialist, temporary grant-funded position  
Salary: \$30,094 prorated from an annual base of \$51,590, subject to current contract negotiations  
Effective: 12/1/16
3. Name: Candice Watts  
Department: EOF  
Position: Assistant Director  
Salary: \$30,094 prorated from an annual base of \$51,590, subject to current contract negotiations  
Effective: 12/1/16

**SUPPORT STAFF**

1. Name: James Grammer  
Department: English  
Position: Academic Tutor, temporary 10-month position  
Salary: \$34,773, subject to current contract negotiations  
Effective: 12/1/16 - 6/30/17
2. Name: Marianne Velez  
Department: Biology  
Position: Instructional Assistant, 10-month position  
Salary: \$34,774, subject to current contract negotiations  
Effective: 12/1/16

**ADJUNCTS**

1. Name: Barbara R. Baron  
Department: Nursing
2. Name: Caitlin Davis  
Department: Anthropology
3. Name: Larissa Eteson  
Department: Design
4. Name: Jill Hazel  
Department: Sociology
5. Name: Fatima Urcioli  
Department: Fashion

**ADJUNCT DEGREE SUMMARY**

Masters	Bachelors
2	3

**COACHES**

1. Name: Theodore Hoover  
Department: Athletics  
Position: Assistant Women's Basketball Coach  
Compensation: \$3,150  
Dates: 11/23/16 - 3/15/17

**B. CHANGE OF STATUS****FACULTY**

1. Name: Alex Idavoy  
Department: Languages/ESL  
Position: Associate Professor  
Action: Special Purpose Leave  
New Salary: Unpaid  
Effective: 11/23/16 – 1/16/17



**ADMINISTRATIVE**

1. Name: Kim Van Lew  
Department: Purchasing  
Position: Manager  
Action: Reclassification from A3 to A4  
New Salary: \$67,218 subject to current contract negotiations  
Effective: 7/1/16

**SUPPORT STAFF**

1. Name: Kristin Bacany  
Department: Admissions, Records & Registration  
Position: Associate, Student Success  
Action: Change in status from temporary N3 to regular N4 through bona fide search  
New Salary: \$38,513 subject to current contract negotiations  
Effective: 11/23/16
2. Name: Patricia Kearns  
Department: Purchasing  
Position: Specialist  
Action: Reclassification from N3 to N4  
New Salary: \$30,965, subject to current contract negotiations  
Effective: 4/1/16
3. Name: Donna Williams  
Department: HEC's & K-16 Partnerships  
Position: Associate  
Action: Change in band from N3 to N4  
New Salary: No change  
Effective: 7/1/16

**COACHES**

1. Name: Steve Heller  
Department: Athletics  
Position: Assistant Coach, Men's Lacrosse  
Action: Change in position from Head Coach to Assistant Coach  
New Salary: \$3,150  
Effective: 10/1/16

2.      Name:                      Luis Santos  
          Department:          Athletics  
          Position:                Head Coach, Men's Lacrosse  
          Action:                  Change in position from Assistant Coach to Head Coach  
          New Salary:            \$5,750  
          Effective:              10/1/16

**C.      SEPARATIONS****FACULTY**

1.      Name:                      Judith Lipke  
          Department:          Reading & Learning Disabilities  
          Position:                Professor  
          Action:                  Retirement  
          Effective:              12/31/16
2.      Name:                      Joseph Varone  
          Department:          English  
          Position:                Associate Professor  
          Action:                  FMLA leave ended/resignation 11/25/16  
          Effective:              Retirement 12/1/16

**SUPPORT STAFF**

1.      Name:                      Kurt Hult  
          Department:          Innovation Center  
          Position:                Technology Operations Specialist  
          Action:                  Retirement  
          Effective:              12/31/16
2.      Name:                      Anna Rauch-Sasseen  
          Department:          Biology  
          Position:                Instructional Assistant  
          Action:                  Resignation  
          Effective:              10/14/16
3.      Name:                      Robert Zampella  
          Department:          Brookdale at Long Branch  
          Position:                Student Assistant, HEC's  
          Action:                  Resignation  
          Effective:              10/21/16



4.2 *Purchases in Excess of \$35,000 and New Jersey "Pay-to-Play" bids, and Pursuant to the New Jersey "Pay to Play" Process, in Excess of \$17,500*

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of \$35,000. These proposed contracts have been bid in accordance with "County College Contracts Law," N.J.S. Chapter 64A-Title 18A, and Board of Trustees' Policy No. 4.2000, are under State contract or are legal exceptions to the Public Contracts Law.

Also listed are bids and proposals over \$17,500 that met the New Jersey State "Pay-to-Play" Law, N.J.S.A. 19:44a-20.1 et seq., Chapters 51 and 271.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held November 15, 2016.

November 29, 2016: Vice President, Finance & Operations, Maureen Lawrence

## **RESOLUTION**

**WHEREAS**, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$35,000, or purchases with a combined total in excess of \$35,000; and

**WHEREAS**, the New Jersey State “Pay-to-Play” Law, N.J.S.A. 19.44a-20.1 et seq, Chapters 51 and 271, requires Board of Trustee approval for any purchase over \$17,500, that is not awarded pursuant to a “fair and open” process; and

**WHEREAS**, the Vice President, Finance & Operations has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

**WHEREAS**, the vendor has completed all the required certifications and disclosures; and

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file in the Purchasing Office with this resolution; and

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

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that Purchases as indicated on the attached list have been reviewed and the same are hereby approved.

**Agenda for Purchases in Excess of \$35,000  
November 29, 2016**

<b>Board Item No.</b>	<b>Vendor/Contractor</b>	<b>Category / Description</b>	<b>Basis of Award</b>	<b>Amount of Purchase</b>
<b>IT Capital</b>				
1	Blackboard Transact	<b>OneCard System for Wall Higher Education Center, RFP No. 04-12</b> / This contract is for the supply, delivery, and installation of a OneCard system at Wall. The system will provide building and classroom access as well as access to products, services, and activities, and integration with Brookdale's ERP system. State of New Jersey bonds will fund this contract.	RFP	\$ 141,501.78
2	SHI International Keyboard Consultants Inc.	<b>Audio/Visual Equipment and Software for Wall Higher Education Center</b> Exempt 18A:64A-25.9 (State Contract) and Exempt 18A:64A-25.5.b. (contract entered into with the United States of America, State of NJ, a county or municipality or any board, body, or officer, agency or authority or any other state or subdivision). This is for the supply, delivery, and installation of A/V equipment for the Wall project. State of New Jersey bonds will fund this contract.	Exempt	\$ 97,633.05
<b>Operating</b>				
3	Winter Services Inc.	<b>Snow Removal Services, Bid No. 17-24</b> / Notice was sent to 16 vendors, received 4 replies. This is a one year contract for snow removal services for Lincroft Campus, Freehold Campus, Wall, Hazlet HECs and Long Branch HEC sidewalks only. The contract provides for an option for a 2nd and 3rd year renewal. This contract is funded by the Facilities budget.	Bid	\$ 400,000.00 *

\* Estimated expense based on historical data

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



### 42b *Payments to Vendors, Students, and Employees*

Payments made to vendors, students, and employees for the month ending September 30, 2016, were \$6,755,594.34. This summarizes all payment transactions of the College and includes payments made on previously approved purchase orders as well as travel expenses and varied monthly expenses in accordance with collective bargaining contracts.

