

BROOKDALE COMMUNITY COLLEGE

BOARD OF SCHOOL ESTIMATE

Annual Meeting

Time: Thursday, March 11, 2021, 12 pm

Place: Virtual Meeting via Zoom:

<https://brookdalecc.zoom.us/j/93937301634?pwd=eUtEZ0ZWM0NnZUpLTC8veUVuU285UT09>

Passcode: 074397

Or dial in telephone: 1 646 558 8656

Meeting ID: 9393 730 1634

A G E N D A

1. Call to Order (Commissioner Director, Thomas A. Arnone)
2. Flag Salute
3. Roll Call (Ms. Cynthia Gruskos)
4. Statement Regarding Open Public Meetings (Ms. Marion Masnick)
5. Motion to approve minutes of previous Board of School Estimate Meeting (Commissioner, Ross Licitra)
6. A reading of the resolution of the Board of Trustees: Resolution approving the Operating and Capital Budget for 2021/2022 adopted by the Board of Trustees (Dr. David Stout)
7. A reading of the resolution of the Board of Trustees: Resolution approving the Chapter 12 Project List for the FY22 Funding Cycle (Dr. David Stout)
8. Presentation and proof of publication (Dr. David Stout)
9. Motion to open the Public Hearing to provide the opportunity for interested parties to be heard. Discussion should be limited to the Operating and Capital Budget for 2021/2022 approved by the Board of Trustees (Commissioner Director, Thomas A. Arnone)
10. Motion to adjourn the Public Hearing (Commissioner, Lillian G. Burry)
11. Motion to approve by resolution the amount of money necessary to support Brookdale Community College for the 2021/2022 fiscal year (Brookdale Board Chair, Dr. Henry Cram)
12. Call for a formal vote (Commissioner Director, Thomas A. Arnone)
13. Adjournment (Commissioner Director, Thomas A. Arnone)

ROLL CALL

Commissioner Director, THOMAS A. ARNONE
Board of County Commissioners

Commissioner, LILLIAN G. BURRY
Board of County Commissioners

Commissioner, ROSS LICITRA
Board of County Commissioners

Trustee, HENRY CRAM
Chair, Board of Trustees, Brookdale Community College

Trustee, TRACEY ABBY-WHITE
Finance & Facilities Chair, Board of Trustees, Brookdale Community College

MINUTES

BOARD OF SCHOOL ESTIMATE

February 27, 2020

Hall of Records
Freehold, New Jersey

1. The meeting of the Board of School Estimate was called to order by Mr. Thomas A. Arnone, Director, The Board of Chosen Freeholders, at 12 P.M., followed by the flag salute.

2. Ms. Gruskos called the roll:

Present:

Mr. Thomas A. Arnone, Freeholder Director, Board of Chosen Freeholders
Ms. Lillian G. Burry , Board of Chosen Freeholders
Ms. Tracey Abby-White., Chair, Board of Trustees, Brookdale Community College
Mr. Henry Cram, Vice-Chair, Board of Trustees, Community College

Absent: Mr. Pat Impreveduto, Board of Chosen Freeholders

3. Opening compliance statement was read by Ms. Masnick, Clerk of the Board, Board of Chosen Freeholders. Ms. Masnick stated that this meeting is being held in compliance with the provisions of Chapter 231 of the Public Law of 1975, known as the Open Publics Meeting Act. Notice of this meeting was posted in the Hall of Records and the County newspaper.

4. A motion to approve the minutes of our previous Board of School Estimate Meeting held on February 26, 2019 was made by Freeholder Burry and seconded by Chair Abby-White. The motion was approved with one abstention (Mr. Henry Cram)

5. Dr. Stout presented a resolution approving the Operating and Capital Budget for 2020/2021 adopted by the Board of Trustees on February 18, 2020 (**Attachment A**). He presented an affidavit of publication indicating that the Board of School Estimate meeting was advertised according to law in the *Asbury Park Press*. (**Attachment B**)

6. Freeholder Director Arnone opened the floor for public comment, limiting comment to discussion to the operating and capital budgets. A motion to open the public hearing was made by Freeholder Burry and seconded by Chair Abby-White. The motion was unanimously approved.

The following made comment:

Dr. Stout thanked the Freeholders for their financial support. He provided information on the College's ability to add \$7 million dollars to our reserves in the past 2 years. He pointed out that the presented

operating and capital budgets, include a decrease of \$1 million in operating expenses, a \$3 tuition increase, and that the College will continue to cut expenses, and act conservatively with the use of our resources. He further stated that the College was able to refinance our debt, which provided further savings, and he thanked the Board of Chosen Freeholders for their guidance. He brought to their attention that the capital budget, over the course of the last years, has been used to beautify the campus, and he expressed gratitude for the support of the County. Dr. Stout shared the good news, that the upcoming Chapter 12 allocations are increased to \$5.8 million, assuming support of the County. This was an almost 2 million increase from the anticipated allocation. Dr. Stout explained that we are projecting a 5.7% decline in enrollment for the next fall semester. Chair Abby-White responded about the desire of the College to provide programs that will serve the community and attract non-traditional students.

