



Brookdale Community College
Board of Trustees Public Business Meeting
Tuesday, June 26, 2018 5:30 PM (EDT)
800 Monmouth Blvd, Wall New Jersey 07719
Brookdale at Wall, Rm 110 & 112

- I. Call to Order, Reading of Statement and Roll Call - Chair Guzzo
- II. Pledge of Allegiance - Chair Guzzo
- III. Adoption of Agenda - Chair Guzzo
- IV. Property and Liability Insurance Proposal Analysis - Chair Guzzo
Insurance Buyer's Council to report.
- V. Resolution to Hold a Closed Meeting - Chair Guzzo
- VI. Re-Open Meeting to the Public - Chair Guzzo
- VII. Recognition of First Graduating Class of St. John Vianney Early College Academy
 - A. Brief Recess - Chair Guzzo
- VIII. Reports from the Board Committees and Liaisons - Chair Guzzo
 - A. Executive Committee - June 19, 2018 - Chair Guzzo
 - B. Finance & Facilities Committee - June 18, 2018 - Trustee Kaufmann
 - 1. Monthly Financial Reporting
 - C. BCC Foundation - Dr. Stout
 - D. NJCCC - Trustee Crupi
- IX. Approval of Public Business Meeting Minutes - May 15, 2018 - Chair Guzzo
 - A. Approval of Executive Session Minutes - May 15, 2018 - Chair Guzzo
- X. Approval of Special Public Business Meeting Minutes - May 17, 2018 - Chair Guzzo
- XI. Review of Consent Agenda - Chair Guzzo
**Any item may be removed from the consent agenda for discussion by any voting member of the Board of Trustees*
 - A. Acceptance of Consent Agenda - Chair Guzzo
- XII. Public Comment on Agenda Items - Chair Guzzo
- XIII. Consent Agenda - Chair Guzzo - 5 minutes
 - A. Approval of Human Resources
 - B. Executive Compensation

- C. Acceptance of Gifts
- D. Application of Grants
- E. Acceptance of Grants
- F. Purchases in Excess of \$35,300 and New Jersey “Pay-to-Play” bids, and Pursuant to the New Jersey “Pay to Play” Process, in Excess of \$17,500
- G. Open Invoice Payment Requests for Vendor, Student and Employee Payments
- H. Monthly Financial Dashboards
- XIV. President's Report - Dr. David Stout
 - A. Auxiliary Budget - Dr. Stout
 - B. MSCHE Update - Dr. Nancy Kegelman
- XV. Approval of Change Order Request - Chair Guzzo
- XVI. Approval of Revised FY19 Operating & Capital Budget - Chair Guzzo
- XVII. Approval of FY19 Auxiliary Services Budget - Chair Guzzo
 - Auxiliary Services FY19 Operating Statements*
- XVIII. Approval of FY19 Associated Students of Brookdale Community College (ASBCC) Budget - Chair Guzzo
 - The annual Association Students of Brookdale Community College (ASBCC) FY19 Budget*
- XIX. Resolution for Purchasing Cooperative - Chair Guzzo
- XX. Approval of President's Employment Contract - Chair Guzzo
- XXI. Public Comment - Chair Guzzo
- XXII. Old/New Business - Chair Guzzo
- XXIII. Adjournment - Chair Guzzo
- XXIV. Appendix - Board Materials

OPTION #1 INCLUDES QUOTE FROM BORDEN PERLMAN AND OUTSIDE OF RFP

BROOKDALE COMMUNITY COLLEGE

OPTION #2 **INCLUDES RFP QUOTES AND** OUTSIDE OF RFP

FY19 SCHEDULE OF INSURANCE COVERAGE

COVERAGE	EFFECTIVE DATE	INSURER	PREMIUM FY19	PRODUCER	INSURER	PREMIUM FY19	PRODUCER
COMMERCIAL PROPERTY			OPTION #1			OPTION #2	
BUILDINGS-BLANKET REAL PROPERTY	7/1/2018	Philadelphia Ins Co	590,680.00	Borden Perlman	APIP & Lloyds	370,085.50	Alliant
BLANKET PERSONAL PROPERTY		Philadelphia Ins Co	INCL IN PKG	Borden Perlman	APIP	INCL IN PKG	Alliant
E D P-COMPUTER COVERAGE		Philadelphia Ins Co	INCL IN PKG	Borden Perlman	APIP	INCL IN PKG	Alliant
BUSINESS INCOME/EXTRA EXPENSE		Philadelphia Ins Co	INCL IN PKG	Borden Perlman	APIP	INCL IN PKG	Alliant
BOILER & MACHINERY		Philadelphia Ins Co	INCL IN PKG	Borden Perlman	APIP	INCL IN PKG	Alliant
FLOOD/EARTHQUAKE		Philadelphia Ins Co	INCL IN PKG	Borden Perlman	APIP	INCL IN PKG	Alliant
FINE ARTS		Philadelphia Ins Co	INCL IN PKG	Borden Perlman	APIP	INCL IN PKG	Alliant
VALUABLE PAPERS AND RECORDS		Philadelphia Ins Co	INCL IN PKG	Borden Perlman	APIP	INCL IN PKG	Alliant
ORDINANCE OF LAW		Philadelphia Ins Co	INCL IN PKG	Borden Perlman	APIP	INCL IN PKG	Alliant
NEWLY ACQUIRED PROP. (BLDRS RISK)		Philadelphia Ins Co	INCL IN PKG	Borden Perlman	APIP	INCL IN PKG	Alliant
NEW CONSTRUCTION		Philadelphia Ins Co	INCL IN PKG	Borden Perlman	APIP	INCL IN PKG	Alliant
DEBRIS REMOVAL		Philadelphia Ins Co	INCL IN PKG	Borden Perlman	APIP	INCL IN PKG	Alliant
CONTRACTORS EQUIP UNSCHEDULED		Philadelphia Ins Co	INCL IN PKG	Borden Perlman	APIP	INCL IN PKG	Alliant
COMMUNICABLE DISEASE & WATER- PER OCCUR		Philadelphia Ins Co	INCL IN PKG	Borden Perlman	APIP	INCL IN PKG	Alliant
PATHOGEN BUSINESS INCOME/EXTR AGGREGATE		Philadelphia Ins Co	INCL IN PKG	Borden Perlman	APIP	INCL IN PKG	Alliant
VIOLENT EVENT RESPONSE COVERAGE		Philadelphia Ins Co	INCL IN PKG	Borden Perlman	APIP	INCL IN PKG	Alliant
GENERAL LIABILITY	7/1/2018	Philadelphia Ins Co	INCL IN PKG	Borden Perlman	American Alternative	116,032.00	Balken
		Philadelphia Ins Co	INCL IN PKG	Borden Perlman	American Alternative	INCL IN PKG	Balken
CRIME COVERAGE	7/1/2018						
EMPLOYEE DISHONESTY		Philadelphia Ins Co	INCL IN PKG	Borden Perlman	AIG	4,787.00	Alliant
DEPOSITORS' FORGERY		Philadelphia Ins Co	INCL IN PKG	Borden Perlman	AIG	INCL IN PKG	Alliant

THEFT, DISAPPEARANCE & DESTRUCT.		Philadelphia Ins Co	INCL IN PKG	Borden Perlman	AIG	INCL IN PKG	Alliant
MONEY ORDER/CONUNTERFEIT CURRENCY		Philadelphia Ins Co	INCL IN PKG	Borden Perlman	AIG	INCL IN PKG	Alliant
KIDNAP, RANSOM & EXTORTION		Philadelphia Ins Co	INCL IN PKG	Borden Perlman	AIG	INCL IN PKG	Alliant
COMPUTER FRAUD		Philadelphia Ins Co	INCL IN PKG	Borden Perlman	AIG	INCL IN PKG	Alliant
BUSINESS AUTO							
BODILY INJURY & PROPERTY DAMAGE	7/1/2018	Philadelphia Ins Co	INCL IN PKG	Borden Perlman	American Alternative	41,146.00	Balken
UNINSURED/UNDERINSURED MOTORISTS		Philadelphia Ins Co	INCL IN PKG	Borden Perlman	American Alternative	INCL IN PKG	Balken
NON-OWNED/HIRED AUTO LIABILITY		Philadelphia Ins Co	INCL IN PKG	Borden Perlman	American Alternative	INCL IN PKG	Balken
HIRED CAR PHYSICAL DAMAGE		Philadelphia Ins Co	INCL IN PKG	Borden Perlman	American Alternative	INCL IN PKG	Balken
NURSES PROFESSIONAL LIABILITY	7/1/2018	Philadelphia Ins Co	INCL IN PKG	Borden Perlman	INCL IN EXCESS LIABILITY COVERAGE		
EXCESS LIABILITY	7/1/2018	Philadelphia Ins Co	30,197.00	Borden Perlman	American Alternative	52,822.00	Balken
SPECIAL EXCESS LIABILITY	7/1/2018	Chartris	31,834.00	Borden Perlman	NJUEP (Starstone)	36,724.00	Balken
INTERNET (CYBER) LIABILITY	7/1/2018	Beazley Ins. Co	13,225.00	Balken	Beazley Ins Co.	13,225.00	Balken
BROADCASTERS & PUBLISHERS LIAB	7/1/2018	C.N.A	1,681.00	True & Associates	C.N.A	1,681.00	True & Associates
POLICE PROFESSIONAL	7/1/2018	XL Catlin	24,534.00	True & Associates	XL Caitlin	24,534.00	True & Associates
ALL COVERAGES BELOW ARE OUTSIDE OF RFP							
SCHOOL LEADERS ERRORS & OMISSIONS	7/1/2018	AIG	66,304.00	Borden Perlman	AIG	66,304.00	Borden Perlman
EMPLOYMENT PRACTICES LIABILITY	7/1/2018	AIG	INCL IN PKG	Borden Perlman	AIG	INCL IN PKG	Borden Perlman

DIRECTORS & OFFICERS LIABILITY	7/1/2018	AIG	INCL IN PKG	Borden Perlman	AIG	INCL IN PKG	Borden Perlman
CRISIS MANAGEMENT	7/1/2018	AIG	INCL IN PKG	Borden Perlman	AIG	INCL IN PKG	Borden Perlman
UNDERGROUND STORAGE TANKS	7/1/2018	Nautilus	1,674.00	Borden Perlman	Nautilus	1,674.00	Borden Perlman
FOREIGN TRAVEL LIABILITY	7/1/2018	Chubb	2,500.00	Borden Perlman	Chubb	2,500.00	Borden Perlman
SUMMER CAMPS ACCIDENT POLICY	6/25/2018	National Union Fire	2,174.00	Borden Perlman	National Union Fire	2,174.00	Borden Perlman
ICS ACCIDENT	8/1/2018	Catlin	48,500.00	TL Grose Close	Catlin	48,500.00	TL Grose Close
ICS CATASTROPHIC	8/1/2018	US Fire	10,500.00	TL Grose Close	US Fire	10,500.00	TL Grose Close
TOTAL COLLEGE PREMIUM			823,803.00			792,688.50	
OPTION#1				OPTION#2			
- Alliant				374,872.50 Alliant			
13,225.00 Balken				259,949.00 Balken			
725,363.00 Borden Perlman				72,652.00 Borden Perlman			
26,215.00 True & Associates				26,215.00 True & Associates			
59,000.00 TL Grose Close				59,000.00 TL Grose Close			
823,803.00 Total				792,688.50 Subtotal			
				7,889.00 Balken Additional Coverage			
				800,577.50 Total			

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Public Business Meeting Minutes

May 15, 2018

**Brookdale Community College
Neptune High School
2nd Floor of Media Center
55 Neptune Boulevard
Neptune NJ 07753**

Chair Guzzo called the meeting to order at 5:30 P.M. and the group made the Pledge of Allegiance.

Ms. Gruskos 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:

On May 9, 2018 at 2 PM advance written notice of this meeting was posted a Brookdale Community College on the first floor of the Brookdale Administrative Center, emailed to the Star Ledger and the Asbury Park Press and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Vice-Chair (departed at 8 PM)	Dr. Herbert Cohen
	Mr. Daniel F. Becht, Trustee	Dr. Mathew Reed
	Ms. Latonya Brennan, Trustee	Dr. Nancy Kegelman
	Ms. Suzanne Brennan, Trustee	Ms. Marie Lucier-Woodruff
	Mr. Hank Cram, Trustee	Ms. Avis McMillon
	Dr. Carl Guzzo, Chair	Ms. Patricia Sensi
	Mr. Bret Kaufmann, Trustee	Dr. Anita Voogt
	Dr. David M. Stout, Secretary	Mr. Joseph Pingitore
	Ms. Marta Rambaud, Trustee(arrived at 6 PM)	Ms. Cynthia Gruskos, Recorder
	Mr. Austin Ridoux, Graduate Trustee (arrived at 5:40 PM)	
	Dr. Les Richens, Trustee	Mr. Paul Sweetwood, Engineer of Record
Absent	Mr. Paul Crupi, Trustee	
	Ms. Madeline Ferraro, Trustee	
Counsel	Mr. Matthew Giacobbe, Esq.	Mr. Mitch Jacobs, Esq.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>III. Adoption of Agenda for Public Business Meeting</p> <p>Chair Guzzo announced that the agenda has been revised to add a report from Trustee Rambaud on the May 14 Audit committee meeting. The appointment of the president has been added after the meeting is re-opened from the closed session.</p>	<p>A motion to adopt the revised meeting agenda was made by Vice-Chair Abby-White and seconded by Trustee Richens.</p> <p>Motion passed unanimously.</p>	
<p>IV. Resolution to Hold a Closed Meeting-Chair Guzzo</p> <p>Mr. Giacobbe read the resolution to enter into executive session. (<i>Attachment A</i>)</p>	<p>A motion was made to approve the resolution to hold an executive session by Trustee Becht and seconded by Vice-Chair Abby-White.</p> <p>Motion passed unanimously.</p>	
<p>V. Motion to Re-Open the Meeting to the Public</p>	<p>A motion was made to re-open the meeting to the public was made by Chair Guzzo and seconded by Vice-Chair Abby-White.</p> <p>Motion passed unanimously.</p>	
<p>Appointment of President</p> <p>Chair Guzzo read the resolution to appoint Dr. David Stout as the 7th President of Brookdale Community College (Attachment B).</p> <p>Following the vote, Chair Guzzo made the following statement:</p> <p>After a nationwide search, the Board of Trustees has selected the next president to lead the college.</p> <p>I am pleased to announce that Dr. David Stout has been appointed to serve as Brookdale's seventh president.</p> <p>We are confident that Dr. Stout is the right</p>	<p>A motion was made by Chair Guzzo and seconded by Trustee Latonya Brennan to appoint Dr. David Stout as the 7th President of Brookdale Community College and to authorize the negotiation of an employment agreement by resolution.</p> <p>YES: Trustees Abby-White, L. Brennan, S. Brennan, Cram, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo</p> <p>NO: None</p>	

<p>person to serve as chief executive officer at this time, to lead one of the finest community colleges in the nation. Dr. Stout has made significant inroads during his tenure as interim president and is the best candidate to lead Brookdale to the next level of excellence.</p> <p>I would like to thank the Presidential Screening Committee for doing a tremendous job and I applaud their efforts. The screening committee, made up of representatives from across the campus, included Board members, students, employees, alumni and the community. They conducted interviews over the course of several months and recommended three exceptional finalists. Their commitment to excellence was apparent throughout the process.</p> <p>Please join me in congratulating Dr. Stout on his appointment as president.</p>	<p>ABSENTIONS: None</p>	
<p>Recognition of Trustee Austin Ridoux</p> <p>Chair Guzzo recognized the service of Trustee Ridoux as Graduate Trustee with a reading of resolution. (Attachment C)</p>		
<p>Recognition of First Graduating Class of Poseidon</p>		
<p>VIII. Brief Recess for Celebration – Chair Guzzo</p>		
<p>IX. Committee Reports and Liaisons</p> <p>A. Executive Committee –Chair Guzzo reported on the Executive committee that met on May 8, 2018.</p> <p>B. Finance & Facilities Committee – May 7, 2018 Trustee Kaufmann reported on the Finance & Facilities Committee held on May 7, 2018.</p> <p>Monthly Financial Reporting – He reported that as of the writing of his report the April financials were not reported and he will update his report to the Board when he receives them. Holman Frenia Allison, P.C. (HFA) has given the committee the analysis status of the financial status of the college as of March 31. The proposed reorganization of the College Relations Department was tabled for further discussion. He reported that this month the board is approving the reappointment of 130 Administrators. It was agreed that in the future, the F & F committee and the Board would be notified in December of pending reappointments. The Chapter 12 budget has been substantially rewritten for FY18 and FY19 based on an updated facilities master plan and list of priorities and costs. Trustee Kaufmann recommended authorizing approval of the revised projects for FY18 Chapter 12 funding and the projects for FY19 Chapter 12 funding.</p> <p>Mr. Paul Sweetwood, T & M – further explained that he reviewed the Chapter 12 projects and</p>		

budgets with Mr. Drury and was in support of the projects and funding projections.

C. NJCCC – No report.

D. BCC Foundation

Dr. David Stout reported on the Brookdale Alumni Associations Annual Barringer Dinner held on May 4. He shared information on the upcoming Foundation Scholarship Ball to be held on May 18 and upcoming future fundraising activities. Full report (Attachment D)

E. Student's Perspective – Trustee Ridoux gave his final remarks to the board, "Finals are Over".

F. Ad-Hoc Revenue Generating – Vice Chair Abby –White – No report.

G. Audit Committee – Trustee Rambaud reported that the committee met with our external audit firm, O'Connor and Drew. They have begun their audit and it is scheduled to be completed by September. She explained that there is a MSCHS recommendation to re-instate the internal audit function and the committee met with Holman Frenia Allison, P.C. and the Board will be using them to provide this function to the college. It is her recommendation to increase the frequency of the meetings for the audit committee to allow for better monitoring of the work of the internal audit function.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
Approval of Public Business Meeting Minutes – April 24, 2018 A. Approval of Executive Session Minutes, April 24, 2018 – Chair Guzzo	<p>A motion to approve the April 24, 2018 minutes of the Public Business Meeting as written was made by Trustee Richens and seconded by Trustee Becht.</p> <p>Motion approved unanimously.</p> <p>A motion to approve the April 24, 2018 minutes as written was made by Trustee Richens and seconded by Trustee Rambaud.</p> <p>Motion approved unanimously.</p>	
Topic and Discussion	Votes Taken	Action and Follow-up Actions

<p>XI. Approval of Minutes of Special Meeting – Finalist Interviews</p> <p>A. Approval of Minutes – April 19, 2018 – Dr. David Stout</p> <p>B. Approval of Minutes – April 20, 2018 – Dr. Tony Hawkins</p> <p>C. Approval of Minutes – April 23, 2018 – Dr. Gina Glickman</p>	<p>A motion to approve the minutes of the Special Meetings held on April 19, April 20, and April 23, 2018 was made by Trustee Richens and seconded by Trustee Becht.</p> <p>ABSTENTIONS: Trustee Cram – April 19; Trustee S. Brennan – April 19</p> <p>Motion passed.</p>	
<p>XII. Review of Consent Agenda</p> <p>Item #19 (Student Recruitment Advertising was removed from purchases in excess of \$35,500 for a discussion and separate vote.</p> <p>A. Acceptance of Consent</p>	<p>A motion to adopt the revised consent agenda with was made by Trustee Richens and seconded by Vice-Chair Abby-White.</p> <p>Motion passed unanimously.</p>	
<p>XIII. Public Comment on Agenda Items</p> <p>Mr. Jack Ryan acknowledged, the retirement of Avis McMillon and the service of Austin Ridoux as Graduate Trustee, as well as congratulating Dr. Stout as our new president and Victoria Cattelona as our next Graduate Trustee. He also congratulated the first graduating Poseidon class.</p>		
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>President’s Report</p> <p>Dr. Stout described our recent celebratory events at the college, which included the Colloquium, Allied Pinning Ceremony, EOF Dinner, Commencement of 2090 graduates, Scholars Day, Employment Recognition Ceremony, the pinning of 91 graduates of our Nursing Program, career information night and our upcoming Scholarship Ball.</p> <p>On behalf of the entire Board, Dr. Stout extended our deepest appreciation to Ms. Avis McMillon for her almost 28 years of service to the college. She most recently was the Executive Director of College Relations overseeing the Foundation, 90.5 the Night Radio Station, Grants Office, Brookdale Television and our Marketing Department.</p> <p>Customized Training – NJBIA Funding Update – Ms. Joan Scocco</p> <p>Ms. Scocco provided information to the Board on a grant-funded program to provide tuition free training to employees through Brookdale. She asked the Board to reach out to their business contacts and encourage them to take advantage of this opportunity. Each new student brings tuition revenue to the college.</p>		

Recognition of First Graduating Class of Poseidon

Dr. Tami Crader, Superintendent of Neptune High School, addressed the Board and audience. She acknowledged the Neptune Board of Education members present, and thanked Brookdale and the Administration of the Neptune Poseidon program. Mr. Frank Rother acknowledged his colleagues who were instrumental in creating and supporting this program. Ms. Tara Stevenson called up the Poseidon graduates and provided information on their college acceptances and their future plans. (**Attachment E**). A brief recess followed with celebratory cake.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
XV. Approval of Consent Agenda A. Approval of Human Resources B. Application of Grants C. 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. (Item #19 – Student Recruitment Advertising - Intersection tabled (\$89,000) and Clarus Corporation approved (\$30,000)) D. Open Invoice Payment Requests for Vendor, Student and Employee Payments E. Monthly Financial Dashboards	<p>A motion to approve the revised consent agenda was made by Trustee Richens and seconded by Trustee L. Brennan.</p> <p>Motion passed.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
XVI. Authorization for the Revised Projects for FY18 Chapter 12 Funding	<p>A motion was made to approve by resolution the revised project list for FY18 Chapter 12 funding by Trustee Latonya Brennan and seconded by Trustee Becht.</p> <p>Motion passed.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo</p> <p>NO: None</p>	

	ABSTENTIONS: None	
XVII. Authorization for the Projects for FY19 Chapter 12 Funding	<p>A motion was made to approve by resolution the use of FY19 Chapter 12 funding for projects associated with infrastructure and deferred maintenance by Trustee Richens and seconded by Trustee Cram.</p> <p>Motion passed.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
XVIII. Approval of Policy 4.7002 Information Security Program – Chair Guzzo <i>Policy Lodged April 24, 2018</i>	<p>A motion to approve Policy 4.70002 Information Security Program was made by Trustee Cram and seconded by Trustee Richens.</p> <p>Motion passed.</p> <p>YES: Trustees Becht, L. Brennan, S. Brennan, Cram, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo</p> <p>NO: None</p> <p>ABSTENTIONS: None</p>	
Topic and Discussion	Votes Taken	Action and Follow-up Actions

Public Comment

Tom Brennan, Manager of Radio Station – he spoke about how the news programming of the radio station contributes to the community at large. With more than 40 years serving the community, he requested to have more than a fiscal year to meet their revenue targets.

Trustee Becht expressed an interest in having further discussions on the radio station at the Finance & Facilities committee.

Jack Ryan, Faculty spoke about his concern of moving programs into auxiliary services will quickly undermine their ability to exist.

Old/New Business – Chair Guzzo announced the June, July and August board meetings will take place at the Wall Campus.

Chair Guzzo announced that there would be a Special Board of Trustees meeting to be held on May 17 at 6 PM for the approval of the purchase of the sanitary sewage ejector pumps in the President's Conference room or by conference call.

Before Vice-Chair Abby-White left the meeting, she acknowledged the retirement and contributions of Avis McMillon to the college and wished her well.

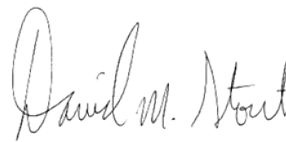
Adjournment

The meeting was adjourned at 8:20 p.m.

A motion to adjourn the meeting was made by Trustee Richens and seconded by Trustee Rambaud.

Motion passed unanimously.

Respectfully submitted:



David M. Stout, Ph.D., Secretary

BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLUTION AUTHORIZING EXECUTIVE SESSION

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Brookdale Community College Board of Trustees to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend, and

WHEREAS, the Brookdale Community College Board of Trustees has determined that **5** issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on **May 15, 2018 at approximately 5:30 PM**, the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written.

☐ "(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion." The legal citation to the provision(s) at issue is: _____ and the nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

☐ "(2) Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

☐ "(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is _____

RESOLUTION
May 15, 2018

☐

"(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body."

☐

"(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is a

☐

"(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law." The nature of the matter, described as specifically as possible without undermining the need for confidentiality _

☒

"(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is: **potential litigation with respect to services previously provided to the College by former professionals; litigation: BCC vs Frank Lawrence; potential litigation related to a bid rejection**

☒

"(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting." Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478 (1991), the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is: **terms and conditions of president's contract; and matters concerning one faculty member.**

☐

"(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is a

**RESOLUTION
May 15, 2018**

WHEREAS, the length of the Executive Session is estimated to be **between 30 to 60** minutes after which the public shall (select one) ☒ meeting of the Brookdale Community College Board of Trustees reconvene and immediately adjourn or ☐ reconvene and proceed with business where formal action may be taken

NOW, THEREFORE, BE IT RESOLVED that the Brookdale Community College Board of Trustees will go into Executive Session for only the above stated reasons; and

BE IT FURTHER RESOLVED that the Brookdale Community College Board of Trustees hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

BE IT FURTHER RESOLVED that the Board Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed; and

BE IT FURTHER RESOLVED that the Board Secretary, on the next business day following this meeting, shall post this Resolution on the Board website and furnish a copy of this Resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

RESOLUTION
May 15, 2018

RESOLUTION OF THE BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES APPOINTING DR. DAVID STOUT AS PRESIDENT OF THE COLLEGE AND AUTHORIZING THE NEGOTIATION OF AN EMPLOYMENT AGREEMENT

WHEREAS, pursuant to N.J.S.A. 18A:64A-12(e), the board of trustees of a county college is empowered to appoint and fix compensation and term of office of a president of a college, who shall be the chief executive officer of the college and an ex officio member of the board of trustees; and

WHEREAS, the Board of Trustees (“the Board”) appointed a committee (the “Committee”), consisting of a cross section of the entire Brookdale Community College (the “College”) community, to undertake a nationwide search for qualified candidates for the office of President of the College; and

WHEREAS, the Committee conducted a thorough and diligent nationwide search for candidates for the position of President of the College; and

WHEREAS, the Committee received and reviewed numerous resumes and applications of potential candidates and the Board having interviewed several candidates for the position of President of the College; and

WHEREAS, as a result of the search process, the Board has determined that Dr. David Stout, possesses the necessary skills and qualifications to serve as President of the College and to lead the College into the future; and

WHEREAS, the Board has determined that it would be desirable and in the best interests of the College to secure the services of the Dr. Stout to serve as President of the College and desires to extend an offer of employment to Dr. Stout; and

WHEREAS, Dr. Stout wishes to serve in office as President of the College;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Brookdale Community College, as follows:

1. Dr. David Stout is hereby appointed to the office of President of Brookdale Community College for a term of three (3) years.
2. The Negotiating Committee of the Board of Trustees as established by the Board Chair, in consultation with College Counsel, is hereby authorized and directed, to negotiate mutually agreeable terms and incorporate same into a mutually acceptable employment agreement, which shall be ratified by the entire Board at the next regular meeting immediately following the finalization of such employment agreement. The Chairman of the Board is hereby authorized and directed to execute and deliver such employment agreement on behalf of the Board.

BROOKDALE COMMUNITY COLLEGE

Date adopted: May 15, 2018

R E S O L U T I O N

WHEREAS, Mr. Austin Ridoux served with distinction as Graduate Trustee on the Brookdale Community College Board of Trustees from July 1, 2017 to June 30, 2018; and

WHEREAS, Mr. Ridoux chose to serve as Graduate Trustee, because he values the quality education he received at Brookdale Community College and considered his education at Brookdale Community College a life changing experience; and

WHEREAS, Mr. Ridoux served as a valuable member of the board's Finance & Facilities, Governance, By-Laws and Ad-Hoc Revenue Generating committees; and

WHEREAS, he distinguished himself by his active participation in Board discussions; and his valued suggestions and comments were gratefully received by the Board; and

WHEREAS, he regularly sought out opportunities for board engagement and professional development, and attended two board retreats; and

WHEREAS, he actively engaged in the presidential search process and the Middle States self-study process; and

WHEREAS, he brought to the Board his first-hand knowledge and experience he gained during his tenure as a Brookdale Student and regularly provided a report on the student's perspective; and

WHEREAS, Mr. Ridoux regularly sought out opportunities to continue to engage with our current student body and met with our Student Life Board on many occasions; and

WHEREAS, Mr. Ridoux was an active and dedicated member of the Brookdale Community College Board of Trustees, and upheld the highest standards of personal and professional integrity as a board member; and

WHEREAS, Mr. Ridoux has earned the respect and admiration of the college community and the members of the Brookdale Community College Board of Trustees;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Brookdale Community College extends to Austin Ridoux its sincere appreciation for his steadfast service to the Board of Trustees, college community and its students; and

BE IT FURTHER RESOLVED that this resolution be spread upon the minutes of this meeting and a true copy presented to Mr. Ridoux so that he can have a permanent reminder of the high esteem he has earned among his colleagues.