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held November 15, 2016.

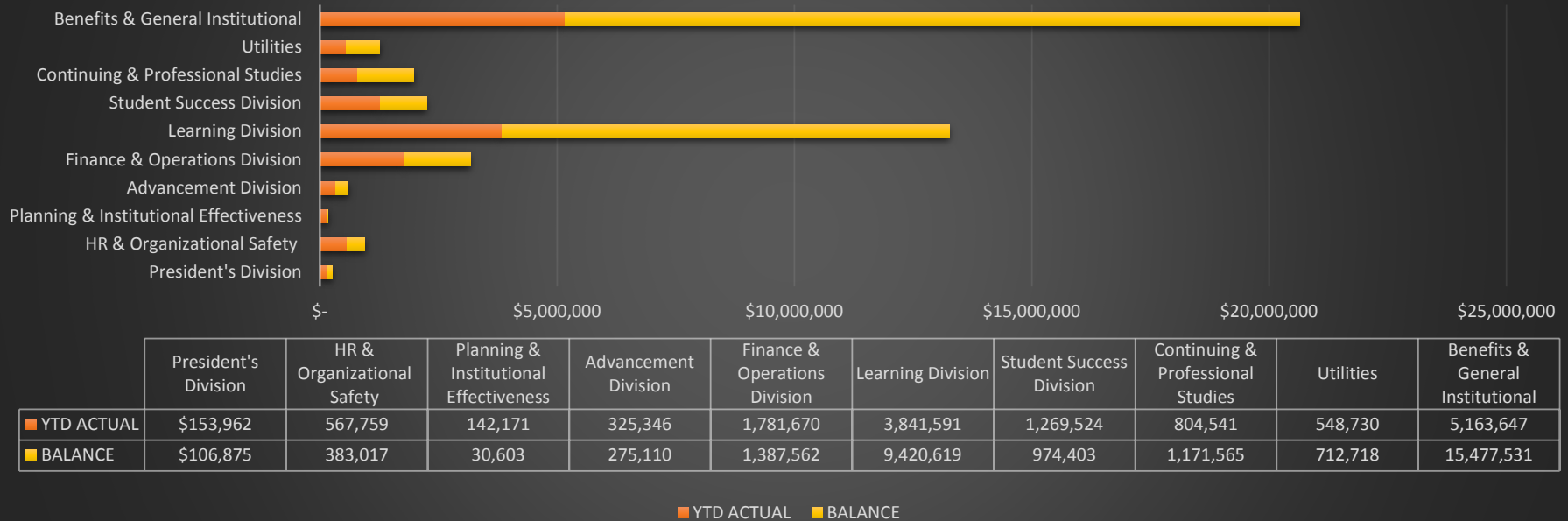


## **Monthly Dashboard Summary**

### **Month Ending September 30, 2016**

- 1 This report includes all salaried employee payroll; the 10 month salaried employee payroll (mostly faculty) returned to work in September.
- 2 Cash disbursements for the month of September totaled \$6,755,594. In addition to payroll expenses and Bookstore purchases, significant vendor payments were made to Benjamin R. Harvey Construction, Wall project (\$3,519,893), T & M Associates, Wall project (\$59,995), expenses associated with flooring replacement at various locations on the Lincroft campus (\$17,553), signage on Phalanx Road (\$17,000), and work performed by Circle A (\$137,890), MAS Labs.
- 3 Tuition and fee revenue through September 30 amounted to \$22,660,669, primarily tied to Summer III and the Fall Semester.
- 4 Brookdale Community College served as the lead College in a collaborative agreement with Ocean County College for the purpose of offering a non-credit, entry level certificate training program in Welding Technology. The program generated total revenue of \$93,271. Ocean County College's revenue share was \$22,900.