In response to questions about free community college, Dr. Stout explained how students receive funding for the Community College Opportunity Grant (CCOG) as a last dollar scholarship, if their family's adjusted gross income is less than \$65,000. He further described that the College received a \$250,000 grant which goes directly to the College, for the implementation costs of CCOG.

The Freeholders discussed transportation needs of our students and Dr. Stout provided information on our attempts to continue improve accessibility.

7. No other requests to be heard were made, and it was moved by Freeholder Burry and seconded by Chair Abby-White that the public hearing on the fiscal year 2020/2021 Operating and Capital Budgets for Brookdale Community College be closed. The motion was unanimously approved.

8. A motion was made by Chair Abby-White and seconded by Freeholder Director Arnone to approve by resolution (**Attachment C**) the Operating and Chapter12 money necessary to support Brookdale Community College for the 2020/2021 fiscal year. Signed Certificates (**Attachment D**)

Motion passed by the following vote:

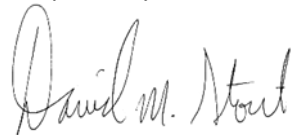
AYES: Mr. Arnone, Ms. Burry, Ms. Abby-White and Dr. Cram

NAYS: None

ABSTENIONS: None

10. It was moved by Freeholder Burry and seconded by Vice-Chair Cram that the meeting be adjourned at 12:25 P.M. The motion was unanimously approved.

Respectfully submitted,



David M. Stout Ph.D.
Secretary
Board of School Estimate

Attachments: Resolution Approving FY21 Brookdale Community College Operating & Capital Budget (Attachment A)
Affidavit of Publication (Attachment B)
Resolution – Operational and Chapter 12 Support for Brookdale Community College Fiscal Year 2020-2021 – (Attachment C)
Signed Certificates (Attachment D)

RESOLUTION

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

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

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

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

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

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

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

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

Resolution Adopted:
January 28, 2020



Duly Certified: David M. Stout, Ph.D., Secretary

Resolution Adopted by the Brookdale Community College Board of Trustees – January 28, 2020

**Brookdale Community College
FTE Enrollment Projection
for FY21 Operating Budget**

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

**Brookdale Community College
Operating Budget Summary
FY21**

| | FY19 Actual | FY20 Budget | FY21 Budget |
|----------------------------------|------------------------|------------------------|------------------------|
| Revenues | Amount | Amount | Amount |
| Tuition | \$ 37,938,084 | \$ 36,833,034 | \$ 36,074,791 |
| Monmouth County | 20,027,019 | 20,027,019 | 20,027,019 |
| State Aid | 10,285,798 | 10,325,921 | 10,285,798 |
| General Service Fee | 8,668,673 | 8,842,239 | 8,460,192 |
| Other Fees | 3,092,383 | 2,655,192 | 2,830,109 |
| Cont & Prof Studies | 3,136,967 | 3,400,000 | 3,450,000 |
| Other Income | 671,850 | 774,000 | 689,500 |
| Total Revenue | <u>\$ 83,820,774</u> | <u>\$ 82,857,405</u> | <u>\$ 81,817,409</u> |
| Expenditures | | | |
| Learning Division | 31,012,174 | \$ 31,559,337 | \$ 31,391,359 |
| Continuing & Prof. Studies | 2,908,314 | 3,184,437 | 3,002,325 |
| Student Success Division | 5,746,624 | 6,071,816 | 5,815,322 |
| President's Division | 511,559 | 552,821 | 544,365 |
| Finance & Operations | 8,925,418 | 8,777,470 | 9,178,874 |
| Human Resources & Safety | 2,099,083 | 2,259,281 | 2,362,687 |
| Advancement Division | 925,635 | 973,403 | 1,246,625 |
| Planning & Inst. Effectiveness | 390,060 | 441,209 | 382,135 |
| Utilities | 2,292,531 | 2,273,503 | 2,316,341 |
| Benefits | 15,163,552 | 15,876,608 | 15,742,550 |
| General Expenses | 3,708,938 | 5,461,629 | 4,556,451 |
| Total Expenditures | <u>\$ 73,683,888</u> | <u>\$ 77,431,514</u> | <u>\$ 76,539,034</u> |
| Operating Surplus/Deficit | \$ 10,136,886 | \$ 5,425,891 | \$ 5,278,375 |
| Other Cash Requirements | | | |
| Debt Principal | (1,699,997) | (1,766,815) | (1,655,000) |
| Interest Expense | (1,467,443) | (1,396,917) | (1,328,375) |
| Technology & Other Capital | (2,265,480) | (2,262,158) | (2,295,000) |
| Net Surplus/Deficit | <u>\$ 4,703,966</u> | <u>\$ -</u> | <u>\$ -</u> |

**Brookdale Community College
FY21 Capital Budget Summary**

FY21 Budget

Revenue:

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

| | |
|----------------------|----------------------------|
| Total Revenue | <u>\$ 3,900,000</u> |
|----------------------|----------------------------|

Expenditures:

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

Publisher's Fee \$52.20 Affidavit \$35.00

STATE OF WISCONSIN
Brown County

Personally appeared Emily Wagner at County of Brown, State of Wisconsin.