David M. Stout
Interim President

Carl Guzzo, Jr.
Chair

May 15, 2018

Brookdale Foundation & Brookdale Alumni Association Update for David Stout

The Brookdale Alumni Association's 33rd **Annual Barringer Dinner** was held at the Essex & Sussex in Spring Lake on May 4th. The 2018 Barringer Award recipients were:

- **Barbara Boyington, Professor-Business Management**
John Bukovec, Professor-Theater
- **Joan Scocco, Director of Operations-Continuing & Professional Studies**

Nearly 100 of their colleagues, family and friends attended the dinner.

The **Brookdale Foundation Scholarship Ball** is this Friday at Eagle Oaks Golf & Country Club. The goal is to raise \$125,000 and net \$100,000. As of Monday afternoon, the event has generated nearly \$133,000. This doesn't include all of the auctions that will be conducted at the event. The committee hopes to generate close to \$160,000 in total.

Through February 28th, the **Brookdale Foundation** has awarded \$515,000 in scholarships and grants including support for the POSEIDON ECHS, the Asbury College Promise, renovation of 21 study rooms in the Bankier Library, Lifelong Learning and Continuing and Professional Studies programs, the Veteran's Center, the Displaced Homemakers Program, and the Visiting Artist Series. Tim Zeiss, Executive Director, Foundation & Alumni Affairs anticipates that the Foundation will fund nearly \$600,000 by the end of this fiscal year, topping last fiscal year's record of \$552,000.

The **Brookdale Foundation's 39th Annual Education Open Golf Tournament** is slated for Thursday, September 27th. Save the date card were mailed in March. The Ed Open Committee meets on May 22nd to begin planning for the event.

The **Brookdale Foundation** just received a \$10,000 grant from the Robert Sydney Needham Foundation to fund scholarships for the fall 2017 semester.

The **Brookdale Alumni Association** is participating in the OceanFirst Charity Challenge, an online "competition" for nonprofits in the OceanFirst market. Proceeds will benefit the "Helping Hands" program benefitting students who experience "food insecurity."

Poseidon Class of 2018 College Acceptances

Last Name	First Name	Colleges Accepted
Argant	Neomi	going to work at Meridian and take BCC nursing classes
Bennett	Reyne	Rutgers University, NJIT (Architecture program), Green Mountain University
Brown	Ty'Mirrah	Clark Atlanta University
Cenatus	Sharmine	going to work at Meridian and take BCC nursing classes
Cottrell	Maxine	State University of New York at Fredonia
Drake	Marielle	has enlisted in the US Army for June 2018
Gaulman	Star	Rutgers University, Temple University , Montclair University, Morgan State University
Gore	Brandon	Georgian Court University
Jean	Deborah	Rider University, Stockton University , William Patterson University
Jones	Kaiya	Montclair University, Seton Hall University, University of Maryland Eastern Shore, Norfolk University, Clark Atlanta University, Talladega College, Harris Stowe University, Shaw University, Spellman College
Mighty	Kaylia	Georgian Court University , Montclair University, William Paterson University, Rider University
Plummer	Carice	Winston Salem State University, Arizona State University, Rider University, Columbia College, Mary Baldwin University
Rodriguez	Antonio	Stockton University, Georgian Court University, Montclair University, Monmouth University
Rodriguez	Celeste	NJIT, TCNJ (Biomedical Engineering program)
Rodriguez	David	Rutgers University, Monmouth University
Saint Fleur	Christine	Montclair State University, Georgian Court University, William Patterson University, Stockton University, NJCU
Sanchez	Alex	undecided - possible Coast Guard?
Watson	Naima	Seton Hall University, William Patterson University, Rutgers University
Williams	Csakyeei	Morgan State University

BROOKDALE COMMUNITY COLLEGE

Board of Trustees Special Meeting Minutes - Purchases - Sewage Ejector Pumps Replacement

May 17, 2018

Brookdale Community College
Brookdale Lincroft
BAC 2nd Floor
President's Conference Room
Lincroft, NJ 07738

- I. Trustee Latonya Brennan called the meeting to order at 6 P.M. and the group made the Pledge of Allegiance.
- B. Ms. Gruskos read the following statement: "In compliance with the Open Public Meetings Act, N.J.S. 10:4-6 et seq., advance written notice of this meeting of the Board of Trustees was provided in the following manner:
 1. On May 14, 2018 , at 10:30 AM advance written notice of this meeting was posted at Brookdale Community College on the first floor of the Brookdale Administrative Center.
 2. On May 14, 2018, at 10:30 AM advance written notice of this meeting was emailed to *The Asbury Park Press* and *the Star Ledger* and filed with the Clerk of the County of Monmouth.

Roll Call:

Present	Trustees	Administration:
	Ms. Abby-White, Vice-Chair*	Ms. Cynthia Gruskos, Recorder
	Ms. Latonya Brennan, Trustee	
	Ms. Suzanne Brennan, Trustee*	
	Mr. Hank Cram, Trustee*	
	Mr. Paul Crupi, Trustee*	
	Dr. Carl Guzzo, Chair*	
	Mr. Bret Kaufmann, Trustee*	
	Dr. David M. Stout, Secretary	
	Dr. Les Richens, Trustee*	
Absent	Mr. Daniel F. Becht, Trustee	
	Ms. Madeline Ferraro, Trustee	
	Mr Austin Ridoux, Trustee	
	Ms. Marta Rambaud, Trustee	
College Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel*	
	*via conference call	

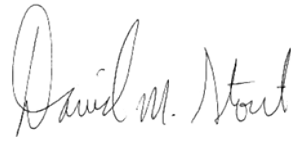
Topic and Discussion	Votes Taken	Action and Follow-up Actions
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Minutes of the Public Business Meeting, May 17, 2018
DRAFT

Page 1

Adoption of Agenda for Special Meeting – Purchases	<p>A motion to adopt the special meeting agenda was made by Trustee Richens and seconded by Vice-Chair Abby-White.</p> <p>Motion passed unanimously.</p>	
Public Comment on Agenda No public comment was made.		
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 (Attachment A)	<p>A motion to approve by resolution the purchases in excess of \$35,300 was made by Vice-Chair Abby-White and seconded by Trustee Crupi.</p> <p>YES: Trustees Abby-White, L. Brennan, S. Brennan, Cram Crupi, Kaufmann, Richens and Chair Guzzo.</p> <p>NO: None</p> <p>ABSTENTIONS: None</p> <p>Motion passed unanimously.</p>	
Public Comment on Agenda Items No Public Comment was made.		
IX. Adjournment <i>The meeting was adjourned at 6:15 p.m.</i>	<p>A motion to adjourn the meeting was made by Trustee Richens and seconded by Vice-Chair Abby-White.</p> <p>Motion passed unanimously.</p>	

Respectfully submitted:

A handwritten signature in cursive script that reads "David M. Stout". The signature is written in a dark ink and is positioned above the printed name.

David M. Stout, Ph.D., Secretary



BOARD OF TRUSTEES

General Functions

Administration

Human Resources

Finance & Facilities

Policy & Education

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

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of \$35,300. These proposed contracts have been bid in accordance with “County College Contracts Law,” N.J.S. Chapter 64A-Title 18A, and Board of Trustees’ Policy No. 4.2000, are under State contract or are legal exceptions to the Public Contracts Law.

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

This report was reviewed by the President and the Board of Trustees at a meeting held May 17, 2018.

May 17, 2018: Interim Executive Director Finance & ITS, Joseph Pingitore

RESOLUTION

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

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

WHEREAS, the Executive Director, Finance & IT has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

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

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

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

WHEREAS the College certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this resolution;

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

**Agenda for Purchases in Excess of \$35,300
May 17, 2018**

Board Item No.	Fund	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
1	Capital	Longo Electrical- Mechanical, Inc.	Sewage Ejector Pumps Replacement, Bid No. 18-29 / Notice was sent to 8 vendors, received 2 replies. This contract is for the sewage ejector pumps replacement at MAS and ATC Buildings and is funded by Chapter 12.	Bid	\$ 84,700.00

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 53 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires	Recommendations
Faculty	1
Administrative	1
Adjuncts	12
B. Reappointment of Executive Administration	10
C. Change of Status	Recommendations
Executive	2
Faculty	2
Administrative	15
Support Staff	3
D. Separations	Recommendations
Faculty	2
Administrative	1
Support Staff	4

A. HIRES**FACULTY**

1. Name: Jennifer O'Leary
Department: Nursing
Position: Instructor
Salary: \$58,677
Effective: 9/1/18

FACULTY DEGREE SUMMARY

Masters

1

ADMINISTRATIVE

1. Name: Stephen Fowler
Department: Vice President, Learning
Position: Instructional Designer, Title III Grant, grant-funded position
Salary: \$58,497 prorated from an annual base of \$63,815
Effective: 8/1/18 – 6/30/19

ADJUNCTS

1. Name: Jeffrey Bogdan
Department: Psychology
2. Name: Vernon Brikowski
Department: Computer Science
3. Name: Laura Carey
Department: Computer Science
4. Name: Samantha DeAlmeida
Department: Political Science
5. Name: Cecilia DeTaranto
Department: Computer Science
6. Name: Michael Lenehan
Department: Fitness
7. Name: Eva Leobold
Department: Fitness

- | | | |
|-----|-------------|------------------|
| 8. | Name: | Dana Majana |
| | Department: | Art |
| 9. | Name: | Warren Maloney |
| | Department: | Computer Science |
| 10. | Name: | Charles O’Gorman |
| | Department: | Accounting |
| 11. | Name: | Vijay Ramdeen |
| | Department: | Chemistry |
| 12. | Name: | Shamiha Shaikh |
| | Department: | Speech |

ADJUNCT DEGREE SUMMARY

Masters	Bachelors
11	1

B. REAPPOINTMENT OF EXECUTIVE ADMINISTRATION

Anoop Ahluwalia	Institute Dean	STEM
Williams Burns	Dean	Innovation & Learning
Jayne Edman	Institute Dean	Health Sciences
Patricia Gallo	Institute Dean	Business & Social Sciences
Nancy Kegelman	Associate Vice President	Planning & Institutional Effectiveness
Marie Lucier-Woodruff	Associate Vice President	Continuing & Professional Studies
Yesenia Madas	Campus Dean	Brookdale At Freehold
Matthew Reed	Vice President	Learning
Patricia Sensi	Associate Vice President	Human Resources & Organizational Safety
Anita Voogt	Executive Dean	HECs & K16

C. CHANGE OF STATUS**EXECUTIVE**

1. Name: Herbert Cohen
Department: Student Success
Position: Interim Vice President, Student Success
Action: Extension of temporary assignment
New Salary: \$130,048
Effective: 7/1/18, until further notice, but not later than 6/30/19
2. Name: Margaret Natter
Department: Humanities Institute
Position: Interim Institute Dean
Action: Change in status from faculty to interim executive level position through bona fide search
New Salary: \$108,215
Effective: 7/1/18 - 6/30/19

FACULTY

1. Name: Elana Maloney
Department: English
Position: Instructor
Action: Extension of temporary assignment
New Salary: \$58,677
Effective: 9/1/18 – 6/30/19
2. Name: Michelle Zuppe
Department: Hospitality Management
Position: Professor
Action: Change in department from Culinary Arts to Hospitality Management
New Salary: No change
Effective: 9/1/18

ADMINISTRATIVE

1. Name: Katelyn Amundson
Department: Athletics
Position: Interim Director
Action: Extension of interim assignment
New Salary: \$75,287
Effective: 7/1/18 until further notice, but not later than 6/30/19

2. Name: Danielle Basmagy
 Department: Career Pathways
 Position: Interim Program Administrator, Teacher Education
 Action: Change in status from support staff to interim administrative assignment
 New Salary: \$55,250
 Effective: 7/1/18, until filled, but not later than 6/30/19

3. Name: Laurie Bender
 Department: College Relations
 Position: Interim Executive Director
 Action: Interim assignment and a monthly stipend of \$370 for assuming additional responsibilities

 New Salary: \$5,935 prorated from an annual base of \$97,450 for FY18
 \$16,631 prorated from an annual be of \$99,789 for FY19
 Effective: 6/9/18 – 8/31/18

4. Name: Hilda Dudick
 Department: VP for Learning
 Position: Administrator
 Action: Extension of monthly stipend
 Effective: 7/1/18 – until further notice, but not later than 12/31/18

5. Name: James Episcopia
 Department: Auxiliary Services
 Position: Director
 Action: Monthly stipend of \$370 for assuming additional responsibilities
 Effective: 7/1/18 until further notice, but not later than 12/31/18

6. Name: Eleanor Horgan
 Department: Enrollment Management
 Position: Interim Director, Advising & Counseling Services
 Action: Extension of interim administrative assignment
 New Salary: \$103,982
 Effective: 7/1/18 until further notice, but not later than 6/30/19

7. Name: Edward Johnson
 Department: Governmental & Community Relations
 Position: Executive Director
 Action: Reorganization
 New Salary: \$97,749
 Effective: 7/1/18

8. Name: Teresa Manfreda
 Department: Finance & Operations
 Position: Interim Director, Finance and Operations
 Action: Interim assignment
 New Salary: \$88,863
 Effective: 7/1/18 – until further notice, but not later than 6/30/19

9. Name: Gregory Menza
 Department: Career Pathways
 Position: Program Administrator/Monmouth County One-Stop Liaison
 Action: Grant-funded non-renewal rescinded and transfer to temporary grant-funded position
 New Salary: \$56,165
 Effective: 7/1/18 through 12/31/18 or end of assignment whichever is earlier

10. Name: Nancy O'Shea
 Department: Enrollment Management
 Position: Interim Director, One-Stop
 Action: Extension of temporary assignment
 New Salary: \$75,286
 Effective: 7/1/18, until further notice, but not later than 6/30/19

11. Name: Joan Scocco
 Department: Continuing & Professional Studies
 Position: Director of Operations
 Action: Extension of monthly stipend
 Effective: 7/1/18 – until further notice, but not later than 12/31/18

12. Name: Marian Smith
Department: Continuing & Professional Studies
Position: Program Manager
Action: Extension of monthly stipend
Effective: 7/1/18 – until further notice, but not later than 12/31/18
13. Name: Scott Shanes
Department: Continuing & Professional Studies
Position: Program Administrator, Healthcare Training
Action: Change in assignment from a temporary grant-funded position, to a regular position through bona fide search
New Salary: \$56,165
Effective: 7/1/18
14. Name: Tricia Taylor
Department: Athletics
Position: Acting Assistant Director
Action: Extension of temporary assignment
New Salary: \$29,367 prorated from an annual base of \$58,734
Effective: 7/1/18 until further notice, but not later than 12/31/18
15. Name: Myrna Wright
Department: Continuing & Professional Studies
Position: Case Manager, Workfirst New Jersey
Action: Grant-funded non-renewal rescinded; transfer to temporary grant-funded position, pending grant fund continuance
New Salary: \$51,944
Effective: 7/1/18 through 6/30/19 or end of assignment whichever is earlier

SUPPORT STAFF

1. Name: Edward Johnson
Department: Physical Plant
Position: Senior Specialist, HVAC
Action: Extension of temporary position
New Salary: \$40,693
Effective: 7/1/18 until further notice, but not later than 6/30/19

2. Name: Nilufer Onder
 Department: Events Management
 Position: Specialist, Conference Facility Services
 Action: Extension of temporary assignment
 Effective 7/1/18 until further notice, but not later than 6/30/19

3. Name: Helen Vota
 Department: Office of Health Sciences
 Position: Senior Office Assistant
 Action: End of temporary assignment and reduction in force placement to Senior Office Assistant, Health Sciences
 Effective: 7/1/18

C. SEPARATIONS**FACULTY**

1. Name: Stephen Probert
 Department: Counseling
 Position: Professor
 Action: Retirement
 Effective: 12/31/18

2. Name: Bonnie Ross
 Department: Nursing
 Position: Associate Professor
 Action: Resignation
 Effective: 6/30/18

ADMINISTRATIVE

1. Name: Joseph Pingitore
 Department: Finance & Operations
 Position: Interim Executive Director, Finance
 Action: Resignation
 Effective: 6/30/18

SUPPORT STAFF

1. Name: Richard Anderson
 Department: Teaching & Learning Center
 Position: Learning Space Specialist
 Action: Retirement
 Effective: 7/31/18

- 2 .Name: Cindy Berman
 Department: Continuing & Professional Studies
 Position: Associate, Healthcare Training
 Action: End of temporary part-time grant-funded position
 Effective: 6/30/18

3. Name: Heather Chewning
 Department: Payroll
 Position: Payroll Specialist
 Action: Resignation
 Effective: 6/1/18

4. Name: Joseph Sanpietro
 Department: Brookdale at Neptune
 Position: Student Assistant
 Action: Resignation
 Effective: 6/30/18

**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 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 gift has been accepted and acknowledged for Brookdale Community College by the President:

DATE	DONOR	ITEM
6/1/18	Ms. Lillian Livingston 27 Highland Drive Manalapan, NJ 07726	Donation of a top quality concert grand piano for use in student and faculty concerts, in the classroom, and for demonstrations.

2.2 Application for Grants

Executive Summary

New Jersey Department of Labor and Workforce Development Integrated Adult Basic Skills, English Literacy & Civics Education Grant Program

Brookdale submitted a proposal to the New Jersey Department of Labor and Workforce Development under its Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program on May 24, 2018. Funding for the program will provide continued support for the development, improvement, and delivery of adult education and literacy programs to approximately 600 students throughout the county.

Brookdale has served as the lead agency for the Monmouth County Adult Basic Skills Consortium for over twenty years. Consortium agencies include: (1) Literacy Volunteers-Monmouth County; (2) Monmouth County Vocational School District; (3) Community Affairs and Resource Center; and (4) Ladacin Network, Inc. In addition to serving as lead agency, the College will provide direct services to over 300 individuals in Adult Basic Education (ABE), English as a Second Language (ESL), Civics Education and General Educational Development (GED). Brookdale's direct services are available at Long Branch, Hazlet, Freehold and Neptune Higher Education Centers. Linda Roma, Director of Adult Basic Education, will administer the program.

The total grant request is **736,740** The college provides a contribution of \$123,601 for a total of \$ 860,341.

Monmouth County Arts Council (MCAC) Monmouth Arts-ArtHelps General Operating Support for Brookdale Public Radio

Brookdale submitted a proposal to the Monmouth County Arts Council (MCAC), under their Monmouth Arts-ArtHelps program. Funds would provide general operating support to 90.5 The Night – Brookdale Public Radio – to continue serving the Monmouth County community with news, information, and entertainment at the same providing a vehicle for promotion for other local groups and organizations. The Radio station is in operation all day, every day of the year. Kristin Florio, Manager of Sales and Development at 90.5 The Night, will administer the program.

The grant request is for **\$20,000** with a required dollar-for-dollar match, which will be met through the radio station's operating budget and funds raised through membership drives.

Recommendation:

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

June 26, 2018: Director of Grants and Institutional Development, Laura Qaissaunee



BOARD OF TRUSTEES AGENDA

1 General Functions

2 Administration

3 Human Resources

4 Business & Finance

**2.1 Acceptance of Grants
Executive Summary****GENCYBER Program**

Brookdale has been awarded 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 Security education. Brookdale will host two week-long GenCyber Jersey Blues Summer Camps in June and July 2018, targeting forty high-school-age students from traditionally under-represented minority populations. Campers will participate in hands-on and lab activities which support Cyber Security education. The project will be administered by Michael Qaissaunee, Department Chair, Engineering and Technologies.

The total grant award is **\$64,089.43** and does not require a match from the college.

Rutgers University**New Jersey Space Consortium Grant**

Rutgers University has awarded additional funding to Brookdale through their New Jersey Space Consortium Grant. Funds will be used to support extra tutoring services for STEM students and NASA Scholars. The project is under the direction of Gitanjali Kundu, Associate Professor of Biology.

The total grant award is \$1,700 and requires an dollar-for-dollar match, which will be satisfied by providing additional tutoring services to STEM students.

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.

June 26, 2018: Director of Grants and Institutional Development, Laura Qaissaunee

RESOLUTION

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

	<u>Amount</u>
GenCyber NSA and NSF	\$64,089.43
Rutgers University New Jersey Space Consortium Grant	\$1,700

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 Interim President to accept the grant funds listed above and to sign the funding notification forms and any appropriate amendments thereto.

June 26, 2018: Director of Grants and Institutional Development, Laura Qaissaunee

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

Enclosed is a resolution with an attached list indicating proposed Public Contracts for Brookdale Community College in excess of \$35,300. These proposed contracts have been bid in accordance with "County College Contracts Law," N.J.S. Chapter 64A-Title 18A, and Board of Trustees' Policy No. 4.2000, are under State contract or are legal exceptions to the Public Contracts Law.

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

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 18, 2018.

June 26, 2018: Interim Executive Director Finance & ITS, Joseph Pingitore

RESOLUTION

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

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

WHEREAS, the Executive Director, Finance & IT has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

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

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

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

WHEREAS the College certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this resolution;

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

Agenda for Purchases in Excess of \$35,300

June 26, 2018

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
1	***See attached list of pre-approved vendors	Architectural, Engineering and Other Professional Services, RFQ No. 01-2019 / Notice was sent to 60 firms, received 31 replies. This is a one year contract for pre-qualified firms to provide architectural, engineering and other professional services. These contracts will be funded by various capital budgets.	RFQ	
2	Gillespie Group, Inc.	Flooring Replacement / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for flooring replacement in LAH for the Rutgers areas and CVA for the Humanities Department. This contract is funded by Chapter 12.	Exempt	\$ 130,521.00
3	Fraytak, Veisz, Hopkins, Duthie, P.C.	Professional Engineering Services, RFQ No. 01-2016 / This contract is for professional engineering and consulting services for partial roof replacements, roof repairs, and storm water drainage design for various buildings on the Lincroft Campus. This contract is funded by Chapter 12.	RFQ	\$ 39,750.00
4	T & M Associates	Professional Engineering Services / Exempt 18A:64A-25.5.a.(1) (Professional services). This contract is for professional engineering services for the replacement of the air-cooled chillers at LAH and CVA and is funded by Chapter 12.	Exempt	\$ 97,000.00
5	T & M Associates	Professional Engineering Services / Exempt 18A:64A-25.5.a.(1) (Professional services). This contract is for professional engineering services for the LED Lighting Project and is funded by Chapter 12.	Exempt	\$ 101,900.00
6	Dell	Computers / Exempt 18A:64A.25.9 (State Contract). This State contract is for FY19 purchases of Dell computers and is funded by the IT Budget and various departments. FY18 \$348,963.	Exempt	\$ 350,000.00 *

7	Apple Inc.	Computers / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for FY19 purchases of Apple computers and products and is funded by the IT Budget and various departments. FY18 \$42,691.	Exempt	\$ 75,000.00 *
8	Insurance Restoration Specialists, Inc.	Remediation Services / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This contract is for the remediation services in the basement of the Freehold building due to water damage and is funded by insurance.	Exempt	\$ 27,146.25
Operating				
9	Konica Minolta Business Solutions USA, Inc.	Copier Services / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a 5 year contract for the lease of copiers and is funded by the Printing Services Budget. FY14 - FY18 \$638,540.40.	Exempt	\$ 625,574.40
10	Konica Minolta Business Solutions USA, Inc.	Maintenance, Supplies, Print Management for Copiers and Printers / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract with an option for renewal up to 5 years for the maintenance, supplies and print management services for the copiers and printers. This contract is funded by the Printing Services Budget. FY18 \$126,000.	Exempt	\$ 114,328.80
11	Allied Account Services, Inc.; HS Financial Group, LLC; RTR Financial Services, Inc.	Student Account Collection Services, RFP No. 11-18 / Notice was sent to 25 vendors, received 12 replies. This is a one year contract with an option for a 2nd year renewal for student accounts placed into collection for non-payment of tuition and fees. These contracts are funded by the Operating Budget. FY18 \$125,000.	RFP	\$ 125,000.00 *
12	Property & Liability Insurance - Item pulled for further review.		RFP	

13	N.J. Community College Insurance Pool	Workers Compensation Insurance / Exempt 18A:64A-25.5.a.(11) (Insurance). This contract is for workers compensation insurance and is funded by the Operating Budget. FY18 \$295,955.	Exempt	\$	275,065.00
14	PeopleAdmin Inc.	Software License for Applicant Tracking / Exempt 18A:64A-25.5.a.(19) (Proprietary Software). This contract is for the annual renewal of the software license used by Human Resources to track job applicants' information and is funded by the Human Resources Budget. FY18 \$25,389.70.	Exempt	\$	27,420.85
15	Innovative Risk Solutions, Inc.; Meeker Sharkey & Hurley; Brown & Brown Metro, LLC	Employee Benefits Consultancy Services, RFQ No. 05-2018 / This is the 2nd year of the contract with an option for a 3rd year renewal to provide consulting services for health related insurance coverage to include medical, prescription, dental and/or disability. These contracts will be funded by the Human Resources Budget.	RFQ		
16	Cleary, Giacobbe, Alfieri, Jacobs, LLC	College Counsel, RFP No. 08-18 / Notice was sent to 8 firms, received 4 replies. This is a one year contract with an option for a 2nd year renewal for college counsel services and is funded by the Operating Budget. FY18 YTD \$103,755.25.	RFP		\$175/hr
17	Rainone, Coughlin, Minchello - Attorneys at Law	Special and Conflict Counsel, RFP No. 09-18 / Notice was sent to 10 firms, received 7 replies. This is a one year contract with an option for a 2nd year renewal for special and conflict counsel services and is funded by the Operating Budget.	RFP		\$175/hr
18	Cleary, Giacobbe, Alfieri, Jacobs, LLC	College Labor Counsel, RFP No. 09-18 / Notice was sent to 10 firms, received 7 replies. This is a one year contract with an option for a 2nd year renewal for college labor counsel services and is funded by the Operating Budget. FY18 YTD \$40,980.	RFP		\$ 175/hr
19	Winning Strategies Washington	Professional Representation with Federal Departments, Agencies and Congress to Secure Federal Grant Funding, RFP No. 10-18 / Notice was sent to 8 firms, received 1 reply. This is a one year contract with an option for a 2nd year renewal for professional representation with federal departments/agencies and Congress to secure federal grant funding. This contract is funded by the Operating Budget. FY18 \$36,000.	RFP	\$	36,000.00

20	F.W. Webb, Grant Supply Division	Plumbing Supplies / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the supply and delivery of plumbing supplies through the Monmouth County Purchasing Co-op Contract and is funded by the Facilities Budget. FY18 YTD \$9,867. FY17 \$32,241.	Exempt	\$	30,000.00	*
21	Cooper Freidman Electric Supply Co.	Electrical Supplies / Exempt 18A:64A-25.10 (Joint purchases by county colleges, municipalities or counties; authority). This is a one year contract for the supply and delivery of electrical supplies through the Monmouth County Purchasing Co-op Contract and is funded by the Facilities Budget. FY18 YTD \$16,061. FY17 \$19,510.	Exempt	\$	30,000.00	*
22	NCS Pearson, Inc.	Exam Forms / Exempt 18A:64A-25.5.a.(3) (Materials or supplies which are not available from more than one potential bidder; included without limitation materials or supplies which are patented or copyrighted). This contract is for the supply and delivery of CompTIA exam vouchers for A + and Network + Certificates and is funded by CPS Revenue Generating Programs. FY18 YTD \$5,150.	Exempt	\$	18,040.00	
23	Automated Building Controls, Inc.	Building Automation and Control System Service and Maintenance, Bid No. 18-30 / Notice was sent to 24 vendors, received 4 replies. This is a one year contract with an option for a 2nd year renewal for building automation and control system service and maintenance. This contract is funded by the Facilities Budget. FY18 YTD \$185,880.	Bid	\$	213,460.00	
24	Intersection	Student Recruitment Advertising / Exempt 18:64A-25.5.a.(20) (Recruitment and advertising). These contracts are for print, internet, outdoor and television recruitment advertising for FY19. These contracts are funded by the Institutional Marketing Budget. FY18 YTD \$109,564.	Exempt	\$	89,000.00	
Grants						
25		Constituent Relationship Management (CRM) Item Pulled for further review	Exempt	\$	139,322.00	

* Estimated expense based on historical data

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

Asbestos Consultant

Brinkerhoff Environmental
 Fraytak Veisz Hopkins Duthie
 Maser Consulting
 PARS Environmental
 T&M Associates
 Tokarski & Millemann

Bidding

Clarke Canton Hintz
 (DRG) Design Resources Group Architects
 DMR Architects
 EI Associates
 Element Architectural Group
 Enovate Engineering
 Feinberg & Associates
 Fraytak Veisz Hopkins Duthie
 Marin Architects
 Maser Consulting
 Michael Graves Architectural Design
 Mott MacDonald
 The Musial Group
 PARS Environmental
 (PS&S) Paulus, Sokolowski & Sartor
 Parette Somjen Architects
 Posen Architects
 SSP Architectural Group
 Spiegle Architectural Group
 Settembrino Architects
 Sonnefeld & Trocchia
 T&M Associates
 Tokarski & Millemann
 USA Architects

Building Commissioning

Fraytak Veisz Hopkins Duthie
 Posen Architects
 Settembrino Architects
 Tokarski & Millemann

Civil Engineering

CME Associates
 EI Associates
 Element Architectural Group
 Fraytak Veisz Hopkins Duthie
 Maser Consulting
 PARS Environmental
 (PS&S) Paulus, Sokolowski & Sartor
 Settembrino Architects
 Suburban Consulting Engineers
 T&M Associates
 Tokarski & Millemann

Construction Administration

Clarke Canton Hintz
 (DRG) Design Resources Group Architects
 DMR Architects
 EI Associates
 Element Architectural Group
 Enovate Engineering
 Feinberg & Associates
 Fraytak Veisz Hopkins Duthie
 Marin Architects
 Maser Consulting
 Michael Graves Architectural Design
 Morgan Construction Mgmt.
 Mott MacDonald
 The Musial Group
 PARS Environmental
 (PS&S) Paulus, Sokolowski & Sartor
 Parette Somjen Architects
 Posen Architects
 SSP Architectural Group
 Spiegle Architectural Group
 Settembrino Architects
 Sonnefeld & Trocchia
 T&M Associates
 Tokarski & Millemann
 USA Architects

Construction Documents

Clarke Canton Hintz
 (DRG) Design Resources Group Architects
 DMR Architects
 EI Associates
 Element Architectural Group
 Feinberg & Associates
 Fraytak Veisz Hopkins Duthie
 Marin Architects
 Maser Consulting
 Michael Graves Architectural Design
 Mott MacDonald
 The Musial Group
 PARS Environmental
 (PS&S) Paulus, Sokolowski & Sartor
 Parette Somjen Architects
 Posen Architects
 SSP Architectural Group
 Spiegle Architectural Group
 Settembrino Architects
 Sonnefeld & Trocchia
 T&M Associates
 Tokarski & Millemann
 USA Architects
Construction Feasibility
 Clarke Canton Hintz
 (DRG) Design Resources Group Architects
 DMR Architects
 EI Associates
 Element Architectural Group
 Fraytak Veisz Hopkins Duthie
 Maser Consulting
 Mott MacDonald
 PARS Environmental
 (PS&S) Paulus, Sokolowski & Sartor
 Parette Somjen Architects
 SSP Architectural Group
 Spiegle Architectural Group
 Settembrino Architects
 Suburban Consulting Engineers
 T&M Associates
 Tokarski & Millemann
 USA Architects

Construction Mgmt. Svcs.