## Brookdale Community College September 2016 Operating Expenses

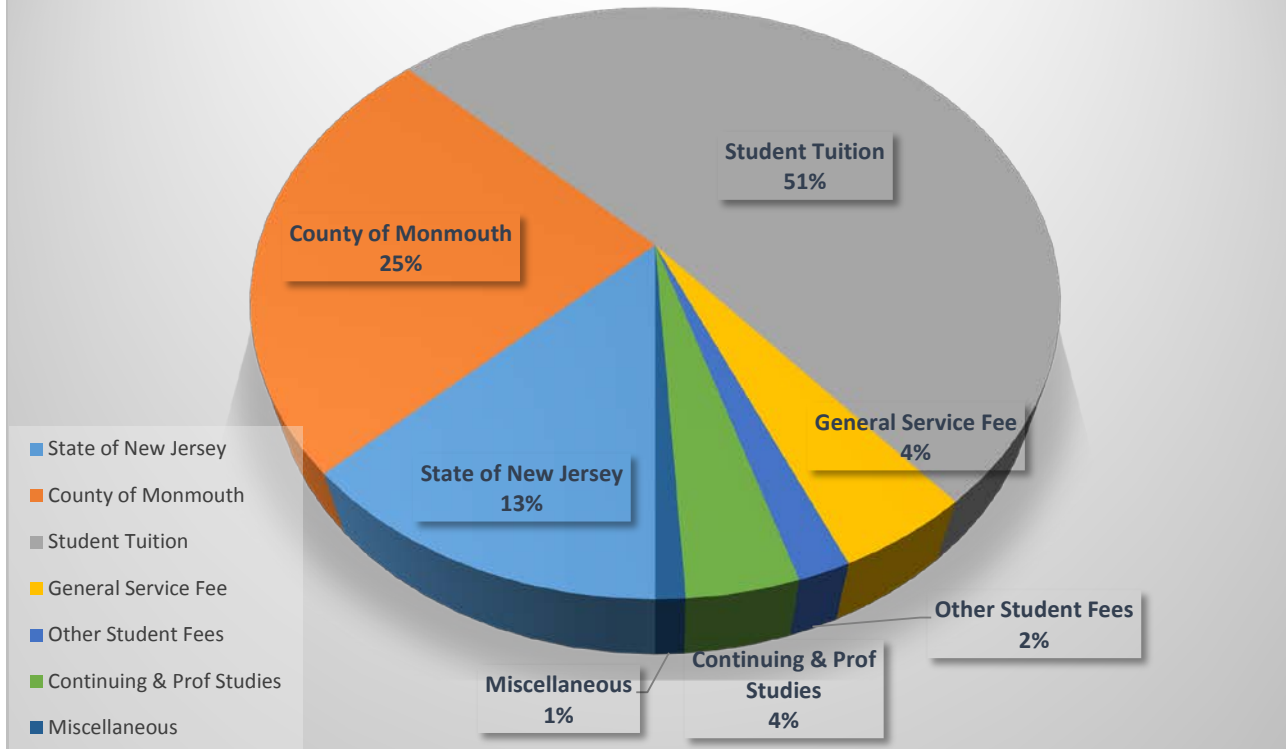


### Monthly Operating Expenditures

	BUDGET	YTD ACTUAL	COMMIT **	BALANCE
<b>President's Division</b>	\$ 534,558	\$ 153,962	\$ 273,721	\$ 106,875
<b>HR &amp; Organizational Safety</b>	2,289,604	567,759	1,338,828	383,017
<b>Planning &amp; Institutional Effectiveness</b>	479,457	142,171	306,683	30,603
<b>Advancement Division</b>	1,455,137	325,346	854,681	275,110
<b>Finance &amp; Operations Division</b>	8,934,142	1,781,670	5,764,910	1,387,562
<b>Learning Division</b>	33,340,266	3,841,591	20,078,056	9,420,619
<b>Student Success Division</b>	5,979,762	1,269,524	3,735,835	974,403
<b>Continuing &amp; Professional Studies</b>	3,258,216	804,541	1,282,110	1,171,565
<b>Utilities</b>	2,905,962	548,730	1,644,514	712,718
<b>Benefits &amp; General Institutional</b>	22,000,023	5,163,647	1,358,845	15,477,531
<b>Total</b>	<u>\$ 81,177,127</u>	<u>\$ 14,598,941</u>	<u>\$ 36,638,184</u>	<u>\$ 29,940,003</u>



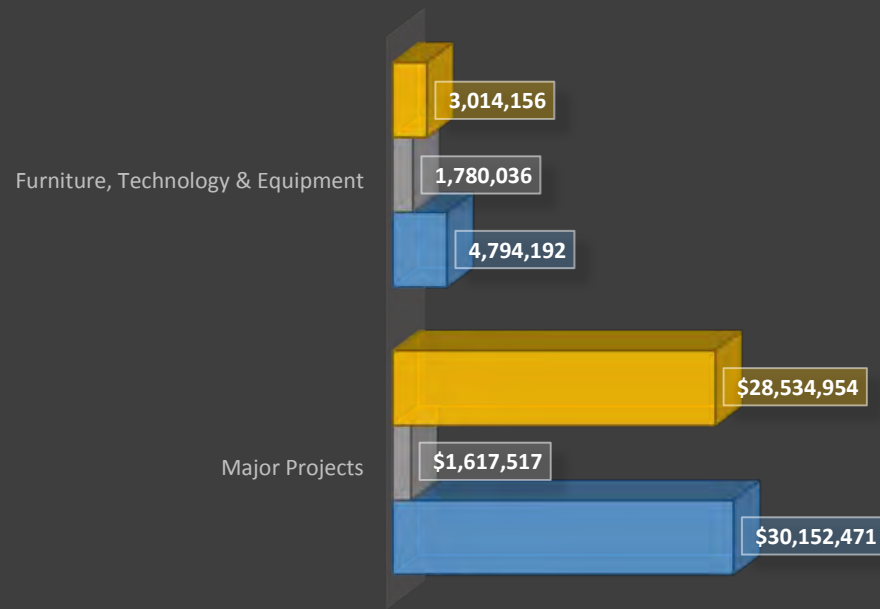
## September 2016 Operating Revenue Sources



	BUDGET		YTD ACTUAL		BALANCE
State of New Jersey	\$	10,378,940	\$	2,594,735	\$ 7,784,205
County of Monmouth		20,027,019		5,006,755	15,020,264
Student Tuition		41,764,827		20,051,713	21,713,114
General Service Fee		3,702,741		1,784,747	1,917,994
Other Student Fees		1,439,600		824,209	615,391
Continuing & Prof Studies		3,060,000		1,343,852	1,716,148
Approp from Reserve		-		-	-
Miscellaneous		804,000		174,474	629,526
<b>Total</b>	<b>\$</b>	<b>81,177,127</b>	<b>\$</b>	<b>31,780,485</b>	<b>\$ 49,396,642</b>

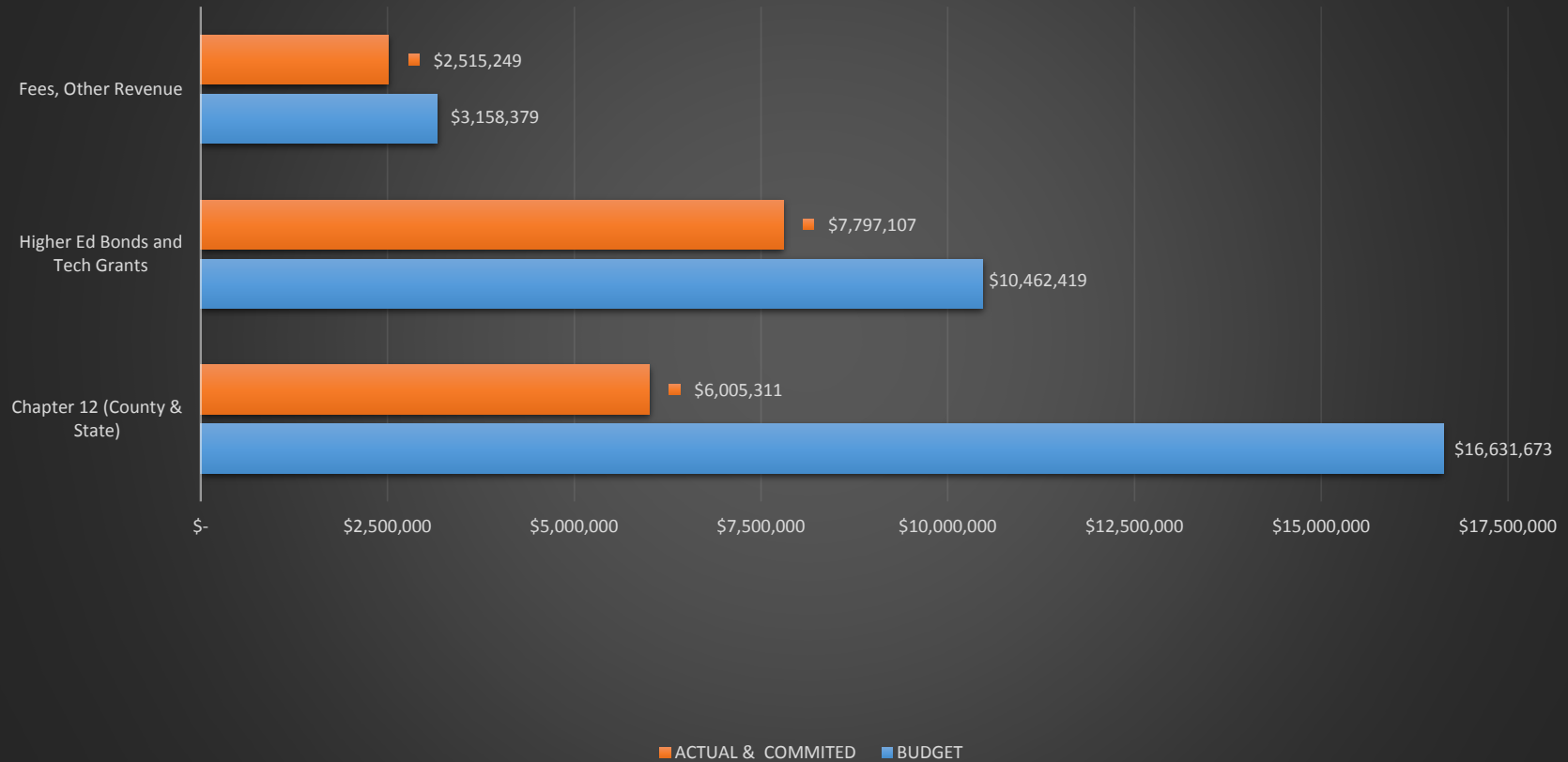
## SEPTEMBER 2016 CAPITAL FUND EXPENDITURES

■ BALANCE ■ SPENT ■ BUDGET



	BUDGET		ALLOCATED		SPENT		BALANCE
Major Projects	\$	30,152,471	\$	10,131,673	\$	1,617,517	\$ 28,534,954
Furniture, Technology & Equipment		4,794,192		-		1,780,036	3,014,156
Total	\$	34,946,663	\$	10,131,673	\$	3,397,553	\$ 31,549,110

## Capital Funding Sources



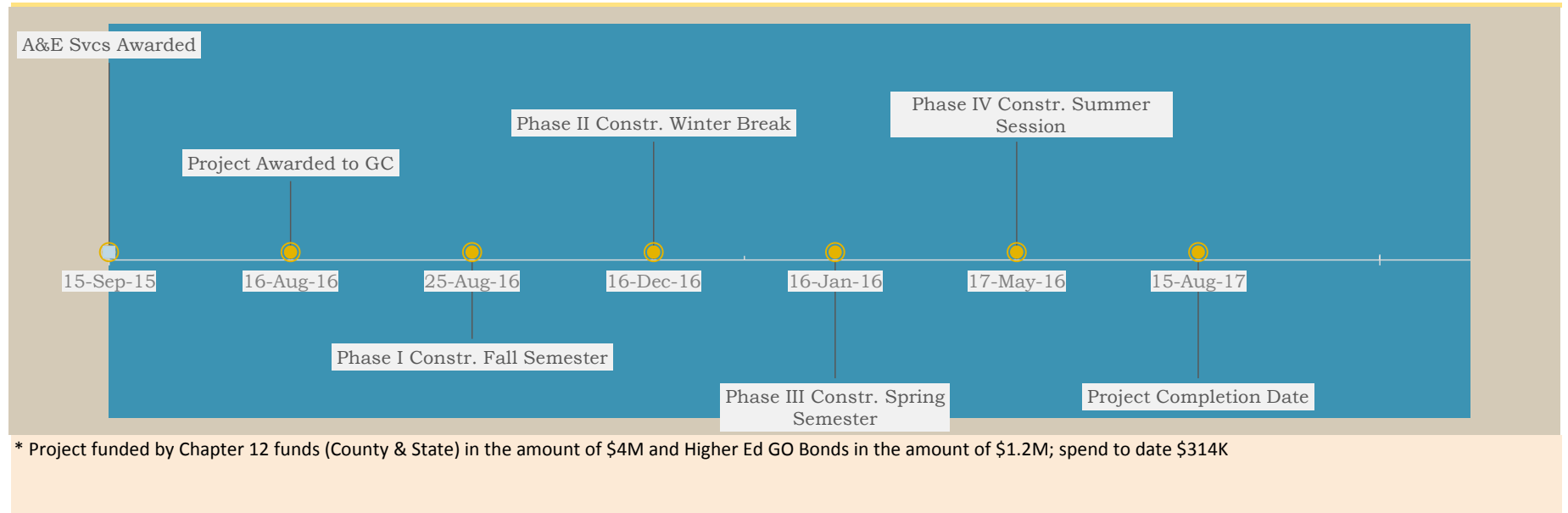
### Capital Summary

	BUDGET		ACTUAL & COMMITTED	
Chapter 12 (County & State)	\$	16,631,673	\$	6,005,311
Higher Ed Bonds and Tech Grants	\$	10,462,419	\$	7,797,107
Fees, Other Revenue	\$	3,158,379	\$	2,515,249

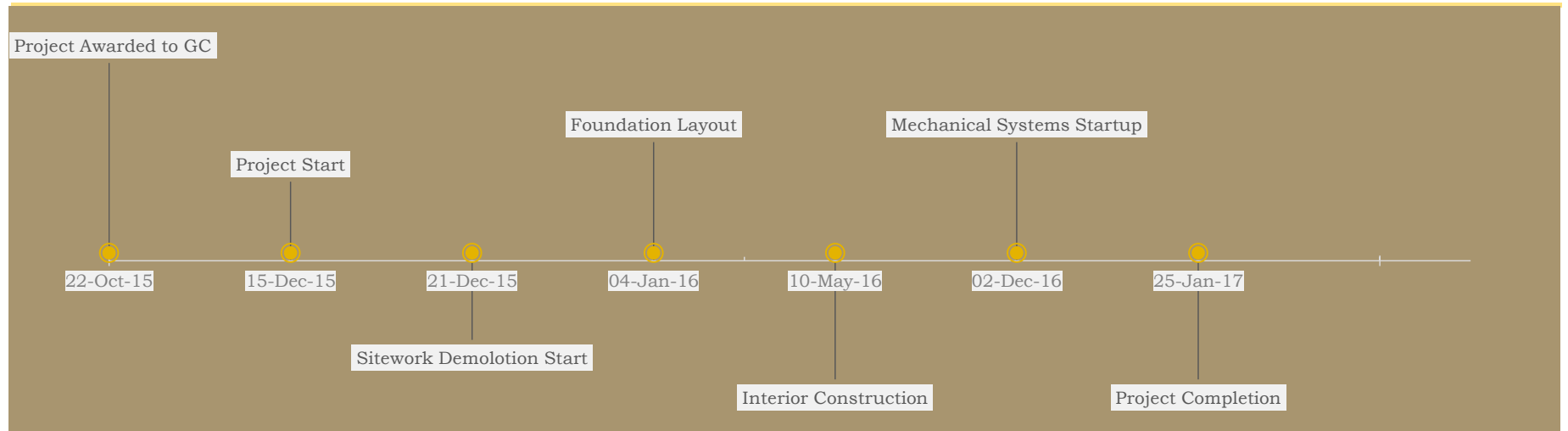
		ASSOCIATED REVENUE	ALLOCATED	ACTUAL & COMMIT	BALANCE
<b>FY12 Chapter 12 Projects</b>		\$ 1,951,142		\$ -	\$ -
	8120520 - Gorman Hall	-	298	298	-
	8120545 - Back Campus Walkway	-	410,924	410,924	-
	8120550 - Wall Campus Expansion	-	1,539,920	1,094,896	445,024
<b>FY12 Chapter 12</b>		<u>1,951,142</u>	<u>1,951,142</u>	<u>1,506,118</u>	<u>445,024</u>
<b>FY13 Chapter 12 Projects</b>		1,228,633	400,000	-	400,000
	8130515 - Replacement of Carpet and Flooring MAC	-	373,648	17,553	356,095
	8130530 - Infrastructure Improvements Lincroft	-	454,985	389,205	65,780
<b>FY13 Chapter 12</b>		<u>1,228,633</u>	<u>1,228,633</u>	<u>406,758</u>	<u>821,875</u>
<b>FY14 Chapter 12 Projects</b>		3,761,898	-	-	-
	8140505 - Renovation of MAS Science Labs	-	3,742,244	3,742,244	-
	8140510 - Infrastructure Improvements Lincroft	-	19,654	-	19,654
<b>FY14 Chapter 12</b>		<u>3,761,898</u>	<u>3,761,898</u>	<u>3,742,244</u>	<u>19,654</u>
<b>FY15 Chapter 12 Projects</b>		3,190,000	1,595,000	-	1,595,000
	8150515 - Infrastructure Improvements		1,595,000	350,191	1,244,809
<b>FY15 Chapter 12</b>		<u>3,190,000</u>	<u>3,190,000</u>	<u>350,191</u>	<u>2,839,809</u>
<b>FY16 Chapter 12 Projects*</b>		3,000,000	-	-	3,000,000
<b>FY16 Chapter 12</b>		<u>3,000,000</u>	<u>-</u>	<u>-</u>	<u>3,000,000</u>
<b>FY17 Capital 12 Projects*</b>		3,500,000	-	-	3,500,000
<b>FY17 Chapter 12</b>		<u>3,500,000</u>	<u>-</u>	<u>-</u>	<u>3,500,000</u>
<b>FY16 Capital Bonds &amp; Grants</b>					
	8131005 - Higher Ed Bond Administration - Wall	7,825,270	-	7,414,673	410,597
	8131010/8131030 - Equipment Leasing Fund (ELF)	1,287,093	-	292,606	994,487
	8131015/8131025 - Hi Ed Technology Infrastructure (HETI)	150,056	-	63,499	86,557
	8161005 - Higher Ed Bon Administration - MAS	1,200,000	-	26,329	1,173,671
<b>Higher Ed Bonds and Tech Grants</b>		<u>10,462,419</u>	<u>-</u>	<u>7,797,107</u>	<u>2,665,312</u>
<b>FY17 Infrastructure Projects</b>					
	8122410 - Wall Campus Reserve	-	-	-	-
	8132450 - College Hi Ed Bond Admin Match - Wall	2,608,323	-	2,451,750	156,573
	8132455/8132460 - College HETI Match	150,056	-	63,499	86,557
	8162450 - College Hi Ed Bond Admin Match - MAS	400,000	-	-	400,000
<b>College Capital</b>		<u>3,158,379</u>	<u>-</u>	<u>2,515,249</u>	<u>643,130</u>
		<u>\$ 30,252,471</u>	<u>\$ 10,131,673</u>	<u>\$ 16,317,667</u>	<u>\$ 13,934,804</u>