CME Associates
 El Associates
 Element Architectural Group
 Enovate Engineering
 Fraytak Veisz Hopkins Duthie
 Maser Consulting
 Morgan Construction Mgmt.
 PARS Environmental
 Parette Somjen Architects
 Settembrino Architects
 T&M Associates
 Tokarski & Millemann

Design Development

Clarke Canton Hintz
 (DRG) Design Resources Group Architects
 DMR Architects
 El Associates
 Element Architectural Group
 Feinberg & Associates
 Fraytak Veisz Hopkins Duthie
 Marin Architects
 Maser Consulting
 Michael Graves Architectural Design
 Mott MacDonald
 The Musial Group
 (PS&S) Paulus, Sokolowski & Sartor
 Parette Somjen Architects
 Posen Architects
 SSP Architectural Group
 Spiezle Architectural Group
 Settembrino Architects
 Sonnefeld & Trocchia
 Tokarski & Millemann
 USA Architects

Electrical Engineering

(DRG) Design Resources Group Archite
 El Associates
 Element Architectural Group
 Fraytak Veisz Hopkins Duthie
 Maser Consulting
 (PS&S) Paulus, Sokolowski & Sartor
 Settembrino Architects
 Suburban Consulting Engineers
 T&M Associates
 Tokarski & Millemann

Field Verification

Clarke Canton Hintz
 (DRG) Design Resources Group Archite
 DMR Architects
 El Associates
 Element Architectural Group
 Enovate Engineering
 Feinberg & Associates
 Fraytak Veisz Hopkins Duthie
 Maser Consulting
 Michael Graves Architectural Design
 Mott MacDonald
 (PS&S) Paulus, Sokolowski & Sartor
 Spiezle Architectural Group
 Settembrino Architects
 Sonnefeld & Trocchia
 T&M Associates
 Tokarski & Millemann
 USA Architects

Industrial Hygiene

Brinkerhoff Environmental
 Fraytak Veisz Hopkins Duthie
 Maser Consulting
 Mott MacDonald
 PARS Environmental
 T&M Associates
 Tokarski & Millemann

Interior Design

Clarke Canton Hintz
 (DRG) Design Resources Group Architects
 DMR Architects
 El Associates
 Element Architectural Group
 Feinberg & Associates
 Fraytak Veisz Hopkins Duthie
 Marin Architects
 Michael Graves Architectural Design
 The Musial Group
 (PS&S) Paulus, Sokolowski & Sartor
 Parette Somjen Architects
 Posen Architects
 SSP Architectural Group
 Spiezle Architectural Group
 Settembrino Architects
 Tokarski & Millemann
 USA Architects

Land Surveying

CME Associates
 Element Architectural Group
 Enovate Engineering
 Fraytak Veisz Hopkins Duthie
 Maser Consulting
 (PS&S) Paulus, Sokolowski & Sartor
 Settembrino Architects
 Suburban Consulting Engineers
 Tokarski & Millemann

Landscape Architecture

Clarke Canton Hintz
 CME Associates
 Edgewater Design
 Element Architectural Group
 Fraytak Veisz Hopkins Duthie
 Maser Consulting
 Mott MacDonald
 The Musial Group
 PARS Environmental
 (PS&S) Paulus, Sokolowski & Sartor

Spiezle Architectural Group
Settembrino Architects
Suburban Consulting Engineers
T&M Associates
Tokarski & Millemann

Mechanical Engineering

(DRG) Design Resources Group Architects
El Associates
Element Architectural Group
Fraytak Veisz Hopkins Duthie
Maser Consulting
The Musial Group
(PS&S) Paulus, Sokolowski & Sartor
Settembrino Architects
T&M Associates
Tokarski & Millemann

MEP/Energy

(DRG) Design Resources Group Architects
El Associates
Element Architectural Group
Fraytak Veisz Hopkins Duthie
Maser Consulting
The Musial Group
(PS&S) Paulus, Sokolowski & Sartor
Settembrino Architects
T&M Associates
Tokarski & Millemann

Mold Consultant

Brinkerhoff Environmental
Fraytak Veisz Hopkins Duthie
Maser Consulting
PARS Environmental
T&M Associates
Tokarski & Millemann

Onsite Construction Management

CME Associates
El Associates
Element Architectural Group
Fraytak Veisz Hopkins Duthie
Maser Consulting
Morgan Construction Mgmt.
PARS Environmental
Settembrino Architects
T&M Associates
Tokarski & Millemann

Plumbing/Fire Protection Engineering

(DRG) Design Resources Group Architects
El Associates
Element Architectural Group
Fraytak Veisz Hopkins Duthie
Maser Consulting
(PS&S) Paulus, Sokolowski & Sartor
Settembrino Architects
T&M Associates
Tokarski & Millemann

Programming/Needs Assessment

Clarke Canton Hintz
(DRG) Design Resources Group Architects
DMR Architects
El Associates
Element Architectural Group
Feinberg & Associates
Fraytak Veisz Hopkins Duthie
Marin Architects
Maser Consulting
Michael Graves Architectural Design
Mott MacDonald
The Musial Group
PARS Environmental
(PS&S) Paulus, Sokolowski & Sartor
Parette Somjen Architects
Posen Architects
SSP Architectural Group
Spiezle Architectural Group

Settembrino Architects
Sonnefeld & Trocchia
Tokarski & Millemann
USA Architects

Roofing

(DRG) Design Resources Group Architects
El Associates
Element Architectural Group
Fraytak Veisz Hopkins Duthie
Mott MacDonald
(PS&S) Paulus, Sokolowski & Sartor
SSP Architectural Group
Settembrino Architects
Tokarski & Millemann
USA Architects

Schematic Design

Clarke Canton Hintz
(DRG) Design Resources Group Architects
DMR Architects
El Associates
Element Architectural Group
Feinberg & Associates
Fraytak Veisz Hopkins Duthie
Maser Consulting
Michael Graves Architectural Design
Mott MacDonald
The Musial Group
(PS&S) Paulus, Sokolowski & Sartor
Parette Somjen Architects
Posen Architects
SSP Architectural Group
Spiezle Architectural Group
Settembrino Architects
Sonnefeld & Trocchia
Tokarski & Millemann
USA Architects

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

Payments made to vendors, students, and employees in the month of May totaled \$2,591,263.60. 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 June 18, 2018.

June 26, 2018: Interim Executive Director, Finance & IT Joseph Pingitore



4.1 Monthly Dashboard Summary

Month Ending April 30, 2018

<u>Exhibit</u>	<u>Monthly Reports</u>	<u>Page #</u>
A	Cash	2
B	Operating Revenue Report	3
C	Operating Expenditure Report	4
D	Current Year vs. Prior Year	5
E	Projections (#1 and #2)	6
F	Auxiliary Fund Report	7
G	ASBCC Fund Report	8-9
H	Capital Fund Report	10
	<u>Financial Statements</u>	
B-1	Balance Sheet	13
B-2	Income Statement	14
B-3	Budgetary Comparison Schedule	15-18

Prepared by Holman Frenia Allison P.C.

Cash Balance Analysis

	FY16	FY17	FY18
July	8,690,966.52	3,924,507.00	8,467,104.38
August	12,975,549.79	5,257,967.16	10,794,724.59
September	9,877,698.58	14,230,855.98	8,116,282.16
October	17,120,989.56	10,034,966.35	12,704,404.96
November	13,016,350.05	5,881,692.09	12,851,711.00
December	11,686,611.54	5,813,306.39	9,253,180.00
January	15,380,777.32	10,936,117.45	13,533,588.30
February	15,038,852.73	12,352,432.38	12,149,359.50
March	17,305,625.98	7,804,144.44	10,721,561.17
April	14,070,405.87	7,677,357.19	12,993,416.87
May	10,565,164.81	7,240,211.55	
June	5,051,778.69	5,718,427.39	

Note: These cash balances include capital, auxiliary and ASBCC combined.

OPERATING REVENUE REPORT
As of April 30, 2018

	BUDGET	YTD ACTUAL	PRIOR YEAR	BALANCE
State of New Jersey	10,446,940	8,617,406	8,625,720	(1,829,534)
County of Monmouth	20,027,019	16,689,183	16,689,183	(3,337,837)
	30,473,959	25,306,588	25,314,903	(5,167,371)
Student Tuition:				
Summer III	1,087,350	998,482	1,076,883	(88,868)
Fall and Winter	19,094,118	19,116,196	19,010,748	22,078
Spring	16,840,981	16,503,782	16,394,978	(337,199)
Summer I & II	3,195,895	2,571,805	2,469,943	(624,090)
Prior Year Tuition Adj	2,954	(305)	3,259	(3,259)
	40,221,298	39,189,961	38,955,811	(1,031,337)
Fees:				
General Service Fee	8,791,423	8,530,909	7,924,299	(260,514)
Application Fee	173,000	118,686	131,821	(54,314)
Installment Plan Fee	280,000	221,228	157,822	(58,772)
LAB Fees	2,071,000	1,767,580	1,110,357	(303,420)
Late Fees	25,400	49,400	21,275	24,000
Transcript Fee	82,000	62,934	67,640	(19,066)
Other	2,400	27,428	20,075	25,028
	11,425,223	10,778,164	9,433,288	(647,059)
Continuing & Prof Studies:				
Contract Training Direct Pay**	3,200,000	243,473	71,691	(2,956,527)
New Pathways to Teaching		81,933	162,914	81,933
Healthcare Services		697,353	518,541	697,353
Business & Career Training		263,546	296,135	263,546
Computer Training		192,239	190,353	192,239
CTE Grant		165,913	262,001	165,913
Sandy Hook		45,335	58,083	45,335
Trips / Excursions		267,232	221,408	267,232
Misc. Open Enrollment Programs		327,585	421,029	327,585
Summer Adventure Camps		340,054	339,275	340,054
Academic and Career Transitions Institute		28,127	-	28,127
Fitness		147,482	146,734	147,482
	3,200,000	2,800,271	2,688,165	(399,729)
Miscellaneous:				
Indirect Cost Recovery	327,308	199,664	207,997	(127,644)
Other Departmental Revenue	45,000	25,188	11,797	(19,812)
Miscellaneous	100,000	101,258	21,038	1,258
General Performances	65,000	41,958	46,143	(23,042)
International Center	200,000	255,859	149,144	55,859
Summer Sports Camp	40,000	36,076	49,160	(3,924)
	777,308	660,003	485,278	(117,305)
Total	\$ 86,097,788	\$ 78,734,987	\$ 76,877,445	\$ (7,362,801)

**Per Finance Office, there is no breakout of the \$3,200,000

OPERATING EXPENDITURE REPORT
As of April 30, 2018

	BUDGET	YTD ACTUAL	PRIOR YEAR	COMMITTED	BALANCE
Capital Outlay	\$ 900	\$ 59,412	97,351	\$ -	\$ (58,512)
TIP/TECH	2,715,000	2,046,325	2,255,912	386,719	281,955
Debt Service	3,272,307	2,639,196	2,727,654	-	633,111
Learning Division	34,029,697	25,723,043	25,512,395	4,993,460	3,313,194
Benefits	15,631,559	10,967,992	10,662,710	182,468	4,481,099
Finance & Operations	9,194,817	7,799,160	6,997,362	1,885,791	(490,133)
Student Success Div	6,039,419	4,693,559	4,570,363	947,985	397,875
General Expenses	4,463,693	3,188,632	3,381,495	223,093	1,051,968
Continuing & Prof. Serv.	3,108,806	2,517,172	2,647,887	383,234	208,400
Utilities	2,574,414	2,220,145	2,426,865	735,564	(381,295)
Human Resources & Safety	2,346,398	1,680,950	1,728,528	371,175	294,273
Planning & Inst. Effectiveness	501,107	364,795	409,404	63,346	72,965
President & BOT	382,404	277,959	419,127	47,672	56,772
Advancement Div	1,466,164	1,054,939	1,082,640	221,994	189,231
Capital Reserve	369,603	-	-	-	369,603
	<u>\$ 86,096,288</u>	<u>\$ 65,233,279</u>	<u>\$ 64,919,696</u>	<u>\$ 10,442,501</u>	<u>\$ 10,420,507</u>
Salaries & Wages	\$ 47,946,629	\$ 37,039,560	\$ 7,151,354	\$ 7,151,354	\$ 3,755,715
Other Expenses	38,149,659	28,193,719	57,768,342	3,291,148	6,664,792
	<u>\$ 86,096,288</u>	<u>\$ 65,233,279</u>	<u>\$ 64,919,696</u>	<u>\$ 10,442,501</u>	<u>\$ 10,420,507</u>

Current Year vs. Prior Year

	Current Year 04/30/18	Prior Year 04/30/17	CHANGE	% CHANGE
ENROLLMENT				
Credit FTE	8,906	9,236	(330)	-3.6%
OPERATING REVENUE				
State of New Jersey	8,617,406	8,625,720	(8,314)	-0.1%
County of Monmouth	16,689,183	16,689,183	-	0.0%
Student Tuition	39,189,961	38,955,811	234,150	0.6%
Fees	10,778,164	9,433,288	1,344,876	14.3%
Continuing & Prof Studies	2,800,271	2,688,165	112,106	4.2%
Miscellaneous	660,003	485,278	174,725	36.0%
	78,734,987	76,877,445	1,857,542	2.4%
OPERATING EXPENDITURES				
Capital Outlay	59,412	97,351	37,939	39.0%
TIP/TECH	2,046,325	2,255,912	209,587	9.3%
Debt Service	2,639,196	2,727,654	88,459	3.2%
Learning Division	25,723,043	25,512,395	(210,647)	-0.8%
Benefits	10,967,992	10,662,710	(305,282)	-2.9%
Finance & Operations	7,799,160	6,997,362	(801,797)	-11.5%
Student Success Div	4,693,559	4,570,363	(123,196)	-2.7%
General Expenses	3,188,632	3,381,495	192,863	5.7%
Continuing & Prof. Serv.	2,517,172	2,647,887	130,715	4.9%
Utilities	2,220,145	2,426,865	206,721	8.5%
Human Resources & Safety	1,680,950	1,728,528	47,578	2.8%
Planning & Inst. Effectiveness	364,795	409,404	44,608	10.9%
President & BOT	277,959	419,127	141,167	33.7%
Advancement Div	1,054,939	1,082,640	27,701	2.6%
	65,233,279	64,919,696	(313,584)	-0.5%
AUXILIARY:				
Receipts	4,368,585	5,050,819	(682,233)	-13.5%
Disbursements	4,065,537	4,437,187	(371,650)	-8.4%
Profit/ (Loss) - Auxiliary	303,049	613,632	(310,583)	-5.1%

Positive (Negative) from prior year **\$ 1,233,375**

PROJECTIONS #1 As of April 30, 2018

	Budget	Actuals as of April 30, 2018	TOTAL PROJECTED	Projected (Shortfall) / Excess	% (Shortfall) /Excess
Revenues:					
State	10,446,940	8,617,406	10,324,066	(122,874)	-1.2%
County	20,027,019	16,689,183	20,027,019		0.0%
Tuition	40,221,298	39,189,961	39,789,961	(431,337)	-1.1%
Fees	11,425,223	10,778,164	10,796,095	(629,128)	-5.5%
Continuing & Prof. Serv.	3,200,000	2,800,271	3,200,000	-	0.0%
Other Income	777,308	660,003	761,790	(15,518)	-2.0%
Total Revenue	86,097,788	78,734,987	84,898,931	(1,198,857)	-1.39%

Expenditures:					
Capital Outlay	900	59,412	57,533	(56,633)	-6293%
TIP/TECH	2,715,000	2,046,325	2,715,000	-	0.0%
Debt Service	3,272,307	2,639,196	3,273,856	(1,549)	0.0%
Learning Division	34,029,697	25,723,043	32,716,257	1,313,440	3.9%
Benefits	15,631,559	10,967,992	15,040,297	591,262	3.8%
Finance & Operations	9,194,817	7,799,160	10,025,288	(830,471)	-9.0%
Student Success Div	6,039,419	4,693,559	6,002,286	37,133	0.6%
General Expenses	4,463,693	3,188,632	4,297,350	166,343	3.7%
Continuing & Prof. Serv.	3,108,806	2,517,172	3,072,092	36,714	1.2%
Utilities	2,574,414	2,220,145	2,666,675	(92,261)	-3.6%
Human Resources & Safety	2,346,398	1,680,950	2,125,837	220,561	9.4%
Planning & Inst. Effectiveness	501,107	364,795	451,618	49,489	9.9%
President & BOT	382,404	277,959	369,088	13,316	3.5%
Advancement Div	1,466,164	1,054,939	1,412,239	53,925	3.7%
Capital Reserve Transfer	369,603	-	-	369,603	100.0%
Total Expenditures	86,096,288	65,233,279	84,225,415	1,870,873	2.17%

Projected Surplus - Operating **\$ 673,515**

Surplus to date - Auxiliary Fund

\$ 300,544

Total Projected Surplus

\$ 974,059

**Goal
Over/(Under)**

**\$ 1,000,000
(25,941)**

Projection is very conservative. Assumes most of the budget will be expended by year end.

PROJECTIONS #2 As of April 30, 2018

	Actuals as of April 30, 2018	May - June Projections	TOTAL PROJECTED
Revenues:			
State	8,617,406	1,706,660	10,324,066
County	16,689,183	3,337,837	20,027,019
Tuition	39,189,961	600,000	39,789,961
Fees	10,778,164	17,931	10,796,095
Continuing & Prof. Serv.	2,800,271	399,729	3,200,000
Other Income	660,003	101,787	761,790
Total Revenue	78,734,987	6,163,944	84,898,931

Expenditures:			
Capital Outlay	59,412		59,412
TIP/TECH	2,046,325	665,995	2,712,321
Debt Service	2,639,196	634,660	3,273,856
Learning Division	25,723,043	6,435,194	32,158,237
Benefits	10,967,992	4,145,140	15,113,132
Finance & Operations	7,799,160	1,825,950	9,625,109
Student Success Div	4,693,559	1,017,595	5,711,153
General Expenses	3,188,632	1,088,902	4,277,534
Continuing & Prof. Serv.	2,517,172	583,892	3,101,064
Utilities	2,220,145	482,179	2,702,324
Human Resources & Safety	1,680,950	329,908	2,010,859
Planning & Inst. Effectiveness	364,795	78,950	443,746
President & BOT	277,959	93,031	370,990
Advancement Div	1,054,939	188,710	1,243,648
Capital Reserve Transfer	-	-	-
Total Expenditures	65,233,279	17,570,105	82,803,384

Projected Surplus - Operating **\$ 2,095,547**

Surplus to date - Auxiliary Fund

\$ 300,544

Total Projected Surplus

\$ 2,396,090

**Goal
Over/(Under)**

**\$ 1,000,000
1,396,090**

Projection is less conservative. Takes actuals as of 4.30.18 and projections them using actuals for May and June of prior year.

AUXILIARY FUND REPORT
As of April 30, 2018

<u>Activity</u>	<u>Balance 7/1/2017</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance 4/30/2018</u>	<u>Profit / (Loss)</u>
WJB Radio	\$ 163,518	\$ 135,658.18	\$ (119,423.03)	\$ 179,752.90	\$ 16,235
Brookdale TV	56,763	6,663.60	(795.00)	62,631.22	5,869
Massage Therapy	-	2,505.00	-	2,505.00	
CVA Gallery	-	1,790.00	-	1,790.00	1,790
Dining Services	(3,642,456)	173,169.87	(120,556.80)	(3,589,842.80)	52,613
College Store	9,684,502	3,597,116.53	(3,213,395.09)	10,068,223.14	383,721
Student Life Center	(209,939)	118,140.20	(112,087.73)	(203,886.75)	6,052
Events Management	(429,199)	-	(85.26)	(429,284.42)	(85)
Intramural Sports	(534,107)	-	-	(534,107.18)	-
Intercollegiate Sports	(297,785)	-	(293,857.36)	(591,642.12)	(293,857)
Basketball Tournament	19,554	3,908.00	-	23,462.08	3,908
Cheerleading	451	2,515.50	-	2,966.18	2,516
Women's Basketball	704	2,300.00	(2,135.34)	869.00	165
Women's Softball	8,045	9,786.03	(20,624.00)	(2,792.73)	(10,838)
Mens's Soccer	106	888.00	-	994.00	888
Women's Soccer	2,187	2,451.00	(1,954.67)	2,682.84	496
Baseball	0	21,055.50	(10,864.00)	10,191.75	10,192
Men's Tennis	2,830	-	-	2,830.00	-
Cross Country	56	1,550.00	-	1,606.01	1,550
Volleyball	66	20.00	-	86.00	20
Men's Basketball	25	-	-	25.00	-
Lacrosse	252	297.00	-	548.90	297
Arena Events	283,801	155,568.27	(134,877.80)	304,491.55	20,690
Career Clinic	(49)	-	-	(48.75)	-
Testing Center	337,399	104,993.53	(34,109.19)	408,283.70	70,884
Royalties	47,860	-	(750.00)	47,110.48	(750)
Alpha Pi Theta	-	-	(4.14)	(4.14)	(4)
Disability Services	2,942	-	(17.34)	2,924.44	(17)
Children's Learning Center	20,224	26,745.00	-	46,969.00	26,745
Police Testing	(1,172)	1,464.14	-	292.02	1,464
College Action Sustain	(125)	-	-	(125.00)	-
Adjunct Connection Conferen	4,855	-	-	4,854.75	-
AAWCC Leaders Workshop	(193)	-	-	(192.75)	-
	<u>\$ 5,521,114.72</u>	<u>\$ 4,368,585.35</u>	<u>\$ (4,065,536.75)</u>	<u>\$ 5,824,163.32</u>	<u>\$ 300,544</u>

ASBCC FUND REPORT
As of April 30, 2018

<u>Activity</u>	<u>Balance</u> <u>7/1/2017</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance</u> <u>4/30/2018</u>
UNRESTRICTED:				
General Service Fee	\$ 1,442,135.51	\$ 438,846.40	\$ -	\$ 1,880,981.91
Student Life Board Conferences	(9,950.72)	-	(13,737.51)	(23,688.23)
Student Life Board Exp Acct	(1,703.52)	-	(1,522.63)	(3,226.15)
ASBCC Supplies	(1,123.67)	-	(1,521.71)	(2,645.38)
Elections-Judicial/Recruitment	(507.12)	-	(1,519.00)	(2,026.12)
Awards-Recognition Banquet	(9,125.95)	850.00	(9,690.00)	(17,965.95)
Commons Operational Exp	(6,524.54)	-	(6,763.64)	(13,288.18)
Orientation Expense	(20,899.88)	-	(2,755.70)	(23,655.58)
Vehicle Maintenance & Exp	(816.40)	-	(3,280.43)	(4,096.83)
On Campus Leadership Workshops	(1,236.84)	-	(891.63)	(2,128.47)
Student Associate Training	(849.98)	-	(363.25)	(1,213.23)
Transportation Subsidy	(9.00)	-	-	(9.00)
Student Leadership Credit	(2,835.00)	-	-	(2,835.00)
Honor Society Induction	(807.70)	-	(67.50)	(875.20)
Student Life Center Exp	(1,057.89)	-	(332.98)	(1,390.87)
The Stall	(6,972.01)	663.00	(5,864.00)	(12,173.01)
Collage	(6,350.33)	-	-	(6,350.33)
Lectures	(23,352.05)	13,420.00	(35,739.30)	(45,671.35)
Films & Video Programs	(5,727.00)	-	(4,416.00)	(10,143.00)
Concerts	-	-	(2,697.35)	(2,697.35)
Bus Trips	(18,663.08)	26,080.00	(37,050.08)	(29,633.16)
Social/Peer Interaction	(55,555.45)	-	(43,559.45)	(99,114.90)
Conferences	(14,540.46)	-	(5,058.56)	(19,599.02)
Co-Sponsored Events	(12,902.36)	-	(9,915.80)	(22,818.16)
Performing Arts/Fine Arts	(7,699.00)	-	(600.00)	(8,299.00)
Hospitality	(30.49)	-	(574.63)	(605.12)
Literary Series	(11,763.25)	-	(10,505.40)	(22,268.65)
Contemporary Issue Series	(4,223.57)	-	(1,645.91)	(5,869.48)
Diversity Programs	(12,789.85)	-	(9,258.35)	(22,048.20)
Welcome Back Week	(9,596.27)	-	(16,415.65)	(26,011.92)
Spring Fest	(10,597.56)	-	(12,344.00)	(22,941.56)
Student Life Ctr Programs	(832.74)	-	-	(832.74)
Humanities	(4,468.54)	945.00	(3,734.00)	(7,257.54)
Weekend & Evening Institute	(2,140.00)	-	-	(2,140.00)
Business & Social Sciences	(1,213.00)	-	(1,917.50)	(3,130.50)
S.T.E.M.	(2,460.37)	-	(1,441.90)	(3,902.27)
Freehold	(2,675.55)	-	(933.68)	(3,609.23)
Higher Education Divisions	(4,998.20)	-	(2,459.39)	(7,457.59)
Distance Education	(1,174.72)	-	(633.65)	(1,808.37)
Student Development	(204.81)	-	(125.76)	(330.57)
One Stop	-	-	(205.00)	(205.00)
Athletics	(114,998.94)	-	(27,651.57)	(142,650.51)
Intramurals	-	-	(610.50)	(610.50)
Graduation	(4,066.46)	-	(573.75)	(4,640.21)
Student Engagement Programs	(1,482.09)	-	(5,324.81)	(6,806.90)
Subtotal Unrestricted	\$ 1,043,209.15	\$ 480,804.40	\$ (283,701.97)	\$ 1,240,311.58