\* pending approval

## MAS Science Lab Renovation



## Wall Academic Building



\* Technology infrastructure (drops, wiring, etc) funded by HETI Bonds in the amount of \$385K (50/50 bond and College) to-date spend \$153K respectively.

\* Technical hardware/equipment fund by ELF Bonds in the amount of \$1.7M; spend to date \$686K.

Parking Lot funded \$1.8M, Chapter 12 funds (County & State), total spend to date \$317K; Construction funded by Higher Ed GO Bonds (75% bond/25% College Match) total to-date spend \$5.9M

\*

#### 4.2a *Change Order Request Report*

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

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

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

This report was reviewed by the President and the Finance and Facilities Committee of the Board of Trustees at a meeting held November 15, 2016.

November 29, 2016: Vice President, Finance & Operations, Maureen Lawrence

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

**WHEREAS**, County College Contracts Law, Chapter 64A, title 18A, requires Board approval for any purchase in excess of \$35,000, or purchases with a combined total in excess of \$35,000; and

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

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

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Brookdale Community College that Purchases as indicated on the attached list have been reviewed and the same are hereby approved.



**Brookdale Community College  
Change Order Reconciliation  
November 29, 2016**

<b>Vendor Name</b>	<b>Description</b>	<b>Contract Award</b>	<b>Change Orders Approved</b>	<b>Current Contract Value</b>	<b>Proposed C/Os</b>	<b>Contract Total</b>	<b>Proposed % Increase</b>
1 Powerhouse Signworks	Additional signage for 50th Anniversary, University Partnerships, and other promotional and recruitment events. Marketing's operating budget will support this initiative.	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 15,000.00	\$ 40,000.00	60%
2 Premier Roofing	Additional roofing services to include installation of snow rails on the Lincroft Campus. This will be funded with Chapter 12 funds.	\$ 75,000.00	\$ -	\$ 75,000.00	\$ 75,000.00	\$ 150,000.00	100%
3 T & M Associates	Additional construction management services for Wall Building. This will be funded by College reserves.	\$ 95,000.00	\$ -	\$ 95,000.00	\$ 30,000.00	\$ 125,000.00	32%
		<b>\$ 195,000.00</b>	<b>\$ -</b>	<b>\$ 195,000.00</b>	<b>\$ 120,000.00</b>	<b>\$ 315,000.00</b>	



#### 4.4 *Acceptance of Brookdale Community College's FY16 Radio Station WBJB-FM Audit*

Pursuant to the requirements of the grantor, Corporation for Public Broadcasting (CPB), an audit was performed on the financial accounts of the College's Radio Station, WBJB-FM, for fiscal year ending June 30, 2016. The Board of Trustees authorized O'Connor & Drew, PC to perform the required audit for fiscal year ending June 30, 2016, at its June 21, 2016 meeting.

An audit of the College's radio station for the year ended June 30, 2016, are herewith transmitted to the Board of Trustees for its review and acceptance.

This report was reviewed by the President and the Audit Committee of the Board of Trustees at a meeting held November 15, 2016.

November 29, 2016: Vice President, Finance & Operations, Maureen Lawrence

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

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**FINANCIAL STATEMENTS AND**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**

**JUNE 30, 2016**

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

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

**June 30, 2016**

**C O N T E N T S**

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## INDEPENDENT AUDITORS' REPORT

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

### Report on Financial Statements

We have audited the accompanying financial statements of WBJB-FM Radio (a public radio station operated by Brookdale Community College) ("WBJB-FM Radio"), which comprise the statements of net position as of June 30, 2016, the related statements of revenues, expenses and changes in net position and cash flows for the years then ended, and the related notes to the financial statements. The financial statements of WBJB-FM Radio as of June 30, 2015 were audited by other auditors whose report dated December 17, 2015 expressed an unmodified opinion on the financial statements.