ASBCC FUND REPORT
As of April 30, 2018

<u>Activity</u>	<u>Balance</u> <u>7/1/2017</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance</u> <u>4/30/2018</u>
RESTRICTED:				
Genshiken	\$ 1,177.48	\$ -	\$ (90.50)	\$ 1,086.98
Alpha Pi Theta	3,318.84	14,287.15	(8,383.12)	9,222.87
Anthropology & Sociology Club	494.50	-	-	494.50
Architechure Club	131.71	-	(168.50)	(36.79)
Art Club	94.53	10.00	-	104.53
ALPFA Club	86.07	-	-	86.07
Asia Society	225.04	92.80	(134.13)	183.71
Animal Club	-	-	(39.75)	(39.75)
A.S.I.D.(Interior Design Club)	6,388.33	1,870.00	(348.07)	7,910.26
Biology Club	708.93	515.75	(541.00)	683.68
Black Student Union	1,176.05	-	-	1,176.05
Brookdale Amateur Club	370.00	340.20	(86.40)	623.80
Brookdale Libertarians	65.25	-	(0.65)	64.60
Business Club		177.00	(581.55)	(404.55)
Campus Crusade for Christ	425.51	1,060.00	(1,370.00)	115.51
Chemistry Society	78.60	531.89	(497.98)	112.51
Brookdale Democrats	242.40	-	-	242.40
Circle K International	48.91	525.00	(527.98)	45.93
College Republicans	157.88	-	-	157.88
Computer Club	460.59	168.67	(185.30)	443.96
Conquer Cancer	248.12	-	-	248.12
Criminal Justice	79.00	-	(340.00)	(261.00)
Drive Club	22.00	-	-	22.00
Dance Club	883.25	111.52	(120.00)	874.77
Deaf Culture Club	234.99	-	-	234.99
Engineering Student Assoc	73.50	-	(283.01)	(209.51)
Epicurean Club	2,938.94	2,741.00	(1,437.87)	4,242.07
Creative Writing Club	4,167.28	1,354.00	(2,169.59)	3,351.69
Eofsa (Eof Student Assoc)	1,567.47	-	-	1,567.47
Equestrian Club	79.50	-	-	79.50
Fashion Society	769.42	-	(102.40)	667.02
Freehold United Network	450.67	-	(73.50)	377.17
Gay Straight Alliance	37.31	-	-	37.31
History & Poli Sci Club	-	-	(212.25)	(212.25)
Honors Club	87.70	221.55	(48.03)	261.22
Internet Radio Club	87.47	64.00	(19.96)	131.51
International Student Assoc	102.80	321.02	(615.79)	(191.97)
Jewish Student Union	351.53	128.00	(278.19)	201.34
Muslim Educational Cult Awaren	225.00	-	-	225.00
Music Connection Club		64.00	-	64.00
Nat'l Soc-Leadership &Success	420.00	4,420.17	(1,337.69)	3,502.48
Math Club	101.74	100.00	(537.66)	(335.92)
Outdoors Club	1,659.76	90.00	(198.35)	1,551.41

ASBCC FUND REPORT
As of April 30, 2018

<u>Activity</u>	<u>Balance 7/1/2017</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance 4/30/2018</u>
RESTRICTED (continued):				-
Nursing Honor Society	70.00	140.00	-	210.00
Photography Club	-	-	-	-
Student Nurses Association	1,103.01	9,177.25	(2,299.77)	7,980.49
Pre-Med Club	37.00	-	-	37.00
Veterans Club	1,068.01	82.00	(381.00)	769.01
Paralegal Club	3,374.26	-	-	3,374.26
Portuguese Lang & Culture Club	197.29	-	(40.17)	157.12
Physics Club	99.90	330.00	(530.93)	(101.03)
Psi Beta Honor Society	5,046.01	-	-	5,046.01
Psychology & Human Services	1,610.32	203.00	(139.60)	1,673.72
Radiologic Tech Stud Organiz	5,868.46	4,693.95	(3,992.67)	6,569.74
Respiratory Care Association	12.64	4,394.30	(4,473.40)	(66.46)
Education Club	588.70	27.00	(268.25)	347.45
Saac (Stud Acad Adv Comm)	35.67	194.25	(129.75)	100.17
Students For Global Citizenship	717.39	1,550.16	(1,124.63)	1,142.92
Think Design Society	29.46	-	-	29.46
Yoga Club	258.98	-	-	258.98
Theatre Club	5,513.43	734.30	(738.64)	5,509.09
Trading Card Game Club	44.00	-	(231.80)	(187.80)
Enivironmental Club	1,917.60	-	-	1,917.60
Women In Science, Engin & Tech	173.10	120.00	(106.00)	187.10
Women In Learning & Leadership	522.11	-	(6.76)	515.35
Tv & Film Club	391.49	197.00	-	588.49
Club Co-Sponsored Events	1,435.36	-	(7,980.87)	(6,545.51)
Club Conferences/Travel	446.92	236.00	(12,521.68)	(11,838.76)
Club Reserve	9,671.80	780.67	(10,194.01)	258.46
Subtotal Restricted	\$ 70,470.98	\$ 52,053.60	\$ (65,889.15)	\$ 56,635.43
Total ASBCC	\$ 1,113,680.13	\$ 532,858.00	\$ (349,591.12)	\$ 1,296,947.01

BROOKDALE COMMUNITY COLLEGE
ANALYSIS OF CAPITAL FUND
AS OF APRIL 30, 2018

	Risk Management	Wall Campus Expansion	Replacement Carpet & Flooring - MAC	ELF - Wall	HETI - Wall	HETI - Lincroft	ELF - Lincroft	Higher Ed Bond - State	Higher Ed Bond - College Match	HETI - Wall - College Portion	HETI - Lincroft - College Portion	Infrastructure Improvements - CAR, LAH, CVA	Police Station Renovations	South Gorman Hall Water Main
Revenues & Other Financing Sources														
Chapter 12		320,650.59	38,302.16	-	-	-	-	-	-	-	-	-	-	16,961.81
State of NJ		-	-	-	-	-	-	159,856.77	-	-	-	-	-	-
Risk Management	32,733.97													
Total Revenues	32,733.97	320,650.59	38,302.16	-	-	-	-	159,856.77	-	-	-	41,516.95	-	16,961.81
Expenditures and Other Financing Uses:														
Institutional Support	88,065.96													
Capital Outlay	-	320,650.59	38,302.16	151,717.01	7,200.00	2,400.00	5,477.43	159,856.72	53,189.75	7,200.00	2,400.00	41,516.95	-	16,961.81
Total Expenditures	88,065.96	320,650.59	38,302.16	151,717.01	7,200.00	2,400.00	5,477.43	159,856.72	53,189.75	7,200.00	2,400.00	41,516.95	-	16,961.81
Excess/(Deficiency) of Revenues	(55,331.99)	-	-	(151,717.01)	(7,200.00)	(2,400.00)	(5,477.43)	0.05	(53,189.75)	(7,200.00)	(2,400.00)	-	-	-
Over/(Under) Expenditures	124,385.36	-	-	631,361.08	29,241.17	5,421.70	209,209.73	(0.05)	(329,129.32)	-	-	-	8,906.86	-
Beginning Fund Balance	\$ 69,053.37	\$ -	\$ -	\$ 479,644.07	\$ 22,041.17	\$ 3,021.70	\$ 203,732.30	\$ (0.00)	\$ (382,319.07)	\$ (7,200.00)	\$ (2,400.00)	\$ -	\$ 8,906.86	\$ -
Ending Balance														

BROOKDALE COMMUNITY COLLEGE
ANALYSIS OF CAPITAL FUND
AS OF APRIL 30, 2018

	R&R- Janitorial/Mech Closet	Repair/Remediate- Dance Studio	Replacement Floor and Carpet MAC	Infrastructure Improvements	Life Safety	Car / One Stop Renovation	Upgrade Sewer System	Roof Replacement - Lincroft	Higher Ed - MAS LAB	Higher Ed Bond MAS Labs	Milling, Paving and Striping Lincroft Parking Lots	CUP	Maintenance Building Renovations	Totals
Revenues & Other Financing Sources														
Chapter 12	7,410.00	19,605.00	164,971.38	15,182.20	18,848.38	8,550.00	11,520.99	90,461.50	565,022.51	188,340.84	275,207.38	897,133.34	20,101.46	2,699,786.49
State of NJ	-	-	-	-	-	-	-	-	-	-	-	-	-	159,856.77
Risk Management	-	-	-	-	-	-	-	-	-	-	-	-	-	32,733.97
Total Revenues	7,410.00	19,605.00	164,971.38	15,182.20	18,848.38	8,550.00	11,520.99	90,461.50	565,022.51	188,340.84	275,207.38	897,133.34	20,101.46	2,892,377.23
Expenditures and Other Financing Uses:														
Institutional Support	7,410.00	19,605.00	164,971.38	15,182.20	18,848.38	8,550.00	11,520.99	90,461.50	565,022.51	188,340.84	275,207.38	897,133.34	20,101.46	88,065.96
Capital Outlay	7,410.00	19,605.00	164,971.38	15,182.20	18,848.38	8,550.00	11,520.99	90,461.50	565,022.51	188,340.84	275,207.38	897,133.34	20,101.46	3,089,227.40
Total Expenditures	7,410.00	19,605.00	164,971.38	15,182.20	18,848.38	8,550.00	11,520.99	90,461.50	565,022.51	188,340.84	275,207.38	897,133.34	20,101.46	3,177,293.36
Excess/(Deficiency) of Revenues Over/(Under) Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	(284,916.13)
Beginning Fund Balance	-	-	-	-	-	-	-	-	(0.01)	-	-	-	-	679,396.52
Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (0.01)	\$ -	\$ -	\$ -	\$ -	\$ 394,480.39

MODIFIED ACCRUAL FUND FINANCIAL STATEMENTS

These financial statement break out the five different funds of the College into seperate financial statments. These funds include the Operating, ASBCC, Auxiliary, Capital and Grant Fund. The financial statement are on a modified accrual basis which means they do not include long-term debt, capital assets, depreciation, indirect cost allocation, GASB 68 pension liability and the related deferred inflows and outflows.

BROOKDALE COMMUNITY COLLEGE
STATEMENT OF FUND BALANCE - COLLEGE FUNDS
MODIFIED ACCRUAL BASIS OF ACCOUNTING
As of April 30, 2018

	<u>Operating</u>	<u>Auxiliary Fund</u>	<u>ASBCC</u>	<u>Capital Fund</u>	<u>Grant Fund</u>	<u>Total Combined</u>
ASSETS						
Current assets:						
Cash and cash equivalents	\$ 13,009,057.12	\$ -	\$ -	\$ -	\$ -	\$ 13,009,057.12
Accounts receivable	13,622,134.34	-	-	495,034.17	1,059,850.90	15,177,019.41
Allowance for doubtful accounts	(1,173,584.86)	-	-	-	-	(1,173,584.86)
Deposits held by trustees	-	-	-	744,282.83	-	744,282.83
Inventories	623,643.00	-	-	-	-	623,643.00
Prepaid Expenses	144,311.01	-	-	-	-	144,311.01
Interfunds:						
Due from Operating	-	2,900,646.22	4,076,174.55	(1,302,666.46)	180,886.06	11,710,080.74
Due from Auxiliary	(2,900,646.22)	-	(2,747,120.38)	453,876.87	(630,273.59)	(11,648,326.64)
Due from ASBCC	(4,076,174.55)	2,747,120.38	-	42,189.85	(10,082.69)	(2,593,894.02)
Due from Capital	1,302,666.46	(453,876.87)	(42,189.85)	-	(481,374.37)	650,450.74
Due from Grant Fund	(180,886.06)	630,273.59	10,082.69	481,374.37	-	1,881,689.18
Total current assets	20,370,520.24	5,824,163.32	1,296,947.01	914,091.63	119,006.31	28,524,728.51
LIABILITIES						
Current liabilities:						
Accounts payable and accrued expenses	2,884,090.33	-	-	-	-	2,884,090.33
Construction contracts payable	-	-	-	-	-	-
Unearned student tuition and fees	7,570,997.36	-	-	-	-	7,570,997.36
Unearned Grant revenue	-	-	-	-	119,006.31	119,006.31
Total current liabilities	10,455,087.69	-	-	-	119,006.31	10,574,094.00
NET POSITION						
Restricted for:						
ASBCC - Club	-	-	56,635.43	-	-	56,635.43
Capital Projects	-	-	-	914,091.63	-	914,091.63
Risk Management	-	-	-	-	-	-
Unrestricted	9,915,432.55	5,824,163.32	1,240,311.58	-	-	16,979,907.45
Total net position	\$ 9,915,432.55	\$ 5,824,163.32	\$ 1,296,947.01	\$ 914,091.63	\$ -	\$ 17,950,634.51

BROOKDALE COMMUNITY COLLEGE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION - COLLEGE FUNDS
MODIFIED ACCRUAL BASIS OF ACCOUNTING
As of April 30, 2018

	<u>Operating</u>	<u>Auxiliary</u>	<u>ASBCC</u>	<u>Capital</u>	<u>Grant</u>	<u>Total</u>
REVENUES:						
State appropriations	\$ 8,617,405.67	\$ -	\$ -	\$ 159,856.77	\$ -	\$ 8,777,262.44
County appropriations	16,689,182.50	-	-	2,699,786.49	-	19,388,968.99
Tuition	38,935,686.22	-	-	-	-	38,935,686.22
Chargebacks to other counties	254,274.43	-	-	-	-	254,274.43
Auxiliary Services	-	4,368,585.35	94,011.60	-	-	4,462,596.95
Fees	10,778,164.20	-	438,846.40	-	-	11,217,010.60
Community Service Income	2,800,270.63	-	-	-	-	2,800,270.63
Federal, State & Local grants	-	-	-	-	2,612,678.30	2,612,678.30
Other operating revenues	660,003.09	-	-	-	-	660,003.09
Other nonoperating revenues	-	-	-	32,733.97	-	32,733.97
Total revenues	78,734,986.74	4,368,585.35	532,858.00	2,892,377.23	2,612,678.30	89,141,485.62
EXPENSES:						
Instruction	23,062,979.30	-	-	-	2,612,678.30	25,675,657.60
Academic Support	5,380,195.85	-	-	-	-	5,380,195.85
Student Services	4,122,088.88	-	-	-	-	4,122,088.88
Research	597,158.90	-	-	-	-	597,158.90
Operating and maintenance of plant	7,685,285.33	-	-	-	-	7,685,285.33
Institutional support	19,640,637.96	-	-	88,065.96	-	19,728,703.92
Public Service	-	-	-	-	-	-
Auxiliary services	-	4,065,536.75	349,591.12	-	-	4,415,127.87
Capital Outlay	2,105,737.35	-	-	3,084,229.03	-	5,189,966.38
Debt Service:						
Principal	1,729,256.00	-	-	-	-	1,729,256.00
Interest	909,939.81	-	-	-	-	909,939.81
Total expenses	65,233,279.38	4,065,536.75	349,591.12	3,172,294.99	2,612,678.30	75,433,380.54
Change in fund balance	13,501,707.36	303,048.60	183,266.88	(279,917.76)	-	13,708,105.08
Net position, beginning of period	(3,586,274.81)	5,521,114.72	1,113,680.13	1,194,009.39	-	4,242,529.43
Net position, end of period	\$ 9,915,432.55	\$ 5,824,163.32	\$ 1,296,947.01	\$ 914,091.63	\$ -	\$ 17,950,634.51

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BROOKDALE COMMUNITY COLLEGE BUDGETARY COMPARISON SCHEDULE SUMMARY

DESCRIPTION	FY 2018					FY 2018 Projections				
	ORIGINAL BUDGET	TRANSFERS	MODIFIED BUDGET	ACTUAL 4/30/2018	EXCESS/ (DEFICIT) - ACTUAL	PRIOR ACTUAL 4/30/2017	ADJ BACK TO BUDGET	(SHORTFALL)/ EXCESS	YEAR END PROJECTION	EXCESS/ (DEFICIT) - PROJECTED
REVENUES:										
STATE APPROPRIATIONS	10,446,940.00	-	10,446,940.00	8,617,405.67	(1,829,534.33)	8,625,720.00	1,829,534.33	122,874.00	10,324,066.00	-
LOCAL APPROPRIATIONS	20,027,019.00	-	20,027,019.00	16,689,182.50	(3,337,836.50)	16,689,182.50	3,337,836.50	-	20,027,019.00	-
TUITION	40,221,298.00	-	40,221,298.00	38,935,686.22	(1,285,611.78)	38,703,348.97	1,285,611.78	685,611.78	39,535,686.22	-
CHARGEBACKS	-	-	-	254,274.43	254,274.43	252,461.94	(254,274.43)	(254,274.43)	254,274.43	-
FEES	11,425,223.00	-	11,425,223.00	10,778,164.20	(647,058.80)	9,433,288.49	647,058.80	629,128.14	10,796,094.86	-
COMMUNITY SERVICE INCOME	3,200,000.00	-	3,200,000.00	2,800,270.63	(399,729.37)	2,688,145.70	399,729.37	-	3,200,000.00	-
OTHER MISCELLANEOUS	777,308.00	-	777,308.00	660,003.09	(117,304.91)	485,277.91	117,304.91	15,517.83	761,790.17	-
TOTAL REVENUES	86,097,788.00	-	86,097,788.00	78,734,986.74	(7,362,801.26)	76,877,425.51	7,362,801.26	1,198,857.32	84,898,930.68	-
EXPENDITURES:										
CAPITAL OUTLAY:										
MINOR CAPITAL	-	900.00	900.00	59,411.88	(58,511.88)	97,351.26	121.00	-	57,532.88	-
TIP/TECH	2,715,000.00	-	2,715,000.00	2,046,325.47	668,674.53	2,255,912.09	668,674.53	-	2,715,000.00	-
TOTAL CAPITAL OUTLAY	2,715,000.00	900.00	2,715,900.00	2,105,737.35	610,162.65	2,353,263.35	668,795.53	-	2,772,532.88	-
DEBT SERVICE										
PRINCIPAL	1,729,256.00	-	1,729,256.00	1,729,256.00	-	1,767,645.00	-	-	1,729,256.00	-
INTEREST & MISCELLANEOUS	1,543,051.00	-	1,543,051.00	909,939.81	633,111.19	960,009.47	634,660.19	-	1,544,600.00	-
TOTAL DEBT SERVICE	3,272,307.00	-	3,272,307.00	2,639,195.81	633,111.19	2,727,654.47	634,660.19	-	3,273,856.00	-
PRESIDENT DIVISION:										
BOARD OF TRUSTEES	34,200.00	-	34,200.00	19,837.88	14,362.12	131,280.47	14,708.06	(6,500.00)	28,045.94	20,977.83
PRESIDENT'S OFFICE	348,204.00	-	348,204.00	258,121.51	90,082.49	287,846.03	94,420.19	(11,500.00)	341,041.70	69,343.16
TOTAL PRESIDENTS DIVISION	382,404.00	-	382,404.00	277,959.39	104,444.61	419,126.50	109,128.25	(18,000.00)	369,087.64	90,320.99
HUMAN RESOURCES AND SAFETY DIVISION:										
HUMAN RESOURCES	792,741.00	-	792,741.00	518,043.94	274,697.06	564,109.07	274,697.06	(137,568.00)	655,173.00	92,905.98
POLICE	1,481,382.00	(1,134.00)	1,480,248.00	1,100,728.49	379,519.51	1,105,090.94	400,534.75	(114,304.00)	1,386,959.24	214,714.01
POLICE WESTERN MONMOUTH	70,269.00	3,140.00	73,409.00	62,177.98	11,231.02	59,328.41	11,231.02	10,296.00	83,705.00	12,679.26
TOTAL HUMAN RESOURCES SAFETY DIVISION	2,344,392.00	2,006.00	2,346,398.00	1,680,950.41	665,447.59	1,728,528.42	686,462.83	(241,576.00)	2,125,837.24	320,299.25
PLANNING AND INSTITUTIONAL EFFECTIVENESS DIVISION:										
PLANNING, ASSESSMENT & RESEARCH	500,107.00	1,000.00	501,107.00	364,795.49	136,311.51	409,403.68	136,311.51	(49,489.00)	451,618.00	76,650.89
TOTAL PLANNING & INST. EFFECTIVENESS DIVISION	500,107.00	1,000.00	501,107.00	364,795.49	136,311.51	409,403.68	136,311.51	(49,489.00)	451,618.00	76,650.89
ADVANCEMENT DIVISION:										
ADVANCEMENT OFFICE	236,650.00	2,571.00	239,221.00	101,820.80	137,400.20	103,083.57	137,400.20	(44,257.00)	194,964.00	13,362.76
COLLEGE RELATIONS	115,795.00	1,360.00	117,155.00	91,656.42	25,498.58	110,513.15	25,498.58	(5,168.00)	111,987.00	29,046.67
PUBLIC RELATIONS & COMMUNICATIONS	218,957.00	540.00	219,497.00	171,886.19	47,610.81	184,690.08	47,610.81	(1,500.00)	217,997.00	29,137.81
MARKETING & CREATIVE SERVICES	284,309.00	-	284,309.00	231,786.26	52,522.74	226,584.69	52,522.74	(1,500.00)	282,809.00	44,514.01
RADIO STATION	233,591.00	1,400.00	234,991.00	197,272.57	37,718.43	200,236.48	37,718.43	-	234,991.00	37,340.64
BROOKDALE TV	81,377.00	(900.00)	80,477.00	22,141.77	58,335.23	8,072.40	58,335.23	-	80,477.00	1,638.60
GRANTS DEVELOPMENT	168,557.00	-	168,557.00	130,542.61	38,014.39	127,223.09	38,014.39	(1,500.00)	167,057.00	32,111.39
FOUNDATION	121,957.00	-	121,957.00	106,553.80	15,403.20	121,207.09	15,403.20	-	121,957.00	(2,909.12)
ALUMNI ASSOCIATION	-	-	-	1,278.27	(1,278.27)	1,029.63	(1,278.27)	-	-	(1,029.63)
TOTAL ADVANCEMENT DIVISION	1,461,193.00	4,971.00	1,466,164.00	1,054,938.69	411,225.31	1,082,640.18	411,225.31	(53,925.00)	1,412,239.00	183,213.13
FINANCE AND OPERATIONS DIVISION:										
FINANCE OFFICE	449,418.00	3,214.00	452,632.00	337,092.73	115,539.27	388,036.52	115,539.27	(35,029.00)	417,603.00	105,571.28
ACCOUNTS PAYABLE	245,263.00	1,000.00	246,263.00	190,361.72	55,901.28	191,842.21	55,901.28	(10,000.00)	236,263.00	36,545.40
ACCOUNTS RECEIVABLE	325,103.00	1,942.00	327,045.00	269,742.84	57,302.16	260,907.94	57,302.16	(1,000.00)	326,045.00	53,255.16
PAYROLL	223,434.00	360.00	223,794.00	182,195.93	41,598.07	173,775.10	41,598.07	-	223,794.00	36,209.48

BROOKDALE COMMUNITY COLLEGE BUDGETARY COMPARISON SCHEDULE SUMMARY

DESCRIPTION	FY2018				FY2018 Projections					
	ORIGINAL BUDGET	TRANSFERS	MODIFIED BUDGET	ACTUAL 4/30/2018	EXCESS/ (DEFICIT) - ACTUAL	PRIOR ACTUAL 4/30/2017	ADJ BACK TO BUDGET	(SHORTFALL)/ EXCESS	YEAR END PROJECTION	EXCESS/ (DEFICIT) - PROJECTED
PURCHASING	219,420.00	5,658.00	225,078.00	183,427.65	41,650.35	178,442.94	41,650.35	-	225,078.00	35,344.41
COMMON SERVICES	332,165.00	14,319.00	346,484.00	270,526.27	75,957.73	259,768.13	75,957.73	(1,000.00)	345,484.00	55,283.87
PRINT SHOP	(61,877.00)		(60,376.00)	61,992.73	(122,368.73)	(124.07)			(60,376.00)	53,970.23
FACILITIES	225,131.00	108,355.00	333,486.00	233,117.68	100,368.32	208,647.27	100,368.32	-	333,486.00	9,229.58
CUSTODIAL SERVICES-LINCROFT	1,853,508.00	(39,112.00)	1,853,508.00	1,357,629.68	495,878.32	1,298,697.05	1,853,508.00	-	1,853,508.00	436,776.68
PHYSICAL PLANT/UTILITIES	1,432,891.00		1,393,779.00	1,063,025.79	330,753.21	1,066,964.56		2,500.00	1,396,279.00	318,728.53
GROUPS	1,174,629.00	(91,194.00)	1,083,435.00	1,528,771.20	(445,336.20)	989,259.49	(445,336.20)	875,000.00	1,958,435.00	159,566.17
FIRE & SAFETY- LINCROFT	202,469.00	44,000.00	246,469.00	119,689.60	126,779.40	140,731.23			246,469.00	124,699.00
OFFICE OF INFORMATION TECHNOLOGY	2,523,220.00	-	2,523,220.00	2,001,585.76	521,634.24	1,840,413.75		-	2,523,220.00	347,585.96
TOTAL FINANCE & OPERATIONS DIVISION	9,144,774.00	50,043.00	9,194,817.00	7,799,159.58	1,395,657.42	6,997,362.12	1,395,657.42	830,471.00	10,025,288.00	1,772,666.68
LEARNING DIVISION:										
LEARNING OFFICE	1,348,724.00	(151,883.00)	1,196,841.00	581,134.74	615,706.26	576,461.03	615,706.26	(85,100.00)	1,111,741.00	129,613.57
OFFICE OF BUSINESS AND SOCIAL SCIENCE	335,253.00	(1,283.00)	333,970.00	257,984.18	75,985.82	254,009.70	75,985.82	-	333,970.00	58,945.18
HONORS PROGRAM	2,000.00		2,000.00	560.75	1,439.25		1,439.25	-	2,000.00	1,177.54
BUSINESS	445,382.00	(3,702.00)	441,680.00	348,574.25	93,105.75	355,670.75	93,105.75	-	441,680.00	90,930.77
ACCOUNTING	383,618.00	11,629.00	395,247.00	310,070.48	85,176.52	296,816.24	85,176.52	-	395,247.00	81,435.87
CULINARY ARTS	168,000.00	6,284.00	174,284.00	139,857.68	34,426.32	122,978.08	34,426.32	-	174,284.00	29,274.21
MARKETING/ FASHION MERCHANDISING	185,797.00	14,072.00	199,869.00	158,561.76	41,307.24	118,207.72	41,307.24	-	199,869.00	30,033.60
ECONOMICS	366,240.00	22,610.00	388,850.00	301,750.25	87,099.75	281,595.68	87,099.75	-	388,850.00	87,070.76
CRIMINAL JUSTICE	463,410.00	(4,971.00)	460,439.00	351,781.84	108,657.16	338,125.25	108,657.16	(20,790.00)	439,649.00	87,160.12
EDUCATION	303,529.00	4,920.00	308,449.00	246,969.61	61,479.39	238,140.22	61,479.39	-	308,449.00	60,957.29
PARALEGAL LEGAL STUDIES	214,433.00	2,097.00	216,530.00	167,526.71	49,003.29	157,010.86	49,003.29	-	216,530.00	43,018.57
HISTORY	1,062,687.00	(17,426.00)	1,045,261.00	750,538.23	294,722.77	911,732.70	294,722.77	(113,556.00)	931,705.00	233,041.93
PHILOSOPHY	232,231.00	521.00	232,752.00	178,392.45	54,359.55	163,546.18	54,359.55	-	232,752.00	48,880.83
ANTHROPOLOGY/SOCIOLOGY/HUMAN GEOGRAPHY	1,011,799.00	(30,740.00)	981,059.00	708,797.84	272,261.16	786,204.32	272,261.16	(74,484.00)	906,575.00	187,331.71
POLITICAL SCIENCE	223,018.00	1,917.00	224,935.00	176,861.73	48,073.27	166,701.00	48,073.27	-	224,935.00	46,513.57
PSYCHOLOGY	1,164,679.00	20,116.00	1,184,795.00	935,670.74	249,124.26	824,968.48	249,124.26	-	1,184,795.00	231,361.64
OFFICE OF HUMANITIES	409,018.00	(4,208.00)	404,810.00	312,103.63	92,706.37	286,035.05	92,706.37	-	404,810.00	76,537.51
COMMUNICATIONS	376,319.00	8,565.00	384,884.00	316,984.81	67,899.19	307,117.05	67,899.19	-	384,884.00	73,200.33
LANGUAGES/ ESL	590,729.00	(15,586.00)	575,143.00	464,555.93	110,587.07	482,271.00	110,587.07	-	575,143.00	107,045.22
SPEECH COMMUNICATIONS	641,402.00	7,141.00	648,543.00	463,993.99	184,549.01	520,902.37	184,549.01	(56,776.69)	591,766.31	145,152.63
ENGLISH	3,428,306.00	(62,191.00)	3,366,115.00	2,608,666.86	757,448.14	2,608,681.96	757,448.14	(94,369.00)	3,171,746.00	651,013.98
LEARNING DISABILITIES	938,661.00	(13,833.00)	924,828.00	688,218.72	236,609.28	847,906.25	236,609.28	-	924,828.00	146,621.14
ARCHITECTURE	184,851.00	(3,135.00)	181,716.00	147,493.21	34,222.79	139,440.81	34,222.79	-	181,716.00	36,291.26
DIGITAL ANIMATION	65,776.00	(65,676.00)	100.00	5.22	94.78		94.78	-	100.00	-
FINE ART	672,030.00	116,514.00	788,544.00	592,478.13	196,065.87	620,094.44	196,065.87	(41,245.00)	747,299.00	165,995.00
GRAPHIC DESIGN	104,466.00	31,404.00	135,870.00	97,660.36	38,209.64	69,890.07	38,209.64	29,281.00	165,151.00	33,755.93
INTERIOR DESIGN	103,717.00	27,881.00	131,598.00	108,710.01	22,887.99	100,123.37	22,887.99	-	131,598.00	23,082.55
PHOTOGRAPHY	200,911.00	7,243.00	208,154.00	141,742.16	66,411.84	158,890.44	66,411.84	(41,729.00)	166,425.00	49,219.93
MUSIC	328,269.00	4,433.00	332,702.00	269,153.30	63,548.70	256,873.88	63,548.70	-	332,702.00	58,926.15
THEATER	110,482.00	5,220.00	115,702.00	93,711.22	21,990.78	89,603.02	21,990.78	-	115,702.00	21,496.54
OFFICE OF PERFORMING ARTS CENTER	156,879.00	4,886.00	161,765.00	154,768.62	6,996.38	128,958.23	6,996.38	15,671.84	177,436.84	21,698.11
GENERAL PERFORMANCES	58,250.00	23.00	58,273.00	82,314.30	(24,041.30)	85,462.45	(24,041.30)	13,849.53	72,122.53	8,264.80
OFFICE HEALTH SCIENCE	327,183.00	(2,381.00)	324,802.00	253,406.68	71,395.32	269,339.92	71,395.32	(15,914.76)	308,887.24	63,608.01
NURSING	2,085,795.00	110,942.00	2,196,737.00	1,815,317.34	381,419.66	1,663,532.42	381,419.66	(53,882.00)	2,142,855.00	360,867.68
RADIOLOGIC TECHNOLOGY	300,797.00	(3,444.00)	297,353.00	241,531.63	55,821.37	235,472.72	55,821.37	-	297,353.00	48,113.85
RESPIRATORY THERAPY TECHNOLOGY	356,951.00	699.00	357,650.00	304,080.10	53,569.90	298,062.87	53,569.90	-	357,650.00	56,636.76
HEALTH INFO TECHNOLOGY	140,279.00	(1,270.00)	139,009.00	67,501.47	71,507.53	96,935.49	71,507.53	(56,777.00)	82,232.00	25,095.23
FITNESS	139,905.00	(14,164.00)	125,741.00	98,938.50	26,802.50	97,652.06	26,802.50	-	125,741.00	24,774.83
OFFICE OF STEM	284,950.00	501.00	285,451.00	219,326.65	66,124.35	219,342.79	66,124.35	-	285,451.00	45,155.41
CHEMISTRY	936,162.00	(2,259.00)	933,903.00	706,692.43	227,210.57	706,323.54	227,210.57	(15,230.78)	918,672.22	226,598.88
PHYSICS	202,707.00	(780.00)	201,927.00	150,998.84	50,928.16	147,616.36	50,928.16	-	201,927.00	49,679.47
ENVIRONMENTAL SCIENCES	354,557.00	29,170.00	383,727.00	254,278.41	129,448.59	227,972.07	129,448.59	(56,777.00)	326,950.00	60,175.26
BIOLOGY	1,412,187.00	37,264.00	1,449,451.00	1,124,672.04	324,778.96	1,076,538.03	324,778.96	-	1,449,451.00	279,606.10
MATHEMATICS	3,230,523.00	(41,610.00)	3,188,913.00	2,371,735.43	817,177.57	2,369,763.76	817,177.57	(113,554.00)	3,075,359.00	682,453.22
ENGINEERING & TECHNOLOGIES	414,109.00	10,120.00	424,229.00	292,598.80	131,630.20	306,886.86	131,630.20	(56,777.00)	367,452.00	73,657.55
COMPUTER SCIENCE	806,395.00	40,763.00	847,158.00	643,596.33	203,561.67	629,164.21	203,561.67	(39,648.00)	807,510.00	153,389.91
AUTOMOTIVE TECHNOLOGY	696,714.00	(18,052.00)	678,662.00	510,335.81	168,326.19	523,330.02	168,326.19	-	678,662.00	135,330.20
FREEHOLD CAMPUS	807,760.00	28,338.00	836,098.00	692,947.66	143,150.34	728,489.50	143,150.34	-	836,098.00	164,574.96
ACADEMIC SUPPORT	79,977.00	(14,312.00)	65,665.00	49,335.11	16,329.89	46,213.32	16,329.89	(35,839.00)	29,826.00	3.24
STUDENT SERVICES	127,960.00	646.00	128,606.00	107,279.19	21,326.81	63,013.87	21,326.81	244.04	128,850.04	32,426.79
TRANSITIONS - FREEHOLD	-	-	-	2,989.30	(2,989.30)	-	(2,989.30)	-	-	-
TRANSITIONS - ASBURY PARK	-	-	-	1,577.53	(1,577.53)	-	2,250.00	2,250.00	-	-
K-12 PARTNERSHIPS	450,398.00	1,506.00	451,904.00	353,518.39	98,385.61	140,721.82	98,385.61	174.81	452,078.81	90,085.59