### Management's Responsibility for the Financial Statements

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

### Auditors' Responsibility

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

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

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

### **Opinion**

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

### **Emphasis of a Matter**

As more fully discussed in Note 1, the financial statements of WBJB-FM Radio are intended to present the net position, revenues, expenses and changes in net position and cash flows that are attributable to the transactions of one department of Brookdale Community College. They do not purport to, and do not, present fairly the financial position of Brookdale Community College as of June 30, 2016 and 2015, and the changes in its financial position and its cash flows for each of the years then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

### **Other Matters**

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

**Certified Public Accountants  
Braintree, Massachusetts**

DATE

**WBJB-FM RADIO**  
**A PUBLIC RADIO STATION OPERATED BY**  
**BROOKDALE COMMUNITY COLLEGE**  
Management's Discussion and Analysis (Unaudited)  
For fiscal years ended June 30, 2016, 2015, and 2014

### 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, 2016, 2015, and 2014. 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 position, a statement of revenues, expenses and changes in net position, 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:

	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>Change</u> <u>2015-2016</u>
Assets				
Current assets	\$ 189,474	191,110	186,651	(1,636)
Net capital assets	<u>11,518</u>	<u>20,917</u>	<u>41,037</u>	<u>(9,399)</u>
Total assets	<u>200,992</u>	<u>212,027</u>	<u>227,688</u>	<u>(11,035)</u>
Current liabilities	\$ <u>41,937</u>	<u>22,832</u>	<u>31,897</u>	<u>19,105</u>

The increase in current liabilities of \$19,105 was due to an increase in unearned revenue. The decrease in current assets of \$1,636 was due to the following:

- An increase of \$907 in the due from the Brookdale Community College.
- A decrease of \$2,685 in the due from customers.
- An increase of \$142 in various prepaid expenses.

Net capital assets decreased by annual depreciation of \$9,399.

**WBJB-FM RADIO**  
**A PUBLIC RADIO STATION OPERATED BY**  
**BROOKDALE COMMUNITY COLLEGE**  
Management's Discussion and Analysis (Unaudited) - Continued  
For fiscal years ended June 30, 2016, 2015, and 2014

**Summary of Revenues, Expenses, and Changes in Net Position**

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

	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>Change 2016-2015</u>
Operating revenues:				
CPB Grant	\$ 73,062	103,452	88,031	(30,390)
Service revenue	136,265	170,287	157,936	(34,022)
General College appropriation	365,497	345,435	335,946	20,062
Institutional & administrative College support	41,145	43,295	41,920	(2,068)
Total operating revenues	<u>615,969</u>	<u>662,469</u>	<u>623,833</u>	<u>(46,418)</u>
Operating expenses:				
Programming & production	371,735	380,776	372,332	(9,041)
Broadcasting	176,707	165,648	143,913	11,059
Program information	3,190	8,068	8,207	(4,878)
Management & general	124,911	121,118	115,747	3,875
Fund raising & membership development	25,042	36,321	35,690	(11,279)
Depreciation	9,399	20,120	20,121	(10,721)
Total operating expenses	<u>710,984</u>	<u>732,051</u>	<u>696,010</u>	<u>(20,985)</u>
Operating loss	<u>(95,015)</u>	<u>(69,582)</u>	<u>(72,177)</u>	<u>(25,433)</u>
Nonoperating revenue				
Contributions	<u>64,875</u>	<u>62,986</u>	<u>61,151</u>	<u>1,889</u>
Net decrease in net position	<u>(30,140)</u>	<u>(6,596)</u>	<u>(11,026)</u>	<u>(23,544)</u>
Net position				
Net position as of beginning of year	<u>189,195</u>	<u>195,791</u>	<u>206,817</u>	<u>(6,596)</u>
Net position as of end of year	<u>\$ 159,055</u>	<u>189,195</u>	<u>195,791</u>	<u>(30,140)</u>



**WBJB-FM RADIO**  
**A PUBLIC RADIO STATION OPERATED BY**  
**BROOKDALE COMMUNITY COLLEGE**  
Management's Discussion and Analysis (Unaudited) - Continued  
For fiscal years ended June 30, 2016, 2015, and 2014

**Results of Operations**

In year 2016, total operating revenues decreased overall by \$46,500 or 7% over year 2015 total operating revenues. CPB grant revenue decreased by \$30,390. This was due to the timing grant drawdowns. Other service revenue decreased by \$34,022 or 20%.

Operating expenses decreased by \$21,067 or 2.9%. The operating loss increased by \$25,433.

The decrease in service revenue was, in part, due to the cancellation of the annual Guitar Show which has been traditionally a non-traditional source of revenue for the department. This is was also the first fiscal year that the station asked for "sustaining members" of the station. Rather than a lump sum donation a number of donations were taken in monthly installments. Those installments were still being taken by the end of the fiscal year. Through time these monthly donations will provide an excellent source of baseline revenue for the department.

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

Statements of Net Position

As of June 30,

	<u><b>2016</b></u>	<u><b>2015</b></u>
<b>ASSETS</b>		
Current assets:		
Due from Brookdale Community College	\$ 182,116	181,209
Due from customers	1,895	4,580
Prepaid expenses	<u>5,463</u>	<u>5,321</u>
Total current assets	<u>189,474</u>	<u>191,110</u>
Noncurrent assets:		
Capital assets, net	<u>11,518</u>	<u>20,917</u>
<b>Total Assets</b>	<u>200,992</u>	<u>212,027</u>
<b>LIABILITIES</b>		
Current liabilities:		
Unearned revenue	<u>41,937</u>	<u>22,832</u>
Total current liabilities	<u>41,937</u>	<u>22,832</u>
<b>NET POSITION</b>		
Invested in capital assets (note 2)	11,518	20,917
Unrestricted	<u>147,537</u>	<u>168,278</u>
Total net assets	<u>159,055</u>	<u>189,195</u>
<b>Total Liabilities and Net Position</b>	<u><u>\$ 200,992</u></u>	<u><u>212,027</u></u>

*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 Position  
For the fiscal years ended June 30,

	<u>2016</u>	<u>2015</u>
<b>Operating revenues:</b>		
CPB Grant	\$ 73,062	103,452
Service revenue	136,265	170,287
General college appropriation	365,497	345,435
Institutional and administrative college support	<u>41,145</u>	<u>43,295</u>
Total operating revenues	<u>615,969</u>	<u>662,469</u>
<b>Operating expenses:</b>		
Programming and production	371,735	380,776
Broadcasting	176,707	165,648
Program information	3,190	8,068
Management and general	124,911	121,118
Fund raising and membership development	25,042	36,321
Depreciation	<u>9,399</u>	<u>20,120</u>
Total operating expenses	<u>710,984</u>	<u>732,051</u>
Operating loss	(95,015)	(69,582)
In-kind contributions	<u>64,875</u>	<u>62,986</u>
Decrease in net position	(30,140)	(6,596)
<b>Net position:</b>		
Net Position as of beginning of year	<u>189,195</u>	<u>195,791</u>
Net Position as of end of year	<u><u>\$ 159,055</u></u>	<u><u>189,195</u></u>