BROOKDALE COMMUNITY COLLEGE BUDGETARY COMPARISON SCHEDULE SUMMARY

DESCRIPTION	FY 2018					FY 2018 Projections				
	ORIGINAL BUDGET	TRANSFERS	MODIFIED BUDGET	ACTUAL 4/30/2018	EXCESS/ (DEFICIT)-ACTUAL	PRIOR ACTUAL 4/30/2017	ADJ BACK TO BUDGET	(SHORTFALL)/ EXCESS	YEAR END PROJECTION	EXCESS/ (DEFICIT)-PROJECTED
OFFICE OF HECS AND K-16 PARTNERSHIPS	252,366.00	(506.00)	251,860.00	170,484.08	81,375.92	130,602.76	81,375.92	-	251,860.00	13,290.33
BROOKDALE at LONG BRANCH	414,406.00	(8,130.00)	406,276.00	308,610.58	97,665.42	293,212.59	97,665.42	(34,774.00)	371,502.00	53,381.43
BROOKDALE at HAZLET	522,540.00	2,167.00	524,707.00	446,332.76	78,374.24	429,301.56	78,374.24	(2,128.00)	522,579.00	72,957.00
BROOKDALE at NEPTUNE	430,592.00	11,468.00	442,060.00	352,817.90	89,242.10	396,608.60	89,242.10	(14,303.00)	427,757.00	67,957.37
BROOKDALE at WALL	469,995.00	32,765.00	502,760.00	225,402.39	277,357.61	335,231.97	277,357.61	(150,401.60)	352,358.40	44,044.22
INNOVATIONS & LEARNING RESOURCES	412,533.00	(2,068.00)	410,465.00	302,040.84	108,424.16	271,010.75	108,424.16	-	410,495.00	43,016.15
INNOVATIONS CENTER	405,962.00	(45,971.00)	359,991.00	290,309.98	69,681.02	334,407.36	69,681.02	(38,513.00)	321,478.00	39,475.97
LEARNING COMMONS	225,527.00	(488.00)	225,039.00	123,405.53	101,633.47	159,552.35	101,633.47	(69,548.00)	155,491.00	40,731.38
LIBRARY	1,314,689.00	11,492.00	1,326,181.00	1,037,280.17	288,900.83	1,001,877.25	288,900.83	7,205.17	1,333,386.17	235,625.92
COLLEGE SUCCESS	56,777.00	857.00	57,634.00	46,107.20	11,526.80	-	11,526.80	-	57,634.00	-
TOTAL LEARNING DIVISION	33,943,582.00	86,115.00	34,029,697.00	25,723,042.78	8,306,654.22	25,512,395.42	8,306,654.22	(1,131,440.44)	32,716,256.56	6,247,600.95
STUDENT SUCCESS DIVISION:										
OFFICE STUDENT SUCCESS	353,716.00	(4,551.00)	349,165.00	305,862.61	43,302.39	265,967.69	43,302.39	(5,713.00)	343,452.00	53,826.64
ENROLLMENT MANAGEMENT	309,605.00	77,024.00	386,629.00	313,597.23	73,031.77	281,872.18	73,031.77	-	386,629.00	56,306.92
ADVISING	660,890.00	6,638.00	667,528.00	520,306.44	147,221.56	473,617.75	147,221.56	-	667,528.00	113,702.81
RECRUITMENT	320,790.00	(47,323.00)	273,467.00	225,661.29	47,805.71	254,457.07	47,805.71	-	273,467.00	42,366.31
ADMISSIONS, REGISTRATION, AND RECORDS	842,631.00	12,816.00	855,447.00	688,193.08	167,253.92	696,659.68	167,253.92	-	855,447.00	143,051.66
FINANCIAL AID	367,339.00	(7,397.00)	359,942.00	281,579.61	78,362.39	302,097.08	78,362.39	-	359,942.00	62,587.30
STUDENT SERVICES	134,338.00	-	134,338.00	111,084.04	23,253.96	108,419.61	23,253.96	-	134,338.00	21,678.21
COUNSELING	739,969.00	(36,943.00)	703,026.00	528,213.83	174,812.17	625,212.75	174,812.17	-	703,026.00	143,470.71
VETERANS CENTER	43,128.00	500.00	43,628.00	38,883.89	4,744.11	34,192.91	4,744.11	-	43,628.00	7,547.78
E.O.F.	257,612.00	143.00	257,755.00	176,238.53	81,516.47	130,741.75	81,516.47	-	257,755.00	25,746.18
DISABILITY SERVICES	380,823.00	500.00	381,323.00	159,629.45	221,693.55	147,580.96	221,693.55	-	381,323.00	32,220.84
TESTING SERVICES	303,461.00	15,397.00	318,858.00	254,018.30	64,839.70	221,572.11	64,839.70	-	318,858.00	45,404.20
STUDENT CONDUCT AND COMPLIANCE	62,980.00	-	62,980.00	52,483.40	10,496.60	51,108.38	10,496.60	-	62,980.00	10,221.68
STUDENT ENGAGEMENT	92,889.00	10,905.00	103,794.00	98,792.44	5,001.56	85,594.20	5,001.56	-	103,794.00	17,312.98
CAREER AND LEADERSHIP DEVELOPMENT	296,633.00	(16,399.00)	280,234.00	215,951.54	64,282.46	237,090.94	64,282.46	(31,420.00)	248,814.00	40,013.27
STUDENT LIFE & ACTIVITIES	172,370.00	3,958.00	176,328.00	202,910.36	(26,582.36)	203,858.62	(26,582.36)	-	176,328.00	47,527.00
INTERNATIONAL CENTER	344,630.00	787.00	345,417.00	297,384.87	48,032.13	243,458.39	48,032.13	-	345,417.00	58,591.73
ATHLETICS DEPARTMENT	247,388.00	5,559.00	252,947.00	202,701.14	50,245.86	180,133.71	50,245.86	-	252,947.00	39,792.59
SUMMER SPORTS CAMP	49,700.00	(100.00)	49,600.00	14,646.24	34,953.76	20,801.83	34,953.76	-	49,600.00	1,539.24
COMMENCEMENT	37,200.00	(187.00)	37,013.00	5,420.33	31,592.67	5,925.44	31,592.67	-	37,013.00	25,047.94
TOTAL STUDENT SUCCESS DIVISION	6,018,092.00	21,327.00	6,039,419.00	4,693,558.62	1,345,860.38	4,570,363.05	1,345,860.38	(37,133.00)	6,002,286.00	987,955.99
CONTINUING AND PROFESSIONAL STUDIES DIVISION:										
OFFICE OF CONTINUING AND PROFESSIONAL STUDIES	500,032.00	20,214.00	520,246.00	433,465.99	86,780.01	454,366.56	86,780.01	(11,488.00)	508,758.00	114,713.63
BCD INDIRECT EXPENSES	42,320.00	(1,124.00)	41,196.00	37,230.38	3,965.62	33,385.94	3,965.62	-	41,196.00	34,136.03
OFFICE OF CAREER PATHWAYS	461,991.00	(9,912.00)	452,079.00	336,693.11	115,385.89	301,209.05	115,385.89	(53,850.00)	398,229.00	63,593.98
CONTRACT TRAINING DIRECT PAY (COMPANIES)	85,500.00	13,618.00	99,118.00	95,153.99	3,964.01	52,911.50	3,964.01	-	99,118.00	18,611.78
NEW PATHWAYS TO TEACHING	65,950.00	(1,940.00)	64,010.00	42,193.21	21,816.79	84,759.80	21,816.79	-	64,010.00	14,595.11
HEALTHCARE SERVICES	320,137.00	(14,804.00)	305,333.00	314,570.99	(9,237.99)	238,016.59	(9,237.99)	-	305,333.00	61,030.52
BUSINESS & CAREER TRAINING	161,818.00	(1,660.00)	160,158.00	111,610.06	48,547.94	154,630.85	48,547.94	-	160,158.00	41,354.23
COMPUTER & OFFICE TRAINING	74,354.00	56,012.00	130,366.00	122,525.63	7,840.37	91,866.67	7,840.37	-	130,366.00	33,834.54
CTE GRANT	110,000.00	(12,000.00)	98,000.00	75,087.92	22,912.08	74,322.49	22,912.08	-	98,000.00	35,952.30
ADULT EDUCATION	139,454.00	(16,248.00)	123,206.00	74,846.46	48,359.54	77,520.02	48,359.54	-	123,206.00	13,743.33
OFFICE OF COMMUNITY OUTREACH	194,478.00	3,222.00	197,700.00	156,876.85	40,823.15	144,633.24	40,823.15	-	197,700.00	24,870.43
SANDY HOOK	17,993.00	(500.00)	17,493.00	13,108.15	4,384.85	14,481.59	4,384.85	-	17,493.00	12,043.94
TRIPS/EXCURSIONS	221,849.00	(6,946.00)	214,903.00	191,579.14	23,323.86	172,503.20	23,323.86	-	214,903.00	23,488.51
MISC OPEN ENROLLMENT PROGRAMS	215,356.00	(10,399.00)	204,957.00	121,276.86	83,680.14	129,479.69	83,680.14	-	204,957.00	42,264.73
SNMER ADVENTURE CAMPS	205,055.00	(5,960.00)	199,095.00	156,744.96	42,350.04	174,219.61	42,350.04	-	199,095.00	26,587.50
CENTER FOR WW II STUDIES	-	-	-	421.30	(421.30)	189.39	(421.30)	-	-	-
ACADEMIC AND CAREER TRANSITIONS INSTITUTE (WEEKLY CHHANGE	95,165.00	(2,267.00)	92,898.00	73,263.66	19,634.34	183,022.77	19,634.34	-	92,898.00	14,633.16
SCHEDULING & CAMPUS EVENTS	-	-	-	6,789.00	(6,789.00)	43,990.28	(6,789.00)	-	28,623.72	(43,390.28)
TRANSITIONS	-	-	-	(820.88)	820.88	3,664.71	-	-	-	-
FITNESS	187,369.00	679.00	188,048.00	154,555.25	33,492.75	157,371.41	33,492.75	-	188,048.00	37,239.38

BROOKDALE COMMUNITY COLLEGE BUDGETARY COMPARISON SCHEDULE SUMMARY

DESCRIPTION	FY2018				FY2018 Projections					
	ORIGINAL BUDGET	TRANSFERS	MODIFIED BUDGET	ACTUAL 4/30/2018	EXCESS/ (DEFICIT) - ACTUAL	PRIOR ACTUAL 4/30/2017	ADD BACK TO BUDGET	(SHORTFALL)/ EXCESS	YEAR END PROJECTION	EXCESS/ (DEFICIT) - PROJECTED
TOTAL CONTINUING AND PROFESSIONAL STUDIES DIVISION	3,098,821.00	9,985.00	3,108,806.00	2,517,172.03	591,633.97	2,647,887.35	591,633.97	(36,714.28)	3,072,091.72	566,885.12
UTILITIES DIVISION:										
LINCOLN	2,353,000.00	-	2,353,000.00	1,757,874.37	595,125.63	1,757,195.08	595,125.63	80,000.00	2,433,000.00	560,047.90
LONG BRANCH	79,000.00	-	79,000.00	61,468.29	17,531.71	55,590.29	17,531.71	-	79,000.00	17,157.67
WESTERN MONMOUTH WALL	(90,200.00)	-	(90,200.00)	(75,574.43)	(14,625.57)	(112,791.72)	(14,625.57)	-	(90,200.00)	(205,617.81)
UTILITIES SLC	15,000.00	-	15,000.00	114,145.22	(204,145.22)	81,779.77	(204,145.22)	-	(90,000.00)	31,152.74
HAZLET	54,000.00	-	54,000.00	15,004.13	9,731.32	63,530.36	(4.13)	-	15,000.00	3,568.36
NEPTUNE	253,614.00	-	253,614.00	287,304.78	(33,690.78)	346,246.94	(33,690.78)	12,261.25	54,000.00	16,698.55
TOTAL UTILITIES	2,574,414.00	-	2,574,414.00	2,220,144.91	354,269.09	2,426,865.48	354,269.09	92,261.25	2,666,675.25	468,134.58
BENEFITS DIVISION:										
BENEFITS	15,684,069.00	(52,510.00)	15,631,559.00	10,967,992.35	4,663,566.65	10,662,710.30	4,663,566.65	(591,262.00)	15,040,297.00	4,024,407.55
TOTAL BENEFITS DIVISION	15,684,069.00	(52,510.00)	15,631,559.00	10,967,992.35	4,663,566.65	10,662,710.30	4,663,566.65	(591,262.00)	15,040,297.00	4,024,407.55
GENERAL EXPENSES:										
GENERAL INSTITUTIONAL	3,764,080.00	(125,337.00)	3,638,743.00	2,717,429.30	921,313.70	2,720,978.87	921,313.70	80,969.00	3,719,712.00	932,489.89
INSTITUTIONAL MARKETING	815,000.00	-	815,000.00	467,382.35	347,617.65	656,891.41	347,617.65	(242,312.00)	572,688.00	123,740.78
GOVERNANCE	9,950.00	-	9,950.00	3,820.32	6,129.68	3,625.00	6,129.68	(5,000.00)	4,950.00	956.00
TOTAL GENERAL EXPENSES	4,589,030.00	(125,337.00)	4,463,693.00	3,188,631.97	1,275,061.03	3,381,495.28	1,275,061.03	(166,343.00)	4,297,350.00	1,057,186.67
TOTAL EXPENDITURES	85,728,185.00	(1,500.00)	85,726,685.00	65,233,279.38	20,493,405.62	64,919,605.60	20,579,286.38	(1,585,150.47)	84,225,415.29	15,795,581.80
NET INCOME/(LOSS) BEFORE OTHER FINANCING SOURCES/(USES)	369,603.00	1,500.00	371,103.00	13,501,707.36	13,130,604.36	11,957,729.91	(13,216,485.12)	2,784,007.79	673,515.39	15,795,581.80
OTHER FINANCING SOURCES/(USES):	(369,603.00)	-	(369,603.00)	-	(369,603.00)	-	-	-	-	-
CAPITAL RESERVE BUILD UP	-	-	-	-	-	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES/(USES)	(369,603.00)	-	(369,603.00)	-	(369,603.00)	-	-	-	-	-
NET INCOME/(LOSS) FUND BALANCE - BEGINNING	(3,586,274.81)	1,500.00	1,500.00	13,501,707.36	12,761,001.36	11,957,729.91	(13,216,485.12)	2,784,007.79	673,515.39	15,795,581.80
FUND BALANCE - ENDING	(3,586,274.81)	\$	1,500.00	\$	12,761,001.36	11,957,729.91	(13,216,485.12)	2,784,007.79	(2,912,759.42)	15,795,581.80
PLUS:										
AUXILIARY FUND										
ASHCC FUND - UNRESTRICTED										
TOTAL UNRESTRICTED FUND BALANCE										
\$	2,715,000.00	\$	900.00	\$	2,105,737.35	\$	668,795.53	\$	2,772,532.88	\$
Capital Outlay	3,272,307.00		3,272,307.00	2,639,195.81	633,111.19	2,727,654.47	634,660.19	-	3,273,856.00	-
Debt Service	33,943,582.00	86,115.00	34,029,697.00	25,723,042.78	8,306,654.22	25,512,935.42	8,306,654.22	(1,133,440.44)	32,716,256.56	6,247,760.95
Learning Division	15,684,069.00	(52,510.00)	15,631,559.00	10,967,992.35	4,663,566.65	10,662,710.30	4,663,566.65	(591,262.00)	15,040,297.00	4,024,407.55
Benefits	9,144,774.00	50,043.00	9,194,817.00	7,799,159.58	1,395,657.42	6,997,362.12	1,395,657.42	830,471.00	10,025,288.00	1,772,766.68
Finance & Operations	6,018,092.00	21,327.00	6,039,419.00	4,693,558.62	1,345,860.38	4,570,363.03	1,345,860.38	(37,133.00)	6,002,286.00	987,955.99
Student Success Div	4,589,030.00	(125,337.00)	4,463,693.00	3,188,631.97	1,275,061.03	3,381,495.28	1,275,061.03	(166,343.00)	4,297,350.00	1,057,186.67
General Expenses	3,098,821.00	9,985.00	3,108,806.00	2,517,172.03	591,633.97	2,647,887.35	591,633.97	(36,714.28)	3,072,091.72	566,885.12
Continuing & Prof. Serv.	2,574,414.00	-	2,574,414.00	2,220,144.91	354,269.09	2,426,865.48	354,269.09	92,261.25	2,666,675.25	468,134.58
Utilities	2,344,392.00	2,006.00	2,346,398.00	1,680,950.41	665,447.59	1,728,528.42	686,462.93	(241,576.00)	2,125,837.24	320,299.25
Human Resources & Safety	500,107.00	1,000.00	501,107.00	364,795.49	136,311.51	409,403.68	136,311.51	(49,489.00)	451,618.00	76,650.89
Planning & Inst. Effectiveness	382,404.00	-	382,404.00	277,959.39	104,444.61	419,126.50	109,128.25	(18,000.00)	369,087.64	90,320.99
President & BOT	1,461,193.00	4,971.00	1,466,164.00	1,054,938.69	411,225.31	1,082,640.18	101,225.31	(53,925.00)	1,412,239.00	183,213.13
Advancement Div	85,728,185.00	\$	85,726,685.00	\$	65,233,279.38	\$	20,579,286.38	\$	84,225,415.29	\$



4.1 Monthly Dashboard

Month Ending May 31, 2018

<u>Exhibit</u>	<u>Monthly Reports</u>	<u>Page #</u>
A	Cash	1
B	Operating Revenue Report	2
C	Operating Expenditure Report	3
D	Current Year vs. Prior Year	4
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Summary/Highlights

Month Ending May 31, 2018

Based on our latest projections, we expect estimated surplus to be between \$752,81 (low end) and \$2,289,017 (high end). We believe the surplus will be much closer to the high end at fiscal year end.

The operating fund of the College is doing \$1,241,116 better when compared to the same time prior year. The operating fund made 1.2 million in the prior year before transferring 1.8 million to the capital project fund.

Expenses are up \$255,747 compared same time prior year. When we remove the snow removal, expenses would be an estimated \$600,000 less than the prior year. Revenues are up \$1,496,863 when compared to the same time prior year.

The Auxiliary fund has a profit of \$53,313 at May 31st. However, the bookstore is expected to generate an additional \$250,000 in revenue from the sale/return of books and one time fee for sale of store in the amount of \$50,000. This additional money has been factored into the year end projections.

The cash balance as of May 31, 2018 totaled \$12,510,624 an increase of \$5,270,413 over prior year, which relates to the significant draw on cash for FY17 capital projects and the timing of vendor payments in FY18.

Cash disbursements for the month of May 2018 totaled \$7,718,832.69. In addition to payroll and its related expenses, the significant vendor payments included, but were not limited to, (\$284k) to MCVS for Spring Culinary tuition; (\$241k) to Winter Services for final payments related to winter storms; (\$215k) to Ellucian for Managed Services; (\$161k) to ISS for cleaning services; (\$99k) to Roof Management for the BAC roof replacement; (\$97k) to Estock Piping for the CUP project.

Cash Balance Analysis

	FY16	FY17	FY18
July	8,690,966.52	3,924,507.00	8,467,104.38
August	12,975,549.79	5,257,967.16	10,794,724.59
September	9,877,698.58	14,230,855.98	8,116,282.16
October	17,120,989.56	10,034,966.35	12,704,404.96
November	13,016,350.05	5,881,692.09	12,851,711.00
December	11,686,611.54	5,813,306.39	9,253,180.00
January	15,380,777.32	10,936,117.45	13,533,588.30
February	15,038,852.73	12,352,432.38	12,149,359.50
March	17,305,625.98	7,804,144.44	10,721,561.17
April	14,070,405.87	7,677,357.19	12,993,416.87
May	10,565,164.81	7,240,211.55	12,510,624.36
June	5,051,778.69	5,718,427.39	

Note: These cash balances include capital, auxiliary and ASBCC combined.

OPERATING REVENUE REPORT
As of May 31, 2018

	BUDGET	YTD ACTUAL	BALANCE
State of New Jersey	10,446,940	9,471,663	(975,277)
County of Monmouth	20,027,019	18,358,101	(1,668,918)
	30,473,959	27,829,764	(2,644,195)
Student Tuition:			
Summer III	1,087,350	997,709	(89,641)
Fall and Winter	19,094,118	19,096,951	2,833
Spring	16,840,981	16,362,354	(478,627)
Summer I & II	3,195,895	3,191,687	(4,208)
Prior Year Tuition Adj	2,954	(305)	(3,259)
	40,221,298	39,648,397	(572,901)
Fees:			
General Service Fee	8,791,423	8,672,352	(119,071)
Application Fee	173,000	138,867	(34,133)
Installmant Plan Fee	280,000	221,168	(58,832)
LAB Fees	2,071,000	1,629,535	(441,465)
Late Fees	25,400	51,345	25,945
Transcript Fee	82,000	69,138	(12,862)
Other	2,400	29,041	26,641
	11,425,223	10,811,446	(613,777)
Continuing & Prof Studies:			
Contract Training Direct Pay**	3,200,000	243,473	(2,956,527)
New Pathways to Teaching		102,564	102,564
Healthcare Services		698,645	698,645
Business & Career Training		265,132	265,132
Computer Training		192,730	192,730
CTE Grant		177,214	177,214
Sandy Hook		47,291	47,291
Trips / Excursions		267,418	267,418
Misc. Open Enrollment Programs		342,358	342,358
Summer Adventure Camps		340,054	340,054
Academic and Career Transitions Institute		28,127	28,127
Fitness		157,314	157,314
	3,200,000	2,862,319	(337,681)
Miscellaneous:			
Indirect Cost Recovery	327,308	204,449	(122,859)
Other Departmental Revenue	45,000	25,321	(19,679)
Miscellaneous	100,000	125,655	25,655
General Performances	65,000	47,882	(17,118)
International Center	200,000	259,161	59,161
Summer Sports Camp	40,000	36,076	(3,924)
	777,308	698,544	(78,764)
Total	\$ 86,097,788	\$ 81,850,469	\$ (4,247,319)

***Per Finance Office, there is no breakout of the \$3,200,000*

OPERATING EXPENDITURE REPORT
As of May 31, 2018

	BUDGET	YTD ACTUAL	COMMITTED	BALANCE
Capital Outlay	\$ 900	\$ 59,412	\$ -	\$ (58,512)
TIP/TECH	2,715,000	2,293,872	209,880	211,248
Debt Service	3,272,307	2,639,196	-	633,111
Learning Division	34,035,697	28,589,015	2,253,052	3,193,631
Benefits	15,615,282	12,044,309	127,738	3,443,235
Finance & Operations	9,198,781	8,516,549	565,905	116,327
Student Success Div	6,042,657	5,195,177	493,522	353,959
General Expenses	4,463,693	3,315,699	243,335	904,659
Continuing & Prof. Serv.	3,108,806	2,825,851	169,098	113,857
Utilities	2,574,414	2,449,993	538,005	(413,584)
Human Resources & Safety	2,348,188	1,900,841	222,564	224,784
Planning & Inst. Effectiveness	501,107	396,502	31,643	72,962
President & BOT	382,404	303,950	23,901	54,553
Advancement Div	1,468,949	1,177,167	101,900	189,881
Capital Reserve	369,603	-	-	369,603
	<u>\$ 86,097,788</u>	<u>\$ 71,707,532</u>	<u>\$ 4,980,542</u>	<u>\$ 9,409,714</u>
Salaries & Wages	\$ 47,915,727	\$ 41,171,447	\$ 3,351,091	\$ 3,393,190
Other Expenses	38,182,061	30,536,085	1,629,451	6,016,524
	<u>\$ 86,097,788</u>	<u>\$ 71,707,532</u>	<u>\$ 4,980,542</u>	<u>\$ 9,409,714</u>

Current Year vs. Prior Year

	Current Year 05/31/18	Prior Year 05/31/17	CHANGE	% CHANGE
ENROLLMENT				
Credit FTE	8,894	9,236	(342)	-3.7%
OPERATING REVENUE				
State of New Jersey	9,471,663	9,488,292	(16,629)	-0.2%
County of Monmouth	18,358,101	18,358,101	-	0.0%
Student Tuition	39,648,397	39,519,660	128,737	0.3%
Fees	10,811,446	9,622,961	1,188,485	12.4%
Continuing & Prof Studies	2,862,319	2,840,725	21,594	0.8%
Miscellaneous	698,544	523,868	174,676	33.3%
	81,850,469	80,353,606	1,496,863	1.9%
OPERATING EXPENDITURES				
Capital Outlay	59,412	102,637	43,225	42.1%
TIP/TECH	2,293,872	2,553,479	259,606	10.2%
Debt Service	2,639,196	2,728,604	89,409	3.3%
Learning Division	28,589,015	28,456,254	(132,760)	-0.5%
Benefits	12,044,309	11,706,715	(337,594)	-2.9%
Finance & Operations	8,516,549	7,903,144	(613,405)	-7.8%
Student Success Div	5,195,177	5,052,137	(143,039)	-2.8%
General Expenses	3,315,699	3,524,977	209,278	5.9%
Continuing & Prof. Serv.	2,825,851	2,945,378	119,528	4.1%
Utilities	2,449,993	2,517,002	67,009	2.7%
Human Resources & Safety	1,900,841	1,887,260	(13,581)	-0.7%
Planning & Inst. Effectiveness	396,502	445,922	49,420	11.1%
President & BOT	303,950	455,580	151,630	33.3%
Advancement Div	1,177,167	1,172,695	(4,473)	-0.4%
	71,707,532	71,451,785	(255,747)	-0.4%
Positive (Negative) from prior year (OPERATING ONLY)			\$ 1,241,116	
AUXILIARY:				
Receipts	4,965,752	5,430,717	(464,965)	-8.6%
Disbursements	4,912,439	4,664,980	247,459	5.3%
Profit/ (Loss) - Auxiliary	53,313	765,737	(712,423)	-13.9%

Positive (Negative) from prior year (WITH AUXILIARY)* **\$ 528,693**

**Note - the Bookstore is expected to generate an additional \$250,000 from sale/return of inventory and one time fee for sale in the month of June.*

PROJECTIONS #1 - LOW RANGE
As of May 31, 2018

	Budget	Actuals as of May 31, 2018	TOTAL PROJECTED	Projected (Shortfall) / Excess	% (Shortfall) /Excess
Revenues:					
State	10,446,940	9,471,663	10,324,066	(122,874)	-1.2%
County	20,027,019	18,358,101	20,027,019		0.0%
Tuition	40,221,298	39,648,397	39,748,397	(472,901)	-1.2%
Fees	11,425,223	10,811,446	10,811,446	(613,777)	-5.4%
Continuing & Prof. Serv.	3,200,000	2,862,319	3,050,000	(150,000)	-4.7%
Other Income	777,308	698,544	698,544	(78,764)	-10.1%
Total Revenue	86,097,788	81,850,469	84,659,471	(1,438,317)	-1.67%

Expenditures:					
Capital Outlay	900	59,412	57,533	(56,633)	-6293%
TIP/TECH	2,715,000	2,293,872	2,715,000	-	0.0%
Debt Service	3,272,307	2,639,196	3,273,856	(1,549)	0.0%
Learning Division	34,035,697	28,589,015	32,722,257	1,313,440	3.9%
Benefits	15,615,282	12,044,309	15,024,020	591,262	3.8%
Finance & Operations	9,198,781	8,516,549	10,029,584	(830,803)	-9.0%
Student Success Div	6,042,657	5,195,177	6,005,524	37,133	0.6%
General Expenses	4,463,693	3,315,699	4,297,350	166,343	3.7%
Continuing & Prof. Serv.	3,108,806	2,825,851	3,072,092	36,714	1.2%
Utilities	2,574,414	2,449,993	2,666,675	(92,261)	-3.6%
Human Resources & Safety	2,348,188	1,900,841	2,106,612	241,576	10.3%
Planning & Inst. Effectiveness	501,107	396,502	451,618	49,489	9.9%
President & BOT	382,404	303,950	369,521	12,883	3.4%
Advancement Div	1,468,949	1,177,167	1,418,333	50,616	3.4%
Capital Reserve Transfer	369,603	-	-	369,603	100.0%
Total Expenditures	86,097,788	71,707,532	84,209,975	1,887,813	2.19%

Projected Surplus - Operating

\$ 449,496

Auxiliary Fund Projected Surplus

303,313

Total Projected Surplus

\$ 752,810

**Goal
Over/(Under)**

\$ 1,000,000
(247,190)

Projection is very conservative. Assumes most of the budget will be expended by year end.

PROJECTIONS #2 - HIGH RANGE
As of May 31, 2018

	Actuals as of May 31, 2018	June Projections	TOTAL PROJECTED
Revenues:			
State	9,471,663	852,403	10,324,066
County	18,358,101	1,668,918	20,027,019
Tuition	39,648,397	100,000	39,748,397
Fees	10,811,446	-	10,811,446
Continuing & Prof. Serv.	2,862,319	187,681	3,050,000
Other Income	698,544	-	698,544
Total Revenue	81,850,469	2,809,002	84,659,471

Expenditures:			
Capital Outlay	59,412		59,412
TIP/TECH	2,293,872	285,916	2,579,788
Debt Service	2,639,196	634,660	3,273,856
Learning Division	28,589,015	3,469,097	32,058,112
Benefits	12,044,309	3,129,423	15,173,732
Finance & Operations	8,516,549	910,334	9,426,883
Student Success Div	5,195,177	531,491	5,726,668
General Expenses	3,315,699	959,390	4,275,089
Continuing & Prof. Serv.	2,825,851	282,864	3,108,714
Utilities	2,449,993	396,898	2,846,891
Human Resources & Safety	1,900,841	169,646	2,070,487
Planning & Inst. Effectiveness	396,502	42,139	438,641
President & BOT	303,950	56,561	360,511
Advancement Div	1,177,167	97,816	1,274,984
Capital Reserve Transfer	-	-	-
Total Expenditures	71,707,532	10,966,236	82,673,768

Projected Surplus - Operating

\$ 1,985,704

Auxiliary Fund Projected Surplus

303,313

Total Projected Surplus

\$ 2,289,017

**Goal
Over/(Under)**

\$ 1,000,000
1,289,017

Projection is less conservative. Takes actuals as of 5.31.18 and projections them using actuals for June of prior year plus 3% cost increase.

AUXILIARY FUND REPORT
As of May 31, 2018

<u>Activity</u>	<u>Balance</u> <u>7/1/2017</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance</u> <u>5/31/2018</u>	<u>Profit / (Loss)</u>
WBJB Radio	\$ 163,518	\$ 142,570.47	\$ (127,635.64)	\$ 178,452.58	\$ 14,934.83
Brookdale TV	56,763	14,663.60	(887.00)	70,539.22	13,776.60
Massage Therapy	-	3,410.00	-	3,410.00	3,410.00
CVA Gallery	-	1,790.00	(184.00)	1,606.00	1,606.00
Dining Services	(3,642,456)	200,227.24	(128,252.42)	(3,570,481.05)	71,974.82
College Store	9,684,502	4,054,106.09	(3,926,622.39)	9,811,985.40	127,483.70
Student Life Center	(209,939)	140,258.25	(124,889.38)	(194,570.35)	15,368.87
Events Management	(429,199)	-	(85.26)	(429,284.42)	(85.26)
Intramural Sports	(534,107)	-	-	(534,107.18)	-
Intercollegiate Sports	(297,785)	-	(368,295.10)	(666,079.86)	(368,295.10)
Basketball Tournament	19,554	3,908.00	-	23,462.08	3,908.00
Cheerleading	451	2,515.50	-	2,966.18	2,515.50
Women's Basketball	704	2,300.00	(2,135.34)	869.00	164.66
Women's Softball	8,045	9,786.03	(16,634.00)	1,197.27	(6,847.97)
Mens's Soccer	106	888.00	-	994.00	888.00
Women's Soccer	2,187	2,451.00	(1,954.67)	2,682.84	496.33
Baseball	0	21,055.50	(11,164.00)	9,891.75	9,891.50
Men's Tennis	2,830	-	-	2,830.00	-
Cross Country	56	1,550.00	-	1,606.01	1,550.00
Volleyball	66	20.00	-	86.00	20.00
Men's Basketball	25	-	-	25.00	-
Lacrosse	252	297.00	-	548.90	297.00
Arena Events	283,801	221,435.77	(162,148.80)	343,088.05	59,286.97
Career Clinic	(49)	-	-	(48.75)	-
Testing Center	337,399	111,573.53	(40,779.19)	408,193.70	70,794.34
Royalties	47,860	-	(750.00)	47,110.48	(750.00)
Alpha Pi Theta	-	-	(4.14)	(4.14)	(4.14)
Disability Services	2,942	-	(17.34)	2,924.44	(17.34)
Children's Learning Center	20,224	29,482.00	-	49,706.00	29,482.00
Police Testing	(1,172)	1,464.14	-	292.02	1,464.14
College Action Sustain	(125)	-	-	(125.00)	-
Adjunct Connection Conferen	4,855	-	-	4,854.75	-
AAWCC Leaders Workshop	(193)	-	-	(192.75)	-
	<u>\$ 5,521,114.72</u>	<u>\$ 4,965,752.12</u>	<u>\$ (4,912,438.67)</u>	<u>\$ 5,574,428.17</u>	<u>\$ 53,313.45</u>

Note - the Bookstore is expected to generate an additional \$250,000 from sale/return of inventory and one time fee for sale in the month of June.

ASBCC FUND REPORT
As of May 31, 2018

<u>Activity</u>	<u>Balance</u> <u>7/1/2017</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance</u> <u>5/31/2018</u>
UNRESTRICTED:				
General Service Fee	\$ 1,442,135.51	\$ 446,457.85	\$ -	\$ 1,888,593.36
Student Life Board Conferences	(9,950.72)	-	(15,297.02)	(25,247.74)
Student Life Board Exp Acct	(1,703.52)	-	(1,527.63)	(3,231.15)
ASBCC Supplies	(1,123.67)	-	(3,036.58)	(4,160.25)
Elections-Judicial/Recruitment	(507.12)	-	(1,519.00)	(2,026.12)
Awards-Recognition Banquet	(9,125.95)	850.00	(10,146.59)	(18,422.54)
Commons Operational Exp	(6,524.54)	-	(6,853.63)	(13,378.17)
Orientation Expense	(20,899.88)	-	(2,755.70)	(23,655.58)
Vehicle Maintenance & Exp	(816.40)	-	(3,280.43)	(4,096.83)
On Campus Leadership Workshops	(1,236.84)	-	(975.39)	(2,212.23)
Student Associate Training	(849.98)	-	(621.25)	(1,471.23)
Transportation Subsidy	(9.00)	-	-	(9.00)
Student Leadership Credit	(2,835.00)	-	-	(2,835.00)
Honor Society Induction	(807.70)	-	(153.25)	(960.95)
Student Life Center Exp	(1,057.89)	-	(434.73)	(1,492.62)
The Stall	(6,972.01)	663.00	(7,240.00)	(13,549.01)
Collage	(6,350.33)	-	(4,640.71)	(10,991.04)
Lectures	(23,352.05)	13,420.00	(35,739.30)	(45,671.35)
Films & Video Programs	(5,727.00)	-	(5,089.00)	(10,816.00)
Concerts	-	-	(3,055.85)	(3,055.85)
Bus Trips	(18,663.08)	30,493.00	(44,559.84)	(32,729.92)
Social/Peer Interaction	(55,555.45)	-	(44,561.75)	(100,117.20)
Conferences	(14,540.46)	-	(9,111.11)	(23,651.57)
Co-Sponsored Events	(12,902.36)	-	(10,502.25)	(23,404.61)
Performing Arts/Fine Arts	(7,699.00)	-	(1,050.00)	(8,749.00)
Hospitality	(30.49)	-	(619.04)	(649.53)
Literary Series	(11,763.25)	-	(11,091.60)	(22,854.85)
Contemporary Issue Series	(4,223.57)	-	(1,581.68)	(5,805.25)
Diversity Programs	(12,789.85)	-	(10,059.85)	(22,849.70)
Welcome Back Week	(9,596.27)	-	(16,415.65)	(26,011.92)
Spring Fest	(10,597.56)	-	(16,819.51)	(27,417.07)
Student Life Ctr Programs	(832.74)	-	-	(832.74)
Humanities	(4,468.54)	945.00	(3,946.00)	(7,469.54)
Weekend & Evening Institute	(2,140.00)	-	-	(2,140.00)
Business & Social Sciences	(1,213.00)	-	(2,416.50)	(3,629.50)
S.T.E.M.	(2,460.37)	-	(2,343.02)	(4,803.39)
Freehold	(2,675.55)	-	(933.68)	(3,609.23)
Higher Education Divisions	(4,998.20)	-	(4,416.57)	(9,414.77)
Distance Education	(1,174.72)	-	(633.65)	(1,808.37)
Student Development	(204.81)	-	(125.76)	(330.57)
One Stop	-	-	(205.00)	(205.00)
Athletics	(114,998.94)	-	(29,473.57)	(144,472.51)
Intramurals	-	-	(610.50)	(610.50)
Graduation	(4,066.46)	-	(573.75)	(4,640.21)
Student Engagement Programs	(1,482.09)	-	(6,324.81)	(7,806.90)
Subtotal Unrestricted	\$ 1,043,209.15	\$ 492,828.85	\$ (320,741.15)	\$ 1,215,296.85

ASBCC FUND REPORT
As of May 31, 2018

<u>Activity</u>	<u>Balance</u> <u>7/1/2017</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance</u> <u>5/31/2018</u>
RESTRICTED:				
Genshiken	\$ 1,177.48	\$ -	\$ (90.50)	\$ 1,086.98
Alpha Pi Theta	3,318.84	15,464.15	(12,343.66)	6,439.33
Anthropology & Sociology Club	494.50	-	-	494.50
Architechure Club	131.71	-	(168.50)	(36.79)
Art Club	94.53	10.00	-	104.53
ALPFA Club	86.07	-	-	86.07
Asia Society	225.04	92.80	(237.11)	80.73
Animal Club	-	-	(39.75)	(39.75)
A.S.I.D.(Interior Design Club)	6,388.33	1,870.00	(393.07)	7,865.26
Biology Club	708.93	815.75	(565.50)	959.18
Black Student Union	1,176.05	-	-	1,176.05
Brookdale Amateur Club	370.00	340.20	(86.40)	623.80
Brookdale Libertarians	65.25	-	(0.65)	64.60
Business Club		177.00	(629.55)	(452.55)
Campus Crusade for Christ	425.51	1,060.00	(1,786.50)	(300.99)
Chemistry Society	78.60	621.89	(522.48)	178.01
Brookdale Democrats	242.40	-	-	242.40
Circle K International	48.91	525.00	(527.98)	45.93
College Republicans	157.88	-	-	157.88
Computer Club	460.59	168.67	(545.05)	84.21
Conquer Cancer	248.12	-	-	248.12
Criminal Justice	79.00	-	(384.50)	(305.50)
Drive Club	22.00	-	-	22.00
Dance Club	883.25	111.52	(120.00)	874.77
Deaf Culture Club	234.99	-	-	234.99
Engineering Student Assoc	73.50	-	(283.01)	(209.51)
Epicurean Club	2,938.94	2,741.00	(1,437.87)	4,242.07
Creative Writing Club	4,167.28	1,354.00	(2,222.59)	3,298.69
Eofsa (Eof Student Assoc)	1,567.47	-	-	1,567.47
Equestrian Club	79.50	-	-	79.50
Fashion Society	769.42	525.00	(252.40)	1,042.02
Freehold United Network	450.67	-	(177.75)	272.92
Gay Straight Alliance	37.31	-	-	37.31
History & Poli Sci Club	-	-	(212.25)	(212.25)
Honors Club	87.70	221.55	(48.03)	261.22
Internet Radio Club	87.47	64.00	(19.96)	131.51
International Student Assoc	102.80	321.02	(615.79)	(191.97)
Jewish Student Union	351.53	128.00	(278.19)	201.34
Muslim Educational Cult Awaren	225.00	-	-	225.00
Music Connection Club		64.00	(48.00)	16.00
Nat'l Soc-Leadership &Success	420.00	4,660.17	(1,491.69)	3,588.48
Math Club	101.74	100.00	(537.66)	(335.92)
Outdoors Club	1,659.76	90.00	(198.35)	1,551.41

ASBCC FUND REPORT
As of May 31, 2018

<u>Activity</u>	<u>Balance 7/1/2017</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance 5/31/2018</u>
RESTRICTED (continued):				-
Nursing Honor Society	70.00	140.00	-	210.00
Photography Club	-	-	-	-
Student Nurses Association	1,103.01	9,367.25	(2,434.77)	8,035.49
Pre-Med Club	37.00	-	-	37.00
Veterans Club	1,068.01	82.00	(381.00)	769.01
Paralegal Club	3,374.26	-	-	3,374.26
Portuguese Lang & Culture Club	197.29	-	(40.17)	157.12
Physics Club	99.90	390.00	(542.22)	(52.32)
Psi Beta Honor Society	5,046.01	-	-	5,046.01
Psychology & Human Services	1,610.32	203.00	(689.16)	1,124.16
Radiologic Tech Stud Organiz	5,868.46	4,693.95	(5,110.35)	5,452.06
Respiratory Care Association	12.64	4,394.30	(4,604.40)	(197.46)
Education Club	588.70	27.00	(354.75)	260.95
Saac (Stud Acad Adv Comm)	35.67	194.25	(129.75)	100.17
Students For Global Citizenship	717.39	1,550.16	(1,194.10)	1,073.45
Think Design Society	29.46	-	-	29.46
Yoga Club	258.98	-	-	258.98
Theatre Club	5,513.43	734.30	(1,274.64)	4,973.09
Trading Card Game Club	44.00	-	(231.80)	(187.80)
Environmental Club	1,917.60	-	-	1,917.60
Women In Science, Engin & Tech	173.10	120.00	(206.00)	87.10
Women In Learning & Leadership	522.11	-	(31.76)	490.35
Tv & Film Club	391.49	197.00	-	588.49
Club Co-Sponsored Events	1,435.36	-	(8,979.87)	(7,544.51)
Club Conferences/Travel	446.92	236.00	(15,790.96)	(15,108.04)
Club Reserve	9,671.80	1,235.67	(11,035.80)	(128.33)
Subtotal Restricted	\$ 70,470.98	\$ 55,090.60	\$ (79,296.24)	\$ 46,265.34
Total ASBCC	\$ 1,113,680.13	\$ 547,919.45	\$ (400,037.39)	\$ 1,261,562.19

BROOKDALE COMMUNITY COLLEGE
ANALYSIS OF CAPITAL FUND
AS OF MAY 31, 2018

Revenues & Other Financing Sources	Risk Management	Wall Campus Expansion	Replacement		ELF - Wall	HETI - Wall	HETI - Lincroft	ELF - Lincroft	Higher Ed Bond - State	Higher Ed Bond - College Match	HETI - Wall - College Portion	HETI - Lincroft - College Portion	Infrastructure Improvements - CAR, LAH, CVA		Police Station Renovations	South Gorman Hall Water Main
			Flooring - MAC	Carpet & Flooring									CAR	LAH		
Chapter 12		320,650.59	38,302.16		-	-	-	-	-	-	-	-	-	41,516.95	-	16,961.81
State of NJ		-	-		-	-	-	-	159,856.77	-	-	-	-	-	-	-
Risk Management	32,733.97	-	-		-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	32,733.97	320,650.59	38,302.16		-	-	-	-	159,856.77	-	-	-	41,516.95	-	-	16,961.81
Expenditures and Other Financing Uses:																
Institutional Support	88,065.96															
Capital Outlay	-	320,650.59	38,302.16		151,717.01	7,200.00	2,400.00	5,477.43	159,856.72	53,189.75	7,200.00	2,400.00	41,516.95	-	-	16,961.81
Total Expenditures	88,065.96	320,650.59	38,302.16		151,717.01	7,200.00	2,400.00	5,477.43	159,856.72	53,189.75	7,200.00	2,400.00	41,516.95	-	-	16,961.81
Excess/(Deficiency) of Revenues																
Over/(Under) Expenditures	(55,331.99)	-	-		(151,717.01)	(7,200.00)	(2,400.00)	(5,477.43)	0.05	(53,189.75)	(7,200.00)	(2,400.00)	-	-	-	-
Beginning Fund Balance	124,385.36	-	-		651,361.08	29,241.17	5,421.70	209,209.73	(0.05)	(329,129.52)	-	-	-	-	8,906.86	-
Ending Balance	\$ 69,053.37	\$ -	\$ -	\$ 479,644.07	\$ 22,041.17	\$ -	\$ 3,021.70	\$ 203,732.30	\$ (0.00)	\$ (382,319.07)	\$ (7,200.00)	\$ (2,400.00)	\$ -	\$ 8,906.86	\$ -	\$ -

BROOKDALE COMMUNITY COLLEGE
ANALYSIS OF CAPITAL FUND
AS OF MAY 31, 2018

Revenues & Other Financing Sources Chapter 12 State of NJ Risk Management	R&R- Janitorial/Mech Closet	Repair/Remediate- Dance Studio	Replacement Floor and Carpet MAC	Infrastructure Improvements	Life Safety	Car / One Stop Renovation	Upgrade Sewer System	Roof Replacement - Lincroft	Roof Replacement - BAC	Higher Ed - MAS LAB	Higher Ed Bond MAS Labs	Milling, Paving and Striping Lincroft Parking Lots	CUP	Maintenance Building Renovations	Totals
	7,410.00	19,605.00	164,971.38	15,182.20	29,448.38	8,550.00	14,249.92	90,461.50	104,500.00	565,022.51	188,340.84	275,207.38	996,578.50	20,101.46	2,917,060.58
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	159,856.77
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	52,733.97
Total Revenues	7,410.00	19,605.00	164,971.38	15,182.20	29,448.38	8,550.00	14,249.92	90,461.50	104,500.00	565,022.51	188,340.84	275,207.38	996,578.50	20,101.46	3,109,651.32
Expenditures and Other Financing Uses:															
Institutional Support	7,410.00	19,605.00	164,971.38	15,182.20	29,448.38	8,550.00	14,249.92	90,461.50	104,500.00	565,022.51	188,340.84	275,207.38	996,578.50	20,101.46	88,065.96
Capital Outlay	7,410.00	19,605.00	164,971.38	15,182.20	29,448.38	8,550.00	14,249.92	90,461.50	104,500.00	565,022.51	188,340.84	275,207.38	996,578.50	20,101.46	3,306,501.49
Total Expenditures	7,410.00	19,605.00	164,971.38	15,182.20	29,448.38	8,550.00	14,249.92	90,461.50	104,500.00	565,022.51	188,340.84	275,207.38	996,578.50	20,101.46	3,394,567.45
Excess/(Deficiency) of Revenues															
Over/(Under) Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(284,916.13)
Beginning Fund Balance	-	-	-	-	-	-	-	-	-	(0.01)	-	-	-	-	679,396.52
Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (0.01)	\$ -	\$ -	\$ -	\$ -	\$ 394,480.39

FUND FINANCIAL STATEMENTS

These financial statement break out the five different funds of the College into seperate financial statments. These funds include the Operating, ASBCC, Auxiliary, Capital and Grant Fund. The financial statement are on a modified accrual basis which means they do not include long-term debt, capital assets, depreciation, indirect cost allocation, GASB 68 pension liability and the related deferred inflows and outflows.

BROOKDALE COMMUNITY COLLEGE
STATEMENT OF FUND BALANCE - COLLEGE FUNDS
MODIFIED ACCRUAL BASIS OF ACCOUNTING
As of May 31, 2018

	<u>Operating</u>	<u>Auxiliary Fund</u>	<u>ASBCC</u>	<u>Capital Fund</u>	<u>Grant Fund</u>	<u>Total</u>
ASSETS						
Current assets:						
Cash and cash equivalents	\$ 12,522,114.61	\$ -	\$ -	\$ -	\$ -	\$ 12,522,114.61
Accounts receivable	16,525,380.81	-	-	382,894.62	807,748.17	17,716,023.60
Allowance for doubtful accounts	(1,167,828.86)	-	-	-	-	(1,167,828.86)
Deposits held by trustees	-	-	-	708,533.14	-	708,533.14
Prepaid Expenses	245,747.97	-	-	-	-	245,747.97
Interfunds:						
Due from Operating	-	2,646,613.95	4,045,068.73	(1,154,417.22)	433,006.91	11,940,544.74
Due from Auxiliary	(2,646,613.95)	-	(2,751,417.50)	453,876.87	(630,273.59)	(11,148,856.34)
Due from ASBCC	(4,045,068.73)	2,751,417.50	-	42,189.85	(10,100.81)	(2,523,124.38)
Due from Capital	1,154,417.22	(453,876.87)	(42,189.85)	-	(481,374.37)	353,952.26
Due from Grant Fund	(433,006.91)	630,273.59	10,100.81	481,374.37	-	1,377,483.72
Total current assets	22,155,142.16	5,574,428.17	1,261,562.19	914,451.63	119,006.31	30,024,590.46
LIABILITIES						
Current liabilities:						
Accounts payable and accrued expenses	3,029,774.53	-	-	-	-	3,029,774.53
Unearned student tuition and fees	12,568,704.97	-	-	-	-	12,568,704.97
Unearned Grant revenue	-	-	-	-	119,006.31	119,006.31
Total current liabilities	15,598,479.50	-	-	-	119,006.31	15,717,485.81
NET POSITION						
Restricted for:						
ASBCC - Club	-	-	46,265.34	-	-	46,265.34
Capital Projects	-	-	-	845,398.26	-	845,398.26
Risk Management	-	-	-	69,053.37	-	69,053.37
Unrestricted	6,556,662.66	5,574,428.17	1,215,296.85	-	-	13,346,387.68
Total net position	\$ 6,556,662.66	\$ 5,574,428.17	\$ 1,261,562.19	\$ 914,451.63	\$ -	\$ 14,307,104.65

BROOKDALE COMMUNITY COLLEGE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION - COLLEGE FUNDS
MODIFIED ACCRUAL BASIS OF ACCOUNTING
As of May 31, 2018

	<u>Operating</u>		<u>Auxillary</u>		<u>ASBCC</u>		<u>Capital</u>		<u>Grant</u>		<u>Total</u>	
REVENUES:												
State appropriations	\$	9,471,663.33	\$	-	\$	-	\$	159,856.77	\$	-	\$	9,631,520.10
County appropriations		18,358,100.75		-		-		2,917,060.58		-		21,275,161.33
Tuition		39,648,396.57		-		-		-		-		39,648,396.57
Auxillary Services		-		4,965,752.12		101,461.60		-		-		5,067,213.72
Fees		10,811,445.66		-		446,457.85		-		-		11,257,903.51
Community Service Income		2,862,319.03		-		-		-		-		2,862,319.03
Federal, State & Local grants		-		-		-		-		3,160,083.09		3,160,083.09
Other operating revenues		698,544.06		-		-		-		-		698,544.06
Other nonoperating revenues		-		-		-		33,093.97		-		33,093.97
Total revenues		81,850,469.40		4,965,752.12		547,919.45		3,110,011.32		3,160,083.09		93,634,235.38
EXPENSES:												
Instruction		25,754,338.22		-		-		-		3,160,083.09		28,914,421.31
Academic Support		5,934,010.30		-		-		-		-		5,934,010.30
Student Services		4,547,599.82		-		-		-		-		4,547,599.82
Research		648,280.80		-		-		-		-		648,280.80
Operating and maintenance of plant		8,464,753.28		-		-		-		-		8,464,753.28
Institutional support		21,366,069.63		-		-		88,065.96		-		21,454,135.59
Auxiliary services		-		4,912,438.67		400,037.39		-		-		5,312,476.06
Capital Outlay		2,353,284.07		-		-		3,301,503.12		-		5,654,787.19
Debt Service:												
Principal		1,729,256.00		-		-		-		-		1,729,256.00
Interest		909,939.81		-		-		-		-		909,939.81
Total expenses		71,707,531.93		4,912,438.67		400,037.39		3,389,569.08		3,160,083.09		83,569,660.16
Change in fund balance		10,142,937.47		53,313.45		147,882.06		(279,557.76)		-		10,064,575.22
Net position, beginning of period		(3,586,274.81)		5,521,114.72		1,113,680.13		1,194,009.39		-		4,242,529.43
Net position, end of period	\$	6,556,662.66	\$	5,574,428.17	\$	1,261,562.19	\$	914,451.63	\$	-	\$	14,307,104.65