*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,

	<u><b>2016</b></u>	<u><b>2015</b></u>
<b>Cash flows from operating activities:</b>		
Payments to suppliers	\$ (52,390)	(106,562)
Payments for employee salaries and benefits	(488,006)	(484,995)
Contractual payments	(75,655)	(70,912)
Service revenue	136,265	170,287
General college appropriation	365,497	345,435
Institutional and administrative College support	41,227	43,295
Grants	73,062	103,452
	<hr/>	<hr/>
Net cash used in operating activities	—	—
	<hr/>	<hr/>
Net change in cash	—	—
	<hr/>	<hr/>
Cash as of beginning of year	—	—
	<hr/>	<hr/>
Cash as of end of year	\$ —	—
	<hr/>	<hr/>
<b>Reconciliation of operating loss to net cash used in operating activities:</b>		
Operating loss	\$ (30,140)	(6,596)
Adjustment to reconcile operating loss to net cash used in operating activities:		
Depreciation	9,399	20,120
Change in assets and liabilities:		
Prepaid expenses	(142)	7,109
Due from customers	2,685	665
Unearned revenue	19,105	(9,065)
Due from Brookdale Community College	(907)	(12,233)
	<hr/>	<hr/>
Net cash used in operating activities	\$ —	—
	<hr/>	<hr/>

*See accompanying notes to financial statements.*

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

Notes to Financial Statements  
For the fiscal years ended June 30, 2016 and 2015

**(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 Accounting and Measurement Focus***

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

***Net Position***

The College classifies its resources into the following net position categories:

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

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

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

The Station did not have any restricted net position as of June 30, 2016 or 2015.

***Equipment***

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

**WBJB-FM RADIO**  
**A PUBLIC RADIO STATION OPERATED BY**  
**BROOKDALE COMMUNITY COLLEGE**  
Notes to Financial Statements - Continued  
For the fiscal years ended June 30, 2016 and 2015

**(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.

***Financial Dependency***

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

***Unearned Revenue***

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

***Service Revenue***

Service revenue is recognized once the services have been provided.

***Classification of Revenues***

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

***Income Taxes***

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

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

Notes to Financial Statements - Continued  
For the fiscal years ended June 30, 2016 and 2015

**(2) Capital Assets**

The fiscal years 2016 and 2015 activity in capital assets and accumulated depreciation was as follows:

	<u>Balance June 30, 2014</u>	<u>Additions</u>	<u>Balance June 30, 2015</u>	<u>Additions</u>	<u>Balance June 30, 2016</u>
Depreciable assets:					
Equipment	\$ 689,749	—	689,749	—	\$ 689,749
Less accumulated depreciation:					
Equipment	<u>(648,711)</u>	<u>(20,121)</u>	<u>(668,832)</u>	<u>(9,399)</u>	<u>(678,231)</u>
Capital assets, net	<u>\$ 41,038</u>	<u>(20,121)</u>	<u>20,917</u>	<u>(9,399)</u>	<u>\$ 11,518</u>

**(3) Fringe Benefits**

Fringe benefits for the Station employees are included in the general college appropriation for the years ended June 30, 2016 and 2015.

**(4) Contributions**

Contributions represent the valuation of the rental costs associated with the commercial FM radio facilities similar to those operated by WBJB-FM and installed on the Crown Castle Transmission Facility located on Brookdale Community College's Lincroft campus. Contributions were \$64,875 and \$62,986 for the fiscal years ended June 30, 2016 and 2015.

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



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

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

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

**Internal Control Over Financial Reporting**

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

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

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

### **Compliance and Other Matters**

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

### **Purpose of this Report**

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

**Certified Public Accountants  
Braintree, Massachusetts**

OPEN

#### 4.2c *Utilization of Cooperative Purchasing Initiative*

The College is a current participant in the New Jersey County College Joint Purchasing Consortium, Monmouth County Shared Services, the Middlesex Regional Educational Services Commission, the County of Somerset Cooperative, and the National Intergovernmental Purchasing Alliance Company (National IPA)/The Cooperative Purchasing Network (TCPN) to promote the reduction in cost of goods or services by bidding or quoting in conjunction with other county colleges, the County of Monmouth, and other governmental agencies.

The College has investigated the feasibility and fit with the National Joint Powers Association (NJPA) and determined that this would be of great benefit to the College. The resolutions that follow will serve as the Board's approval to engage the contract for participation.

This report was reviewed by the President and the Finance and Facilities Committee at a meeting held November 15, 2016.

November 29, 2016: Vice President, Finance & Operations, Maureen Lawrence

## **RESOLUTION**

**WHEREAS**, Brookdale Community College is entering into a Cooperative Pricing Agreement with the National Joint Powers Association (NJPA); and

**WHEREAS**, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

**WHEREAS**, the National Joint Powers Association (NJPA) hereinafter referred to as the "Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

**WHEREAS**, the Board of Trustees of the Brookdale Community College, County of Monmouth, State of New Jersey approves participation in a Cooperative Pricing System for the provision and performance of goods and services; and

**NOW, THEREFORE BE IT RESOLVED** that the National Joint Powers Association (NJPA) and Brookdale Community College enter into this cooperative pricing agreement.



## *Strategic Priorities*

*2015-2017*



### **Strategic Priorities 2015 – 2017: Goals**

In fulfilling the mission of the College, the overarching goals of the Board of Trustees Strategic Priorities are to focus the College on its future and establish the groundwork for the next strategic plan.

**PBROOKDALE COMMUNITY COLLEGE**  
**Board of Trustees**  
**2016 Committee Appointments**

**Board Bylaw 1.4010, appointments to Standing Committee**

Membership on standing committees of the Board of Trustees, except as otherwise herein expressly provided shall consist of five Trustees, including the Chair of the Committee. The Board Chair is an ex officio member and the Vice Chair serves as an alternate to the Board Chair as an ex-officio voting member for purposes of a quorum.

<b><u>Executive Committee (5)</u></b> <b>Dr. Carl Guzzo, Jr., Chair</b> Mr. Joseph DiBella, Vice Chair* Mr. Paul Crupi Ms. Madeline Ferraro Mr. Bret Kaufmann Ms. Marta Rambaud	<b><u>Audit Committee (4)</u></b> Dr. Les Richens Mr. Kevin Przystawski Ms. Marta Rambaud <i>Mr. William Dalton</i>	<b><u>Finance and Facilities (5)</u></b> Mr. Bret Kaufmann, Chair Mr. Joseph DiBella, Chair* Mr. Paul Crupi Ms. Madeline Ferraro <i>Mr. Gary Tolchin</i>
<b><u>Policy and Education (5)</u></b> <b>Dr. Hank Cram, Chair</b> Mr. Paul Crupi Ms. Madeline Ferraro Dr. Les Richens Ms. Marta Rambaud Mr. Kevin Przystawski	<b><u>Governance (5)</u></b> <b>Mr. Paul Crupi, Chair</b> Mr. Joseph DiBella* Ms. Tracey Abby-White	<b><u>Nominating Committee (3)</u></b> <b>Mr. Bret Kaufmann, Chair</b> Mr. Hank Cram Ms. Marta Rambaud <i>Mr. William Dalton</i>
<b><u>Liaison to New Jersey Council of County Colleges</u></b> Ms. Tracey Abby-White	<b><u>New Jersey Council of County Colleges Trustees Ambassador</u></b> Ms. Tracey Abby-White	<b><u>Liaison to Brookdale Community College Foundation</u></b> Ms. Tracey Abby-White <i>Mr. Gary Tolchin</i>
<b><u>The Human Resources Committee</u></b> A Committee of the whole	<b><u>Ad-Hoc By Laws Committee (5)</u></b> <b>Mr. Paul Crupi, Chair</b> Dr. Hank Cram Mr. Joseph DiBella* Ms. Marta Rambaud <i>Mr. William Dalton</i> Created (11/20/14)	<b><u>Ad-Hoc Human Resources (5)</u></b> <b>Dr. Carl Guzzo, Jr., Chair</b> Dr. Hank Cram Dr. Les Richens Mr. Joseph DiBella Mr. Kevin Przystawski <i>Mr. William Dalton</i> Created (08/20/15)