BROOKDALE COMMUNITY COLLEGE
BUDGETARY COMPARISON SCHEDULE SUMMARY

DESCRIPTION	FY2018				
	ORIGINAL BUDGET	TRANSFERS	MODIFIED BUDGET	ACTUAL 5/31/2018	EXCESS/ (DEFICIT) - ACTUAL
REVENUES:					
STATE APPROPRIATIONS	10,446,940.00	-	10,446,940.00	9,471,663.33	(975,276.67)
LOCAL APPROPRIATIONS	20,027,019.00	-	20,027,019.00	18,358,100.75	(1,668,918.25)
TUITION	40,221,298.00	-	40,221,298.00	39,386,314.72	(834,983.28)
CHARGEBACKS	-	-	-	262,081.85	262,081.85
FEES	11,425,223.00	-	11,425,223.00	10,811,445.66	(613,777.34)
COMMUNITY SERVICE INCOME	3,200,000.00	-	3,200,000.00	2,862,319.03	(337,680.97)
OTHER MISCELLANEOUS	777,308.00	-	777,308.00	698,544.06	(78,763.94)
TOTAL REVENUES	86,097,788.00	-	86,097,788.00	81,850,469.40	(4,247,318.60)
EXPENDITURES:					
CAPITAL OUTLAY:					
MINOR CAPITAL	-	900.00	900.00	59,411.88	(58,511.88)
TIP/TECH	2,715,000.00	(0.00)	2,715,000.00	2,293,872.19	421,127.81
TOTAL CAPITAL OUTLAY	2,715,000.00	900.00	2,715,900.00	2,353,284.07	362,615.93
DEBT SERVICE					
PRINCIPAL	1,729,256.00	-	1,729,256.00	1,729,256.00	-
INTEREST & MISCELLANEOUS	1,543,051.00	-	1,543,051.00	909,939.81	633,111.19
TOTAL DEBT SERVICE	3,272,307.00	-	3,272,307.00	2,639,195.81	633,111.19
PRESIDENT DIVISION:					
BOARD OF TRUSTEES	34,200.00	-	34,200.00	22,680.71	11,519.29
PRESIDENT'S OFFICE	348,204.00	-	348,204.00	281,269.45	66,934.55
TOTAL PRESIDENTS DIVISION	382,404.00	-	382,404.00	303,950.16	78,453.84
HUMAN RESOURCES AND SAFETY DIVISION:					
HUMAN RESOURCES	792,741.00	-	792,741.00	566,190.28	226,550.72
POLICE	1,481,382.00	(497.00)	1,480,885.00	1,265,423.30	215,461.70
POLICE WESTERN MONMOUTH	70,269.00	4,293.00	74,562.00	69,227.25	5,334.75
TOTAL HUMAN RESOURCES SAFETY DIVISION	2,344,392.00	3,796.00	2,348,188.00	1,900,840.83	447,347.17
PLANNING AND INSTITUTIONAL EFFECTIVENESS DIVISION:					
PLANNING, ASSESSMENT & RESEARCH	500,107.00	1,000.00	501,107.00	396,501.53	104,605.47
TOTAL PLANNING & INST. EFFECTIVENESS DIVISION	500,107.00	1,000.00	501,107.00	396,501.53	104,605.47
ADVANCEMENT DIVISION:					
ADVANCEMENT OFFICE	236,650.00	2,571.00	239,221.00	108,840.24	130,380.76
COLLEGE RELATIONS	115,795.00	1,360.00	117,155.00	101,186.11	15,968.89
PUBLIC RELATIONS & COMMUNICATIONS	218,957.00	540.00	219,497.00	184,331.76	35,165.24
MARKETING & CREATIVE SERVICES	284,309.00	-	284,309.00	254,844.18	29,464.82
RADIO STATION	233,591.00	1,400.00	234,991.00	216,549.84	18,441.16
BROOKDALE TV	81,377.00	(900.00)	80,477.00	45,501.30	34,975.70
GRANTS DEVELOPMENT	168,557.00	2,785.00	171,342.00	142,939.03	28,402.97
FOUNDATION	121,957.00	-	121,957.00	121,674.19	282.81
ALUMNI ASSOCIATION	-	-	-	1,300.77	(1,300.77)
TOTAL ADVANCEMENT DIVISION	1,461,193.00	7,756.00	1,468,949.00	1,177,167.42	291,781.58
FINANCE AND OPERATIONS DIVISION:					
FINANCE OFFICE	449,418.00	3,214.00	452,632.00	369,508.67	83,123.33
ACCOUNTS PAYABLE	245,263.00	1,000.00	246,263.00	208,930.14	37,332.86
ACCOUNTS RECEIVABLE	325,103.00	1,942.00	327,045.00	296,263.19	30,781.81
PAYROLL	223,434.00	360.00	223,794.00	200,144.19	23,649.81
PURCHASING	219,420.00	5,658.00	225,078.00	200,955.62	24,122.38
COMMON SERVICES	332,165.00	18,283.00	350,448.00	295,914.34	54,533.66
PRINT SHOP	(61,877.00)	1,501.00	(60,376.00)	96,461.74	(156,837.74)
FACILITIES	225,131.00	108,355.00	333,486.00	256,129.71	77,356.29
CUSTODIAL SERVICES-LINCROFT	1,853,508.00	-	1,853,508.00	1,507,957.48	345,550.52
PHYSICAL PLANT/UTILITIES	1,432,891.00	(19,812.00)	1,413,079.00	1,180,207.02	232,871.98

BROOKDALE COMMUNITY COLLEGE BUDGETARY COMPARISON SCHEDULE SUMMARY

DESCRIPTION	FY2018				
	ORIGINAL BUDGET	TRANSFERS	MODIFIED BUDGET	ACTUAL 5/31/2018	EXCESS/ (DEFICIT) - ACTUAL
GROUNDS FIRE & SAFETY- LINCROFT OFFICE OF INFORMATION TECHNOLOGY	1,174,629.00 202,469.00 2,523,220.00	(121,494.00) 55,000.00 -	1,053,135.00 257,469.00 2,523,220.00	1,594,448.65 141,366.96 2,168,261.35	(541,313.65) 116,102.04 354,958.65
TOTAL FINANCE & OPERATIONS DIVISION	9,144,774.00	54,007.00	9,198,781.00	8,516,549.06	682,231.94
LEARNING DIVISION:					
LEARNING OFFICE OFFICE OF BUSINESS AND SOCIAL SCIENCE HONORS PROGRAM BUSINESS ACCOUNTING CULINARY ARTS MARKETING/ FASHION MERCHANDISING ECONOMICS CRIMINAL JUSTICE EDUCATION PARALEGAL LEGAL STUDIES HISTORY PHILOSOPHY ANTHROPOLOGY/SOCIOLOGY/HUMAN GEOGRAPHY POLITICAL SCIENCE PSYCHOLOGY OFFICE OF HUMANITIES COMMUNICATIONS LANGUAGES/ ESL SPEECH COMMUNICATIONS ENGLISH LEARNING DISABILITIES ARCHITECTURE DIGITAL ANIMATION FINE ART GRAPHIC DESIGN INTERIOR DESIGN PHOTOGRAPHY MUSIC THEATER OFFICE OF PERFORMING ARTS CENTER GENERAL PERFORMANCES OFFICE HEALTH SCIENCE NURSING RADIOLOGIC TECHNOLOGY RESPIRATORY THERAPY TECHNOLOGY HEALTH INFO TECHNOLOGY FITNESS OFFICE OF STEM CHEMISTRY PHYSICS ENVIRONMENTAL SCIENCES BIOLOGY MATHEMATICS ENGINEERING & TECHNOLOGIES COMPUTER SCIENCE AUTOMOTIVE TECHNOLOGY FREEHOLD CAMPUS ACADEMIC SUPPORT STUDENT SERVICES TRANSITIONS - FREEHOLD TRANSITIONS - ASBURY PARK K-12 PARTNERSHIPS OFFICE OF HECs AND K-16 PARTNERSHIPS BRROKDALE at LONG BRANCH BROOKDALE at HAZLET BROOKDALE at NEPTUNE BROOKDALE at WALL INNOVATIONS & LEARNING RESOURCES INNOVATIONS CENTER LEARNING COMMONS	1,348,724.00 335,253.00 2,000.00 445,382.00 383,618.00 168,000.00 185,797.00 366,240.00 465,410.00 303,529.00 214,433.00 1,062,687.00 232,231.00 1,011,799.00 223,018.00 1,164,679.00 409,018.00 376,319.00 590,729.00 641,402.00 3,428,306.00 938,661.00 184,851.00 65,776.00 672,030.00 104,466.00 103,717.00 200,911.00 328,269.00 110,482.00 156,879.00 58,250.00 327,183.00 2,085,795.00 300,797.00 356,951.00 140,279.00 139,905.00 284,950.00 936,162.00 202,707.00 354,557.00 1,412,187.00 3,230,523.00 414,109.00 806,395.00 696,714.00 807,760.00 79,977.00 127,960.00 - - 450,398.00 252,366.00 414,406.00 522,540.00 430,592.00 469,995.00 412,553.00 405,962.00 225,527.00	(164,259.00) (1,361.00) (339.00) (3,689.00) 11,955.00 8,116.00 14,072.00 22,610.00 (3,420.00) 5,880.00 2,097.00 (17,426.00) 524.00 (30,740.00) 1,973.00 20,116.00 (4,508.00) 8,565.00 (14,709.00) 8,111.00 (62,511.00) 13,515.00 (2,249.00) (65,676.00) 119,675.00 34,469.00 29,221.00 16,450.00 4,644.00 5,220.00 4,886.00 23.00 (2,381.00) 120,906.00 (9,920.00) 1,933.00 (1,495.00) (15,914.00) 501.00 (11,259.00) (1,380.00) 29,170.00 37,264.00 (44,110.00) 8,120.00 41,363.00 (18,052.00) 20,272.00 (14,312.00) 646.00 - - 1,506.00 (1,596.00) (7,040.00) 8,937.00 4,462.00 30,427.00 (2,158.00) (45,871.00) (8,488.00)	1,184,465.00 333,892.00 1,661.00 441,693.00 395,573.00 176,116.00 199,869.00 388,850.00 461,990.00 309,409.00 216,530.00 1,045,261.00 232,755.00 981,059.00 224,991.00 1,184,795.00 404,510.00 384,884.00 576,020.00 649,513.00 3,365,795.00 952,176.00 182,602.00 100.00 791,705.00 138,935.00 132,938.00 217,361.00 332,913.00 115,702.00 161,765.00 58,273.00 324,802.00 2,206,701.00 290,877.00 358,884.00 138,784.00 123,991.00 285,451.00 924,903.00 201,327.00 383,727.00 1,449,451.00 3,186,413.00 422,229.00 847,758.00 678,662.00 828,032.00 65,665.00 128,606.00 - - 451,904.00 250,770.00 407,366.00 531,477.00 435,054.00 500,422.00 410,395.00 360,091.00 217,039.00	622,031.89 285,361.35 560.75 390,697.62 347,741.20 156,565.93 177,448.16 336,824.81 395,779.26 278,485.03 187,489.05 840,440.03 199,348.01 792,162.44 196,997.46 1,046,896.29 345,295.75 353,969.81 520,770.31 517,229.28 2,922,159.68 757,308.29 164,969.69 5.22 669,881.75 113,592.86 122,321.86 158,861.19 299,760.37 104,670.92 169,501.00 91,116.65 269,185.39 2,024,566.10 266,941.05 337,860.10 75,739.17 110,382.76 241,751.62 783,094.99 168,413.27 285,919.37 1,252,856.10 2,645,423.99 327,047.32 717,997.67 566,369.72 753,724.06 57,260.69 117,942.53 4,278.95 1,577.53 388,033.64 188,295.91 338,193.10 488,776.89 392,957.63 251,395.25 331,351.64 316,613.15 138,755.69	562,433.11 48,530.65 1,100.25 50,995.38 47,831.80 19,550.07 22,420.84 52,025.19 66,210.74 30,923.97 29,040.95 204,820.97 33,406.99 188,896.56 27,993.54 137,898.71 59,214.25 30,914.19 55,249.69 132,283.72 443,635.32 194,867.71 17,632.31 94.78 121,823.25 25,342.14 10,616.14 58,499.81 33,152.63 11,031.08 (7,736.00) (32,843.65) 55,616.61 182,134.90 23,935.95 21,023.90 63,044.83 13,608.24 43,699.38 141,808.01 32,913.73 97,807.63 196,594.90 540,989.01 95,181.68 129,760.33 112,292.28 74,307.94 8,404.31 10,663.47 (4,278.95) (1,577.53) 63,870.36 62,474.09 69,172.90 42,700.11 42,096.37 249,026.75 79,043.36 43,477.85 78,283.31

BROOKDALE COMMUNITY COLLEGE BUDGETARY COMPARISON SCHEDULE SUMMARY

DESCRIPTION	FY2018				
	ORIGINAL BUDGET	TRANSFERS	MODIFIED BUDGET	ACTUAL 5/31/2018	EXCESS/ (DEFICIT) - ACTUAL
LIBRARY	1,314,689.00	8,492.00	1,323,181.00	1,128,194.92	194,986.08
COLLEGE SUCCESS	56,777.00	857.00	57,634.00	51,870.60	5,763.40
TOTAL LEARNING DIVISION	33,943,582.00	92,115.00	34,035,697.00	28,589,014.71	5,446,682.29
STUDENT SUCCESS DIVISION:					
OFFICE STUDENT SUCCESS	353,716.00	(7,768.00)	345,948.00	331,365.49	14,582.51
ENROLLMENT MANAGEMENT	309,605.00	77,024.00	386,629.00	350,012.73	36,616.27
ADVISING	660,890.00	8,538.00	669,428.00	579,137.15	90,290.85
RECRUITMENT	320,790.00	(49,266.00)	271,524.00	244,009.69	27,514.31
ADMISSIONS, REGISTRATION, AND RECORDS	842,631.00	14,154.00	856,785.00	758,926.77	97,858.23
FINANCIAL AID	367,339.00	(7,397.00)	359,942.00	308,678.73	51,263.27
STUDENT SERVICES	134,338.00	-	134,338.00	122,174.46	12,163.54
COUNSELING	739,969.00	(39,375.00)	700,594.00	593,457.47	107,136.53
VETERANS CENTER	43,128.00	500.00	43,628.00	42,394.55	1,233.45
E.O.F.	257,612.00	143.00	257,755.00	197,121.28	60,633.72
DISABILITY SERVICES	380,823.00	500.00	381,323.00	178,924.82	202,398.18
TESTING SERVICES	303,461.00	15,397.00	318,858.00	278,360.14	40,497.86
STUDENT CONDUCT AND COMPLIANCE	62,980.00	-	62,980.00	57,731.74	5,248.26
STUDENT ENGAGEMENT	92,889.00	10,905.00	103,794.00	98,792.44	5,001.56
CAREER AND LEADERSHIP DEVELOPMENT	296,633.00	(16,399.00)	280,234.00	235,290.40	44,943.60
STUDENT LIFE & ACTIVITIES	172,370.00	11,250.00	183,620.00	229,575.40	(45,955.40)
INTERNATIONAL CENTER	344,630.00	787.00	345,417.00	337,155.28	8,261.72
ATHLETICS DEPARTMENT	247,388.00	5,859.00	253,247.00	220,006.70	33,240.30
SUMMER SPORTS CAMP	49,700.00	(100.00)	49,600.00	14,646.24	34,953.76
COMMENCEMENT	37,200.00	(187.00)	37,013.00	17,415.14	19,597.86
TOTAL STUDENT SUCCESS DIVISION	6,018,092.00	24,565.00	6,042,657.00	5,195,176.62	847,480.38
CONTINUING AND PROFESSIONAL STUDIES DIVISION:					
OFFICE OF CONTINUING AND PROFESSIONAL STUDIES	500,032.00	12,117.00	512,149.00	483,280.50	28,868.50
BCD INDIRECT EXPENSES	42,320.00	(1,042.00)	41,278.00	39,072.16	2,205.84
OFFICE OF CAREER PATHWAYS	461,991.00	(82,472.00)	379,519.00	357,879.54	21,639.46
CONTRACT TRAINING DIRECT PAY (COMPANIES)	85,500.00	45,546.00	131,046.00	101,577.63	29,468.37
NEW PATHWAYS TO TEACHING	65,950.00	21,516.00	87,466.00	66,370.61	21,095.39
HEALTHCARE SERVICES	320,137.00	45,894.00	366,031.00	356,774.80	9,256.20
BUSINESS & CAREER TRAINING	161,818.00	(6,323.00)	155,495.00	122,503.28	32,991.72
COMPUTER & OFFICE TRAINING	74,354.00	70,303.00	144,657.00	139,557.13	5,099.87
CTE GRANT	110,000.00	(12,000.00)	98,000.00	86,119.00	11,881.00
ADULT EDUCATION	139,454.00	(16,248.00)	123,206.00	82,835.64	40,370.36
OFFICE OF COMMUNITY OUTREACH	194,478.00	3,222.00	197,700.00	172,960.29	24,739.71
SANDY HOOK	17,993.00	(150.00)	17,843.00	14,013.62	3,829.38
TRIPS/EXCURSIONS	221,849.00	(4,546.00)	217,303.00	208,020.14	9,282.86
MISC OPEN ENROLLMENT PROGRAMS	215,356.00	(45,722.00)	169,634.00	149,124.15	20,509.85
SMMER ADVENTURE CAMPS	205,055.00	(13,994.00)	191,061.00	181,744.96	9,316.04
CENTER FOR WW II STUDIES	-	422.00	422.00	421.30	0.70
ACADEMIC AND CAREER TRANSITIONS INSTITUTE (WEE	95,165.00	(7,267.00)	87,898.00	79,073.24	8,824.76
CHHANGE	-	-	-	14,112.75	(14,112.75)
SCHEDULING & CAMPUS EVENTS	-	-	-	-	-
TRANSITIONS	-	-	-	(50.88)	50.88
FITNESS	187,369.00	729.00	188,098.00	170,460.65	17,637.35
TOTAL CONTINUING AND PROFESSIONAL STUDIES DIVISION	3,098,821.00	9,985.00	3,108,806.00	2,825,850.51	282,955.49
UTILITIES DIVISION:					
LINCROFT	2,353,000.00	-	2,353,000.00	1,914,105.99	438,894.01
LONG BRANCH	79,000.00	-	79,000.00	66,459.26	12,540.74
WESTERN MONMOUTH	(90,200.00)	-	(90,200.00)	(62,640.86)	(27,559.14)
WALL	(90,000.00)	-	(90,000.00)	134,735.78	(224,735.78)
UTILITIES SLC	15,000.00	-	15,000.00	16,134.24	(1,134.24)
HAZLET	54,000.00	-	54,000.00	66,144.44	(12,144.44)
NEPTUNE	253,614.00	-	253,614.00	315,054.06	(61,440.06)
TOTAL UTILITIES	2,574,414.00	-	2,574,414.00	2,449,992.91	124,421.09
BENEFITS DIVISION:					
BENEFITS	15,684,069.00	(68,787.00)	15,615,282.00	12,044,309.14	3,570,972.86

**BROOKDALE COMMUNITY COLLEGE
BUDGETARY COMPARISON SCHEDULE SUMMARY**

<u>DESCRIPTION</u>	<u>FY2018</u>				
	<u>ORIGINAL BUDGET</u>	<u>TRANSFERS</u>	<u>MODIFIED BUDGET</u>	<u>ACTUAL 5/31/2018</u>	<u>EXCESS/ (DEFICIT) - ACTUAL</u>
TOTAL BENEFITS DIVISION	15,684,069.00	(68,787.00)	15,615,282.00	12,044,309.14	3,570,972.86
GENERAL EXPENSES:					
GENERAL INSTITUTIONAL	3,764,080.00	(125,337.00)	3,638,743.00	2,780,612.06	858,130.94
INSTITUTIONAL MARKETING	815,000.00	-	815,000.00	530,733.44	284,266.56
GOVERNANCE	9,950.00	-	9,950.00	4,353.66	5,596.34
TOTAL GENERAL EXPENSES	4,589,030.00	(125,337.00)	4,463,693.00	3,315,699.16	1,147,993.84
TOTAL EXPENDITURES	85,728,185.00	-	85,728,185.00	71,707,531.93	14,020,653.07
NET INCOME/(LOSS) BEFORE OTHER FINANCING SOURCES/(USES)	369,603.00	-	369,603.00	10,142,937.47	9,773,334.47
OTHER FINANCING SOURCES/(USES):					
CAPITAL RESERVE BUILD UP	(369,603.00)	-	(369,603.00)	-	(369,603.00)
TOTAL OTHER FINANCING SOURCES/(USES)	(369,603.00)	-	(369,603.00)	-	(369,603.00)
NET INCOME/(LOSS)	-	-	-	10,142,937.47	9,403,731.47
FUND BALANCE - BEGINNING	(3,586,274.81)		(3,586,274.81)	(3,586,274.81)	-
FUND BALANCE - ENDING	\$ (3,586,274.81)	\$ -	\$ (3,586,274.81)	6,556,662.66	9,403,731.47
PLUS:					
AUXILIARY FUND				5,574,428.17	
ASBCC FUND - UNRESTRICTED				1,215,296.85	
TOTAL UNRESTRICTED FUND BALANCE				\$ 13,346,387.68	

SUMMARY OF EXPENDITURES

Capital Outlay	\$ 2,715,000.00	\$ 900.00	\$ 2,715,900.00	\$ 2,353,284.07	\$ 362,615.93
Debt Service	3,272,307.00	-	3,272,307.00	2,639,195.81	633,111.19
Learning Division	33,943,582.00	92,115.00	34,035,697.00	28,589,014.71	5,446,682.29
Benefits	15,684,069.00	(68,787.00)	15,615,282.00	12,044,309.14	3,570,972.86
Finance & Operations	9,144,774.00	54,007.00	9,198,781.00	8,516,549.06	682,231.94
Student Success Div	6,018,092.00	24,565.00	6,042,657.00	5,195,176.62	847,480.38
General Expenses	4,589,030.00	(125,337.00)	4,463,693.00	3,315,699.16	1,147,993.84
Continuing & Prof. Serv.	3,098,821.00	9,985.00	3,108,806.00	2,825,850.51	282,955.49
Utilities	2,574,414.00	-	2,574,414.00	2,449,992.91	124,421.09
Human Resources & Safety	2,344,392.00	3,796.00	2,348,188.00	1,900,840.83	447,347.17
Planning & Inst. Effectiveness	500,107.00	1,000.00	501,107.00	396,501.53	104,605.47
President & BOT	382,404.00	-	382,404.00	303,950.16	78,453.84
Advancement Div	1,461,193.00	7,756.00	1,468,949.00	1,177,167.42	291,781.58
	\$ 85,728,185.00	\$ -	\$ 85,728,185.00	\$ 71,707,531.93	\$ 14,020,653.07



BROOKDALE COMMUNITY COLLEGE PROJECTS

A. CAPITAL PROJECTS

- 1) LINCROFT CAMPUS CENTRAL UTILITY PLANT- Estock Piping, Inc. Base Bid \$489,150
Alt. Bid \$623,767
TOTAL CONTRACT \$1,112,917

SCOPE: Due to limited funds, the project scope was limited to replacement of the water piping within the plant (base bid) with possible replacement of the cooling towers (alternate bid).

STATUS: A contract in the amount of \$1,112,917 was awarded to Estock Piping on August 22, 2017. The project improvements have been completed and startup of the new cooling system was successfully performed on April 19, 2018. The project was completed without using the "Miscellaneous Work Allowance" of \$50,000 within the contract award amount. In addition, a reduction in internal piping within the new cooling towers resulted in an additional savings of \$20,000. In light of these project savings, the Facilities Department identified additional improvements directly related to the completed work for consideration at this time:

- | | |
|-------------------------------|------------|
| a) Additional Valve and Drain | \$3,903.95 |
| b) sand filter system work | \$8,864.60 |

These extra work items were approved by the Board of Trustees at their April 24, 2018 meeting and the improvements have been subsequently completed.

Currently the cooling system is up and running. However, on all four cells of the towers, minor separation of a metal seam has occurred which requires repair. The contractor is aware of this issue and is presently scheduling the repair work. In addition, on occasion, the cooling towers have overflowed when the system is only using one tower instead of both towers. This appears to be related to a water level sensing setting which is currently being investigated. Final payment will not be recommended until these issues have been properly addressed.

2) LINCROFT CAMPUS PARKING LOTS

The College is managing a Not to Exceed budget of \$805,000 for the milling and paving of Parking Lots 6 and 7 at the Lincroft Campus. Lot 7 was completed during the summer of 2017 for a cost of approximately \$230,000. In Lot 6, curbing and sidewalk replacement along the arena was completed during the fall of 2017 at a cost of \$23,500. The College has initiated discussions with Monmouth County to schedule paving of Lot 6 for this summer. The College seeks approval to include other paving needs such as portions of Arena Drive and other lots on a risk assessed basis to maximize efficiencies of the County paving team while on site. The Not to Exceed amount of \$805,000 will be monitored and reported on monthly as work progresses. A priority list of additional paving needs at the Lincroft campus is being compiled for discussion before the F&F Committee and Board.



3) BAC ROOF REPLACEMENTS/LINCROFT CAMPUS

BAC- A contract to prepare plans and specifications to replace the roof was awarded to USA Architects in December 2017 in the amount of \$14,600. The BOT awarded a contract to Roof Management of Wall, NJ in the amount of \$143,000 on March 27, 2018. Construction has been completed. During re-certification of the lightning protection system, deficiencies in the system outside the project scope were discovered by the contractor. Required upgrades to the system have been identified and we are currently coordinating with the contractor and architect on pricing for these improvements. It is anticipated that construction costs for this extra work will fall within the allotted contingency in the contract. However, a minor increase to the Architect's contract will be required.

4) CVA & LAH CHILLER REPLACEMENTS

By letter, dated June 6, 2018, our office submitted a proposal to provide engineering design and construction administration services for the replacement of antiquated chillers and upgrades to the controls at the Center for Visual Arts and Larrison Hall for a not to exceed fee of \$87,000. The intent is to have these improvements completed prior to next year's cooling season. We await guidance on how to proceed.

5) FIRE ALARM PANEL REPLACEMENT PROJECT

Due to the age of eight existing fire alarm panels on the Lincroft campus and the difficulty in finding parts to maintain these panels, our office was authorized by the BOT at their May 15, 2018 meeting to proceed with preparation of plans and specifications to replace these panels. Preliminary design has been initiated and we will be meeting shortly with the local Fire Code Official to review the project scope. Following review by the local Fire Official, final plans and specifications will be completed and the project will be advertised. Our intent is to have the project completed in early fall. In addition, we recommend the College pursue a comprehensive review of its current fire alarm system with an eye of bringing it up to current day standards.

6) LED LIGHTING UPGRADES

Based on the recommendations of the recently completed Local Government Energy Audit (LGEA) reports prepared for the buildings at the Lincroft Campus and satellite campuses, the College will be pursuing energy saving measures by replacing the existing light bulbs with LED bulbs. Our office by letter, dated May 18, 2018, submitted a proposal to provide engineering design and construction administration services for a not to exceed fee of \$75,400 for the Lincroft Campus and a not to exceed fee of \$21,500 for the satellite campuses. We await guidance on how to proceed. The LGEA Reports indicate potential annual savings of more than \$300,000 from this project.

7) SEWER EJECTOR PUMPS/LINCROFT CAMPUS

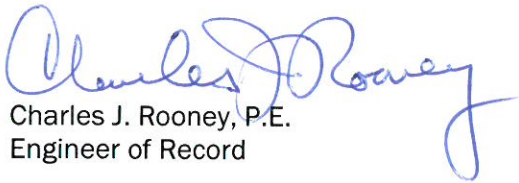
A contract for the replacement of sewer ejector pumps at the MAS and ATC buildings was awarded to Longo Electrical-Mechanical, Inc. in the amount of \$84,700.00 by the BOT at their May 15, 2018 meeting. Contracts have been signed and contract submittals are expected shortly. Based on discussions with the academic leadership team a "sewer shutdown" period from August 24, 2018 to September 3, 2018 was selected to allow for the installation of the new pumps. However, preparation work and final restoration work may be warranted before and after this period.



B. DESIGN/STUDIES/REPORTS

1) FREEHOLD CAMPUS FOUNDATION SEEPAGE PROBLEM

Our office has been requested to investigate an ongoing basement seepage problem. We have completed an initial site inspection and are currently soliciting quotes to have the buried exterior roof piping system videotaped. We anticipate having preliminary findings and recommendations this summer.



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

4.2a *Change Order Request*

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

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

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

This item was discussed with the President and the Finance and Facilities Committee of the Board of Trustees at a meeting held June 18, 2018.

June 26, 2018: Interim Executive Director, Finance & ITS, Joseph Pingitore

RESOLUTION

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

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

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

WHEREAS the College certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this resolution;

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

Brookdale Community College
Change Order Reconciliation
June 26, 2018

	Vendor Name	Description	Change Orders		Current Contract Value	Proposed C/Os	Contract Total	Proposed % Increase
			Contract Award	Approved				
1	New Jersey City University	Enrollment increase of students electing to take graduate credits in the Alternate Route Training Program offered by CPS (funded by CPS Revenue Generating Programs).	\$ 30,000.00	\$ -	\$ 30,000.00	\$ 16,000.00	\$ 46,000.00	53%
2	USA Architects	Additional work related to lightning protection deficiency for the BAC Roof Project.	15,700.00	-	15,700.00	2,800.00	18,500.00	18%
			\$ 45,700.00	\$ -	\$ 45,700.00	\$ 18,800.00	\$ 64,500.00	

4.3 FY19 Revised Operating and Capital Statements

The College has developed the following FY19 Revised Operating and Capital Statements for review and discussion by the Finance and Facilities Committee and approval by the Board of Trustees.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 18, 2018.

June 26, 2018: Interim Executive Director, Finance & ITS, Joseph Pingitore

On January 23, 2018, the Board of Trustees adopted the FY19 Operating and Capital Budget. Subsequently, there have been revisions to both revenue and expenditures in the Operating and Capital budgets, which should be approved by the Board of Trustees.

The revised operating budget is based on a credit enrollment of 8,485 full-time equated students (FTEs). The revised Operating Budget is \$84,284,976, which is \$105,735 less than the original FY19 operating budget, a 0.1% decrease.