Committee Assignments Approved on December 17, 2015

Ad-Hoc Engineering Committee – created 07/16/15 and dissolved – 12/17/2015

Ad-Hoc Police Committee – created 01/29/15 and dissolved 08/12/15

Added Les Richens to Audit Committee – 2/9/2016 – ver 3; Ad-Hoc By-Laws Chair – Mr. Crupi – ver. 4

Added Marta Rambaud committee assignments – 6/8/2016; removed Paul Geissler – 6/27/2016; added Kevin Przystawski – 7/1/16; added Madeline Ferraro and removed Lora Campbell on 10/25/16 – added B. Kaufmann as Chair of Nominating and Hank Cram on Nominating – v 7; \* Leave of Absence ,

# BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2016

2016 Workshop/Public Business Meetings (PBM)	Executive	Audit	Finance & Facilities	Policy & Education	Governance	Foundation Board Meetings	NJCCC
<b>DATES/LOCATIONS</b>  Public Workshop 5:30 PM Public Business Mtg. 7:30 PM	Agenda for Meetings: Emergent issues.	Shall meet minimum of five times per year or as requested.	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested.	Shall meet a minimum of four times per year or as requested		
Tuesday, January 19 Lincroft, SLC, Twin Lights	Mon., Jan. 11 5:00 PM*		Tues., Jan. 12 6:00 PM	Wed., Jan. 13 5:00 PM	Mon., Jan. 11 6:00 PM	Thur., Jan. 28 2:30 PM	
Tuesday February 16 Lincroft, SLC, Navesink Rooms	Mon., Feb. 8 5:00 PM*		Thur., Feb. 11 6:00 PM*	Thur., Feb. 11 5:00 PM			
Tuesday, March 15 Freehold Campus, 103/104	Mon., Mar. 7 5:00 PM*	<del>Tue., March 8</del> 5:00 PM	Tue., March 8 6:00 PM*		Mon., March 7 6:00 PM	Thur., March 24 3:00 PM	March 10 or 14 Ocean CC
Tuesday, April 19 Lincroft, SLC, Navesink Rooms	Mon., Apr. 11 5:00 PM*		Tue., April 12 6:00 PM	Thur., April 14 5:00 PM			
Tuesday, May 17 Lincroft, SLC, Navesink Rooms	Mon., May 9 5:00 PM*	Tue., May 10 5:00 PM	Tue., May 10 6:00 PM*		Mon., May 9 6:00 PM	Thur., May 19 4:00 PM	
Tuesday, June 21 Lincroft, SLC, Navesink Rooms	Mon., June 13 5:00 PM*		Tue., June 14 6:00 PM	Thurs., June 16 4:00 PM	Mon., June 13 6:00 PM	Thur., June 16 4 PM	
Tuesday, July 19 (5:00 PM) * – Public Business Meeting via conference call							
Tuesday, August 16 Lincroft, SLC, Navesink Rooms	Mon., Aug. 8 5:00 PM*	Mon., Aug. 9 5:00 PM	Tue., Aug. 9 6:00 PM*		Mon., Aug. 8 6 PM		
Tuesday, September 20 Lincroft, SLC, Navesink Rooms	Mon., Sept. 12 5:00 PM*		Tues., Sept. 13 6:00 PM*	Mon., Sept. 12 6:00 PM			
Tuesday, October 18 Lincroft, SLC, Navesink Rooms	Mon. Oct. 10 5:00 PM*	Mon., Oct. 10 4:00 PM	Mon., Oct. 10 6:00 PM				
<del>Tuesday, November 2</del> Lincroft, SLC, Navesink Rooms	Mon., Nov. 14 5:00 PM*	Tue., Nov. 15 5:00 PM	Tue., Nov. 15 6:00 PM	Mon., Nov. 14 6:00 PM	Mon., Nov. 14 7:00 PM		
Tuesday, November 29 Reorganization Meeting ,Workshop and Public Business Meeting Lincroft, SLC, Navesink Rooms							
Tuesday, December 20 Lincroft, SLC, Navesink Rooms	Mon., Dec. 12 5:00 PM*		Tue., Dec. 13 6:00 PM		Mon., Dec. 12 6:00 PM		

Human Resources is a Committee of the whole: shall meet as required and/or requested

Revised Dates in Blue -

\*Indicates Conference Call Conference Call Number is: 1-866-537-1618 - passcode: 6392 734#

Approved – December 17, 2015 – v1; v3 – locations entered

Feb. 3, 2016 – changed P & E committee meetings, v4

March 2, 2016 – changed to reflect March Audit meeting will be rescheduled, v5; September 8, 2016 – added the October Audit Meeting, v 8; Sept 29 – Revised Date for Oct. Audit and Nov. P & E

**BROOKDALE COMMUNITY COLLEGE**  
**UPCOMING EVENTS**

**BOLD indicates off Lincroft campus**

**2016**

December 12 BOT Executive Committee – 5 PM  
December 12 BOT Governance Committee – 6 PM  
December 13 BOT Finance & Facilities Committee– 6 PM  
December 20 BOT Public Business Meeting – 5:30 PM, SLC, Navesink Rooms

**2017**

January 17 Convocation – Arena – 9 AM  
January 19 Foundation Board Meeting – SLC, Conference Room

**February 10 Athletic Hall of Fame – 6 PM – Sheraton Eatontown**  
February 11 Hall of Fame Brunch – 11 AM – Collins Arena, VIP Suite  
**Feb. 13 – 16 ACCT National Legislative Summit – Washington D.C.**  
**February 27 NJCCC Council Meeting – 5:30 PM – Holiday Inn, East Windsor**

**March 10 Wilbur Ray Scholarship Dinner 6 PM – Sheraton Eatontown**  
March 15 CPS Completion Ceremony – 6 PM  
March 23 Foundation Board Meeting – 3:45 PM – SLC, Trustee Conference Room  
March 23 Scholarship Recognition Ceremony – 5 PM – Collins Arena

May 12 Commencement – Collins Arena – 9 AM – 3 PM  
May 18 Foundation Board Meeting – 4 PM, SLC, Trustee Conference Room

**June 9 50<sup>th</sup> Anniversary Scholarship Ball – 5 PM – Eagle Oaks Country Club**

**Sept. 19 Foundation Golf Outing – Eagle Oaks Country Club**  
**Sept. 25- ACCT Leadership Congress – Las Vegas**