The proposed FY19 budget allows the College to maintain an open door policy, stimulate enrollment growth and sustainability, support existing programs, and strategically funds creative initiatives. It should be noted that additional changes will be made to this budget during the fiscal year, which could result in savings or costs that are yet to be determined.

Revised Operating Revenue

The revised operating budget shows a total revenue decrease of \$105,735, which represents a \$196,386 increase in tuition offset by a decrease in fees of \$253,976 as a result of transferring fees to the capital budget for OIT capital purchases. Finally, operating revenue for Continuing and Professional Studies is a decrease of \$50,000 based on finalized programming for FY19.

Revised Operating Expenditures

Revised operating expenditures decreased \$105,735, or 0.1%, due to staff attrition due to resignations & retirements.

Revised Capital Budget

On January 23, 2018, the Board of Trustees also approved the FY19 capital budget. The revised capital budget of \$20,267,480 represents an increase of \$13,017,480. The increase is due to budgeting for the remaining unspent Chapter 12 funds, Equipment Leasing Fund, and Higher Education Technology Infrastructure funds as well as the Office of Information Technology Capital Improvements. The Capital Budget also includes \$350,000 capital reserve for Wall.

Brookdale Community College
Enrollment History - FTEs
FY14 - FY19

	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Projected	FY19 Budget
Credit FTEs:						
Summer III	313	299	303	256	232	221
% of Year	2.8%	2.8%	2.9%	2.6%	2.5%	2.5%
Fall	4,920	4,740	4,591	4,337	4,202	4,009
% of Year	43.7%	44.2%	44.3%	44.3%	44.6%	44.5%
Spring	4,432	4,271	4,096	3,884	3,749	3,577
% of Year	39.4%	39.8%	39.5%	39.6%	39.8%	39.6%
Summer I & II	910	875	828	760	711	678
% of Year	8.1%	8.2%	8.0%	7.8%	7.5%	7.5%
Credit Subtotal	10,575	10,185	9,818	9,237	8,894	8,485
% of Year	94.0%	95.0%	94.6%	94.3%	94.3%	94.0%
% Increase/(Decrease)	(2.2%)	(3.7%)	(3.6%)	(5.9%)	(3.7%)	(4.6%)
Non-Credit FTEs:						
Non-Fundable FTEs	672	541	556	561	534	540
% of Year	6.0%	5.0%	5.4%	5.7%	5.7%	6.0%
Total	11,247	10,726	10,374	9,798	9,428	9,025
% Increase/(Decrease)	(2.1%)	(4.6%)	(3.3%)	(5.6%)	(2.3%)	(4.3%)

Brookdale Community College
Operating Budget Summary
FY19

	FY19 Original Budget January 2018			FY19 Revised Budget June 2018		
	Amount	Percent of Total	Adjustments	Amount	Percent of Total	
Current Revenue:						
Tuition	\$ 38,197,961	45.3%	\$ 196,386	\$ 38,394,347	45.6%	
Monmouth County	20,027,019	23.7%	-	20,027,019	23.8%	
State Aid	10,324,066	12.2%	1,855	10,325,921	12.3%	
General Service Fee	8,537,545	10.1%	(253,976)	8,283,569	9.8%	
Other Fees	3,130,120	3.7%	-	3,130,120	3.7%	
Cont & Prof Studies	3,400,000	4.0%	(50,000)	3,350,000	4.0%	
Other Income	774,000	0.9%	-	774,000	0.9%	
Total Current Revenue	<u>\$ 84,390,711</u>	<u>100.0%</u>	<u>\$ (105,735)</u>	<u>\$ 84,284,976</u>	<u>100.0%</u>	
Current Expenditures:						
Learning Division	32,255,354	38.2%	\$ 288,973	\$ 32,544,327	38.6%	
Continuing & Prof. Studies	2,962,885	3.5%	197,855	\$ 3,160,740	3.8%	
Student Success Division	5,975,868	7.1%	(15,890)	\$ 5,959,978	7.1%	
President's Division	360,489	0.4%	15,000	\$ 375,489	0.5%	
Finance & Operations	11,936,697	14.1%	(385,538)	\$ 11,551,159	13.7%	
Human Resources & Safety	2,184,286	2.6%	73,120	\$ 2,257,406	2.7%	
Advancement Division	931,465	1.1%	(55,925)	\$ 875,540	1.0%	
Planning & Inst. Effectiveness	438,318	0.5%	2,891	\$ 441,209	0.5%	
Utilities	2,523,503	3.0%	-	\$ 2,523,503	3.0%	
Benefits	16,241,524	19.3%	(24,935)	\$ 16,216,589	19.2%	
General Expenses	8,580,322	10.2%	(201,286)	\$ 8,379,036	9.9%	
Total Current Expenditures	<u>\$ 84,390,711</u>	<u>100.0%</u>	<u>\$ (105,735)</u>	<u>\$ 84,284,976</u>	<u>100.0%</u>	

Brookdale Community College
Capital Budget Summary
FY19

	FY19 Budget		FY19 Revised Budget	
	January 2018		June 2018	
	Amount	Percent of Total	Amount	Percent of Total
Revenue				
County:				
County Chapter 12	\$ 3,800,000	47.8%	\$ 9,641,512	46.8%
Subtotal County	3,800,000	47.8%	9,641,512	46.8%
State:				
State Chapter 12	3,800,000	47.8%	9,641,512	46.8%
HETI	-	0.0%	47,104	0.2%
ELF	-	0.0%	683,376	3.3%
Subtotal State	3,800,000	47.8%	10,371,992	50.3%
Other:				
Fees- restricted	350,000	4.4%	350,000	1.7%
Fees	-	0.0%	253,976	1.2%
Subtotal Other	350,000	4.4%	603,976	2.9%
Total Revenue	7,950,000	100.0%	20,617,480	100.0%
Expenditures:				
Renewal & Replacements	7,600,000	100.0%	19,283,024	95.1%
Minor Capital	-	0.0%	253,976	1.3%
Other	-	0.0%	730,480	3.6%
Total Expenditures	\$ 7,600,000	100.0%	\$ 20,267,480	95.1%

4.5 *Auxiliary Services FY19 Operating Statements*

The College manages several operations which fall under the general heading of Auxiliary Services, which include, but are not limited to, Conference & Event Services, Dining, and the Scroll and Pen Bookstore.

The College has developed the following FY19 Operating Statement for review and discussion by the Finance and Facilities Committee and approval by the Board of Trustees.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held June 18, 2018.

June 26, 2018: Interim Executive Director, Finance & ITS, Joseph Pingitore

The following narrative captures the highlights of Conference & Event Services and the Scroll and Pen Bookstore FY19 Operating Statements.

Conference & Event Services (CES) include both internal (Institutional) and external (community) events held in the Donald D. Warner Student Life Center (WSLC), the Robert J. Collins Arena (Arena), and the Brookdale Recreation Center (BREC). Additionally, non-Brookdale athletic events are held in our facilities or on the outdoor fields. The WSLC remains a focal point for campus life for students, staff, and community. The number of seminars and training classes conducted on premise are increasing. Additionally, the parking lots are utilized to hold food truck events, marathons, and cycling races.

In the past several years, the Collins Arena has been transformed into a reputable sports and entertainment venue with various annual events. The continued support of a variety of special events along with the Collins Arena Internship Program will continue to provide strong revenue streams and education opportunities in operations for FY19.

The dining program hosts a pop up café program, which is a portable café that “pops up” at different locations on the campus and features varying menus with cuisine from around the globe. Dining continues to provide services for both internal and external events, as well as the daily food operations for faculty, staff, and students. Dining Services has three internship programs for special needs high school and college students. While participating in the programs, students learn valuable core working skills. The programs will continue to grow in FY19, with plans for expanding the program to include work in Larrison Hall and the Wall location.

The Scroll and Pen Bookstore, a full service bookstore in the Student Life Center, sells new and used textbooks, classroom supplies, clothing, trade books, and a variety of novelty items. In late FY18 the Bookstore was transitioned to a managed service operation operated by Follett. In FY19, the College will work with Follett on a capital improvement plan to give the store a facelift.

The FY19 budget incorporated several additional departments from the operating budget. Those departments include Brookdale Radio, Brookdale Performing Arts Center, Brookdale Television, and the Brookdale Fitness Center. Each respective department provides service to the Community as well as providing service to the College.

The attached workbook contains the FY19 Operating Statements of the above referenced Auxiliary Departments is for review and discussion by the Finance and Facilities Committee and approval by the Board of Trustees.

Brookdale Community College
Auxiliary Services FY19 Budget

	FY18 Projected	FY19 Budget
Revenue		
Bookstore	\$ 808,967	\$ 750,000
Dining Services	200,227	275,000
Arena	281,036	319,000
Brookdale Radio	144,423	162,500
Brookdale TV	14,664	20,000
Performing Arts Center	58,030	70,000
Fitness Center	165,450	175,000
Student Life Center	173,757	186,000
Total Revenue	\$ 1,846,554	\$ 1,957,500
Operating Expenses		
Bookstore	\$ 671,975	\$ 34,305
Dining Services	100,229	130,345
Arena	338,080	343,391
Brookdale Radio	398,793	397,286
Brookdale TV	134,484	138,587
Performing Arts Center	264,434	276,884
Fitness Center	187,145	199,496
Student Life Center	246,436	268,087
Total Operating Expenses	\$ 2,341,576	\$ 1,788,381
Profit/(Loss) before Fee Waivers		
Bookstore	\$ 136,992	\$ 715,695
Dining Services	99,998	144,655
Arena	(57,044)	(24,391)
Brookdale Radio	(254,370)	(234,786)
Brookdale TV	(119,820)	(118,587)
Performing Arts Center	(206,404)	(206,884)
Fitness Center	(21,695)	(24,496)
Student Life Center	(72,679)	(82,087)
Total Profit/(Loss) before Fee Waivers	\$ (495,022)	\$ 169,119
Other Revenue: Fee Waivers *		
Bookstore	\$ -	\$ -
Dining Services	-	-
Arena	88,677	88,000
Brookdale Radio	45,000	45,000
Brookdale TV	312,492	312,500
Performing Arts Center	168,500	171,590
Fitness Center	19,716	20,910
Student Life Center	38,259	39,250
Total Fee Waivers	\$ 672,644	\$ 677,250
Net Profit/(Loss)		
Bookstore	\$ 136,992	\$ 715,695
Dining Services	99,998	144,655
Arena	31,633	63,609
Brookdale Radio	(209,370)	(189,786)
Brookdale TV	192,672	193,913
Performing Arts Center	(37,904)	(35,294)
Fitness Center	(1,979)	(3,586)
Student Life Center	(34,420)	(42,837)
Net Profit/(Loss)	\$ 177,622	\$ 846,369

* See Individual budget sheets for details on waivers.

**Brookdale Community College
Bookstore FY19 Budget
12901-7150000**

	FY18 Projected	FY19 Budget
Gross Sales	\$ 4,059,106	\$ 750,000
Cost of Goods Sold	3,250,139	-
Gross Profit	<u>\$ 808,967</u>	<u>\$ 750,000</u>
Operating Expenses		
Salaries	\$ 254,648	\$ 66,155
Benefits	119,077	20,673
Less reimbursement by Follett	-	(63,423)
Supplies & Printing	3,803	-
Dues & Memberships	1,150	-
Advertising	51	-
Postage (Freight Out)	22,500	-
Contracted Svcs/ Uniforms	29,140	10,900
Telephone & Fax	2,567	-
Bank Service Charges	79,700	-
Miscellaneous	3,132	-
Overhead	156,207	-
Total Operating Expenses	<u>\$ 671,975</u>	<u>\$ 34,305</u>
Net Profit/(Loss)	<u>\$ 136,992</u>	<u>\$ 715,695</u>
Net Profit %	3.37%	95.43%

Brookdale Community College
Dining Services FY19 Budget
12901-7100500

	FY18 Projected	FY19 Budget
Revenue	\$ 145,227	\$ 205,000
External Catering	55,000	70,000
Total Revenue	<u>\$ 200,227</u>	<u>\$ 275,000</u>
Operating Expenses		
Salaries	\$ 20,718	\$ 21,215
Benefits	6,474	6,630
Travel & Training	553	400
Supplies & Printing	30	400
Dues & Memberships	639	500
Contracted Svcs/Uniforms	16,660	31,000
External Catering	55,000	70,000
Miscellaneous	155	200
Total Operating Expense	<u>\$ 100,229</u>	<u>\$ 130,345</u>
Net Profit/(Loss)	<u>\$ 99,998</u>	<u>\$ 144,655</u>
Net Profit %	68.86%	70.56%

Brookdale Community College
Arena Events FY19 Projected Budget
12901-7270000

	FY18 Projected	FY19 Budget
Revenue	\$ 281,036	\$ 319,000
Operating Expenses		
Salaries	\$ 142,907	\$ 140,064
Benefits	51,447	51,824
Memberships	283	283
Printing	-	120
Supplies	1,144	1,000
Contracted Services	77,000	83,000
Miscellaneous	-	300
Uniforms-New	299	300
Overhead	65,000	66,500
Total Operating Expenses	\$ 338,080	\$ 343,391
Profit before Fee Waivers	\$ (57,044)	\$ (24,391)
Other Revenue/(Expenses)		
Fee Waivers	88,677	88,000
Net Profit/(Loss)	\$ 31,633	\$ 63,609
Net Profit %	11.26%	19.94%

Fee Waivers:

Fee waivers include College functions, HTHS, and other Local, County and State events. This also includes HTHS Physical Education classes.

Brookdale Community College
RADIO FY19 Budget
12901-7050000

	FY18 Projected	FY19 Budget
Revenue		
Underwriting	\$ 59,423	\$ 62,500
Events	-	10,000
Sponsorships	85,000	90,000
Total Revenue	<u>\$ 144,423</u>	<u>\$ 162,500</u>
Operating Expenses		
FT salaries	\$ 279,910	\$ 286,986
PT salaries	49,877	42,250
Office supplies	651	2,500
Contracted Services	42,720	38,000
Equipment rental	-	800
Program rental (software)	959	950
Food service	68	-
Miscellaneous	67	-
Furniture & equipment repair	243	3,800
Print shop	264	200
Publications	149	500
Telephone	275	600
Bank charges	1,939	2,700
Promotions/sponsorships	7,196	5,000
Total Operating Expenses	<u>\$ 398,793</u>	<u>\$ 397,286</u>
Profit/(Loss) before Fee Waivers	<u>\$ (254,370)</u>	<u>\$ (234,786)</u>
Other Revenue		
Fee Waivers	\$ 45,000	\$ 45,000
Net Profit/(Loss)	<u>\$ (209,370)</u>	<u>\$ (189,786)</u>
Net Profit %	-144.97%	-116.79%

Fee Waivers:

Fee waivers include marketing for College Relations/Recruitment, the Fitness Center, and CPS courses.

Brookdale Community College
TV FY19 Budget
12901-7070000

	FY18 Projected	FY19 Budget
Revenue	\$ 14,664	\$ 20,000
Operating Expenses		
Full-time salaries	\$ 127,173	\$ 130,587
Part-time salaries	2,339	1,500
Printing	33	100
Office supplies	400	95
Contracted Services	3,092	6,000
Memberships	83	600
Instructional supplies	-	180
Media supplies	2,265	675
Program software rental	1,349	1,100
Contra Expense	(2,250)	(2,250)
Total Operating Expenses	\$ 134,484	\$ 138,587
Profit/(Loss) before Fee Waivers	\$ (119,820)	\$ (118,587)
Other Revenue		
Fee Waivers	\$ 312,492	\$ 312,500
Net Profit/(Loss)	\$ 192,672	\$ 193,913
Net Profit %	1313.91%	969.57%

Fee Waivers:

Fee waivers include Brookdale internal events, Athletics, Brookdale Foundation, and County advertising.

**Brookdale Community College
PAC FY19 Budget**

	FY18 Projected	FY19 Budget
Revenue	\$ 58,030	\$ 70,000
Operating Expenses		
FT salaries	\$ 149,130	\$ 151,068
PT salaries	42,313	47,351
Student help	6,500	9,690
Advertising	-	4,700
Printing	753	500
Office supplies	2,696	4,500
Contracted Services	42,707	38,000
Instructional supplies	20,335	21,000
Vehicle maintenance	-	75
Total Operating Expenses	\$ 264,434	\$ 276,884
Profit/(Loss) before Fee Waivers	\$ (206,404)	\$ (206,884)
Other Revenue		
Fee Waivers	\$ 168,500	\$ 171,590
Net Profit/(Loss)	\$ (37,904)	\$ (35,294)
Net Profit %	-65.32%	-50.42%

Fee Waivers:

Fee Waivers include internal events facilitated by students and those which support programming.

**Brookdale Community College
FY19 Fitness**

	FY18 Projected	FY19 Budget
Revenue	\$ 165,450	175,000
Operating Expenses		
FT salaries	105,795	108,496
PT salaries	75,133	75,000
Instructional supplies	118	150
Office supplies	468	500
Contracted Services	345	10,000
Furniture Equipment & Repair	4,984	5,000
Print Shop	302	350
Total Operating Expenses	187,145	199,496
Profit/(Loss) before Discounts	\$ (21,695)	\$ (24,496)
Other Revenue		
Discounts	\$ 19,716	\$ 20,910
Net Profit/(Loss)	\$ (1,979)	\$ (3,586)
Net Profit %	-1.20%	-2.05%

Discounts:

Staff and student discounts

Brookdale Community College
Student Life Center FY19 Operating Budget
12901-7200000

	FY18 Projected	FY19 Budget
Revenue	\$ 173,757	\$ 186,000
Operating Expenses		
Salaries	\$ 134,308	\$ 141,500
Benefits	56,837	58,679
Travel ,Training & OT Meals	-	1,250
Dues & Memberships	658	658
Supplies	3,760	5,000
Advertising	-	400
Contracted Services	20,380	30,000
Food service	355	-
Miscellaneous	48	-
Copy Machine Usage	2,590	2,600
Overhead	27,500	28,000
Total Operating Expense	<u>\$ 246,436</u>	<u>\$ 268,087</u>
Profit/(Loss) before Fee Waivers	<u>\$ (72,679)</u>	<u>\$ (82,087)</u>
Other Revenue		
Fee Waivers	<u>\$ 38,259</u>	<u>\$ 39,250</u>
Net Loss	<u>\$ (34,420)</u>	<u>\$ (42,837)</u>
Net Profit %	-19.81%	-23.03%

Fee Waivers:

Fee waivers include State and County Agency functions and events and facility service costs only for Brookdale functions.

4.4 *FY19 Associated Students of Brookdale Community College (ASBCC)
Operating Statement*

The office of Student Life and Activities has prepared the FY19 Associated Students of Brookdale Community College (ASBCC) budget. This budget supports programming needs for students, faculty, and staff. It also funds student publications, clubs and organizations, and provides support for other campus wide activities such as orientation, graduation, and Athletics.

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meetings held May 7 and June 18, 2018.

June 26, 2018: Interim Executive Director, Finance & ITS, Joseph Pingitore

The Annual ASBCC budget is funded in combination of student General Service Fees, fundraising, and reserve appropriations, if allocated. The FY19 budget of \$445,000 presented is based on a projected enrollment of 8,485 FTEs, and includes an additional \$105,000 of other revenue generated through fundraisers, bus trips, ticket sales, club events, etc.

The current fiscal year allocations were developed to align with the College's redesign, earmarking funds to support the goals and mission of the Institution while continuing to provide opportunities for co-curricular learning that compliments classroom activities. The intention of the funding is to increase collaboration to support complimentary curriculums creating more diverse and cultural programs which support the priorities in academic areas and departments. The Student Life Board provided input and advisement based on their experience planning programs and collaborative oversight of clubs and organizations.

ASBCC recognizes over 55 active clubs and organizations on all its campuses. The clubs and organizations generate revenue through fundraising, ticket sales, bus trips, and an array of activities.

The five top retention priorities for FY19 are as follows:

1. Support co-curricular learning in the Institutes and newly designed FYE/2YE initiatives as follows:
 - a. Fund institute activities for a broader learning outside the classroom experience
 - b. Continue funding Brookdale's Carl Calendar's Visiting Writers Series, which brings world class authors to campus
 - c. Support Brookdale's Visiting Artist Series which also brings world class authors to campus
 - d. Provide financial support for the Adobe Connect software contract which aids the distance education orientations, co-curricular programming including, but not limited to, student planning, training etc., for face-to-face online connections
2. Continued support of collaborate department activities such as:
 - a. Fund lectures to support planned, small to large scale speakers who lend value to the International Education Center, Disabilities Services, and the Institutes
 - b. Fund contemporary issues and provide continued support for a planned, large scale speaker with CHHANGE
 - c. Support of a large scale speaker for the Annual Jack Needle Lecture program
 - d. Support *Cops and Conduct* initiatives with Brookdale's Police Department and Student Conduct Department
 - e. Fund Career Service and Leadership Development initiatives to encourage participation in workshops presented for leadership and career centered programs
 - f. Support Maxient software to ensure a more efficient process for Judicial Affairs and Compliance
 - g. Continue to support the Athletic program initiatives, which help defray the costs of Regional and National play across all sports
3. Support diversity and cultural initiatives
 - a. Fund programs/panel discussions centered around world issues
 - b. Fund extended travel programs to engage students to learn about culture and community
 - c. Support programming with Disability Services and the International Center to foster student awareness of diversity in the communities that they live in

- d. Support for participation in a Volunteer Service program, helping Brookdale engage in our surrounding community, which extends beyond our campuses
 - e. Support the Helping Hands initiative, fighting food insecurity across campus to take care of our own
4. Provide financial support to Student Engagement in three areas:
- a. Orientations
 - i. Develop a comprehensive agenda and assessment of New Student Orientations
 - b. First Year Experience/2YE
 - i. Support developmental courses and HUDV for outside the classroom events in support of learned curriculum
 - ii. Fund activities supporting retention initiatives
 - iii. Support creation of a collaborative FYE/2YE program
 - c. Graduation
 - i. Develop an outline and to-do list for graduation ensuring each graduation is perfect and uniform
 - ii. Support of activities for graduating students
5. Continue to support the expansion of social programs, which foster positive student engagement opportunities
- a. Provide funding for new speakers to aid in meeting educational goals as part of ongoing lecture series
 - b. Continue to support student run social programs reflecting a sense of community, networking, friendship, and connections with the College
 - c. Continue to book talent for successful *Laugh at Lunch* program to build community and an opportunity for social engagement at a commuter campus
 - d. Continue to book talent for the *Live at Lunch* series to appreciate diversity through exploration of other cultures

The following FY19 Operating and Capital Statement is for review and discussion by the Finance and Facilities Committee and approval by the Board of Trustees.

Brookdale Community College
Associated Students of Brookdale Community College
FY19 Budget

	FY17 Actual	FY18 Budget	Actual at 5/31/2018	Estimated through 6/30/18	FY19 Request
Revenue:					
Student Activities Fee	\$ 579,266	\$ 450,000	\$ 446,458	\$ 450,000	\$ 445,000
Other Revenue	144,717	95,000	101,461	105,661	105,000
Total Revenue	723,983	545,000	547,919	555,661	550,000
Expenditures:					
ASBCC Administration	58,098	49,900	46,601	54,669	89,700
ASBCC Communications	13,868	13,700	11,881	11,921	11,780
Capital Improvements		15,000	-	-	92,555
College Wide Activities	209,704	197,300	208,781	212,231	276,450
Division Activities	19,895	26,500	15,020	21,052	28,500
Clubs and Organizations	122,066	59,600	78,521	82,476	77,070
Athletics	114,999	73,000	30,084	73,000	63,000
Graduation Expense	4,066	1,500	574	574	1,500
ASBCC Scholarship Fund		1,000	-	-	1,000
Student Engagement Programs	1,482	12,500	6,325	7,183	1,000
Total Expenditures	544,178	450,000	397,787	463,106	642,555
Excess Revenue/Expense	179,805	95,000	150,132	92,555	(92,555)
Beginning Fund Balance	862,869	1,042,674	1,042,674	1,042,674	1,135,229
Excess	179,805	-	150,132	92,555	(92,555)
Ending Fund Balance	\$ 1,042,674	\$ 1,042,674	\$ 1,192,806	\$ 1,135,229	\$ 1,042,674

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, the National Intergovernmental Purchasing Alliance Company (National IPA)/The Cooperative Purchasing Network (TCPN), and U.S. Communities Government Purchasing Alliance 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 Sourcewell (formerly National Joint Powers Alliance) 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 of the Board of Trustees at a meeting held June 18, 2018.

June 26, 2018: Interim Executive Director, Finance & ITS, Joseph Pingitore

RESOLUTION

WHEREAS, Brookdale Community College is entering into a Cooperative Pricing Agreement with Sourcewell (formerly National Joint Powers Alliance); 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, Sourcewell (formerly National Joint Powers Alliance) 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 Sourcewell (formerly National Joint Powers Alliance) and Brookdale Community College enter into this cooperative pricing agreement.

**RESOLUTION OF THE BROOKDALE COMMUNITY COLLEGE BOARD OF TRUSTEES APPROVING AND
RATIFYING EMPLOYMENT AGREEMENT FOR DR. DAVID STOUT**

WHEREAS, pursuant to N.J.S.A. 18A:64A-12(e), the board of trustees of a county college is empowered to appoint and fix compensation and term of office of a president of a college, who shall be the chief executive officer of the college and an ex officio member of the board of trustees; and

WHEREAS, the Brookdale Community College Board of Trustees ("the Board") appointed a committee (the "Committee"), consisting of a cross section of the entire Brookdale Community College (the "College") community, to undertake a nationwide search for qualified candidates for the office of President of the College; and

WHEREAS, the Committee conducted a thorough and diligent nationwide search for candidates for the position of President of the College; and

WHEREAS, the Committee received and reviewed numerous resumes and applications of potential candidates and the Board having interviewed several candidates for the position of President of the College; and

WHEREAS, as a result of the search process, the Board determined that Dr. David Stout, possessed the necessary skills and qualifications to serve as President of the College and to lead the College into the future; and

WHEREAS, the Board further determined that it would be desirable and in the best interests of the College to secure the services of the Dr. Stout to serve as President of the College and to extend an offer of employment to Dr. Stout; and

WHEREAS, Dr. David Stout was thereby appointed to the office of President of Brookdale Community College for a term of three (3) years; and

WHEREAS, by Resolution dated May 15, 2018, the Board appointed Dr. Stout to the office of President of Brookdale Community College and directed that negotiation of a mutually acceptable employment agreement take place;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Brookdale Community College, as follows:

1. The compensation and other terms of employment of Dr. Stout are set forth in the Employment Agreement attached to this Resolution and made part hereof as though more particularly set forth at length.
2. The Employment Agreement is hereby approved and ratified.
3. The Chairman of the Board is hereby authorized and directed to execute and deliver said Employment Agreement on behalf of the Board.

BROOKDALE COMMUNITY COLLEGE

Date adopted: June 26, 2018

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2018 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.

Committees meeting monthly	<u>Executive Committee (5)</u> Dr. Carl Guzzo, Jr., Chair Ms. Tracey Abby-White, Vice-Chair Dr. Hank Cram Ms. Madeline Ferraro Mr. Bret Kaufmann Ms. Marta Rambaud		<u>Finance and Facilities (5)</u> Mr. Bret Kaufmann, Chair Mr. Daniel Becht Ms. Suzanne Brennan Mr. Paul Crupi Ms. Madeline Ferraro Mr. Austin Ridoux
Committees meeting 4 times per year	<u>Policy and Education (5)</u> Dr. Hank Cram, Chair Ms. Latonya Brennan Ms. Madeline Ferraro Dr. Les Richens Ms. Marta Rambaud	<u>Governance (5)</u> Ms. Suzanne Brennan, Chair Mr. Dan Becht Ms. Latonya Brennan Dr. Hank Cram Mr. Austin Ridoux Ms. Tracey Abby-White	<u>Audit Committee (4)</u> Ms. Marta Rambaud, Chair Ms. Latonya Brennan
Committees Meeting on as needed basis	<u>By Laws Committee (5)</u> Ms. Madeline Ferraro, Chair Mr. Dan Becht Ms. Suzanne Brennan Ms. Marta Rambaud Mr. Austin Ridoux	<u>Nominating Committee (3)</u> Mr. Bret Kaufmann, Chair Dr. Hank Cram Ms. Madeline Ferraro	<u>Ad-Hoc Revenue Generating</u> Ms. Latonya Brennan, Chair Ms. Tracey Abby-White Mr. Dan Becht Mr. Bret Kaufmann Mr. Austin Ridoux
Liaisons	<u>Liaisons</u> <u>Liaison to New Jersey Council of County Colleges (NJCCC)</u> Mr. Paul Crupi <u>NJCCC Trustees Ambassador</u> Mr. Paul Crupi		<u>Liaison to Brookdale Community College Foundation</u>

* The Human Resources Committee – A committee of the whole

BROOKDALE COMMUNITY COLLEGE SCHEDULE OF BOARD OF TRUSTEE MEETINGS FOR 2018 (Rev 2: 02/05/18)

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

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