Of the **Asbury Park Press**, a newspaper printed in Freehold, New Jersey and published in Neptune, in State of New Jersey and Monmouth/Ocean Counties, and of general circulation in Monmouth/Ocean Counties, who being duly sworn, depose and saith that the advertisement of which the annexed is a true copy, has been published in the said newspaper 1 times, once in each issue as follows:

02/19/2020 A.D 2020

Laura M. Mndloch
Notary Public, State of Wisconsin, County of Brown

8-6-21
My commission expires

LAURA M. MNDLOCH
Notary Public
State of Wisconsin

NOTICE

Notice is hereby given that a public hearing will be held by the Board of School Estimate of Brookdale Community College with respect to the itemized statement of the amount of money estimated to be necessary for current expenses and capital outlay in the operation of Brookdale Community College for the fiscal year 2020 – 2021, and with respect to the various items and purposes for which said money is to be appropriated in the Board of Freeholder's Meeting Room, Hall of Records, Freehold, New Jersey, on the 27th day of February, at 12 pm. The said itemized statement will be on file and open for examination by the public between the hours of 10 am and 4 pm in the Finance & Operations Office of Brookdale Community College, Lincroft Campus, New Jersey, from the date of this publication until the date of said public hearing.

Brookdale Community College
Annual Budget Request – Budget Summary
Fiscal Year July 1, 2020 – June 30, 2021

| | |
|-----------------------------------|--------------|
| Operations | |
| Revenue: | |
| Tuition | \$36,174,791 |
| County of Monmouth | 20,027,019 |
| State | 10,146,077 |
| Fees | 8,499,913 |
| Continuing & Professional Studies | 3,450,000 |
| Other Income | 3,519,609 |
| Total Revenue | \$81,817,409 |

| | |
|--|--------------|
| Expenditures: | |
| Learning | \$31,391,359 |
| Benefits | 15,742,550 |
| Finance & Operations | 9,178,874 |
| Student Success | 5,815,322 |
| General Institutional | 4,556,451 |
| Continuing & Professional Studies | 3,002,325 |
| Utilities | 2,316,341 |
| Human Resources & Safety | 2,362,687 |
| Advancement | 1,246,625 |
| President & Board of Trustees | 544,365 |
| Planning & Institutional Effectiveness | 382,135 |
| Sub Total Expenditures | 76,539,034 |

| | |
|----------------------------|--------------|
| Debt Principal | 1,655,000 |
| Interest Expense | 1,328,375 |
| Technology & Other Capital | 2,295,000 |
| Total Expense | \$81,817,409 |

| | |
|-----------------------|-------------|
| Capital | |
| Revenue: | |
| County Chapter 12 | \$2,935,000 |
| State Chapter 12 | 2,935,000 |
| Total Capital Revenue | \$5,870,000 |

| | |
|----------------------------|-------------|
| Expenditures: | |
| Renewals & Replacements | \$5,870,000 |
| Total Capital Expenditures | \$5,870,000 |

(\$52.20)

Attachment B - Minutes Board of School Estimate February 27, 2020

NOTICE

Notice is hereby given that a public hearing will be held by the Board of School Estimate of Brookdale Community College with respect to the itemized statement of the amount of money estimated to be necessary for current expenses and capital outlay in the operation of Brookdale Community College for the fiscal year 2020 – 2021, and with respect to the various items and purposes for which said money is to be appropriated in the Board of Freeholder’s Meeting Room, Hall of Records, Freehold, New Jersey, on the 27th day of February, at 12 pm. The said itemized statement will be on file and open for examination by the public between the hours of 10 am and 4 pm in the Finance & Operations Office of Brookdale Community College, Lincroft Campus, New Jersey, from the date of this publication until the date of said public hearing.

Brookdale Community College
 Annual Budget Request – Budget Summary
 Fiscal Year July 1, 2020 – June 30, 2021

Operations

Revenue:

| | |
|--|---------------------|
| Tuition..... | \$36,174,791 |
| County of Monmouth | 20,027,019 |
| State..... | 10,146,077 |
| Fees..... | 8,499,913 |
| Continuing & Professional Studies..... | 3,450,000 |
| Other Income..... | <u>3,519,609</u> |
| Total Revenue..... | <u>\$81,817,409</u> |

Expenditures:

| | |
|--|-------------------|
| Learning | \$31,391,359 |
| Benefits..... | 15,742,550 |
| Finance & Operations | 9,178,874 |
| Student Success | 5,815,322 |
| General Institutional..... | 4,556,451 |
| Continuing & Professional Studies..... | 3,002,325 |
| Utilities..... | 2,316,341 |
| Human Resources & Safety..... | 2,362,687 |
| Advancement..... | 1,246,625 |
| President & Board of Trustees..... | 544,365 |
| Planning & Institutional Effectiveness | <u>382,135</u> |
| Sub Total Expenditures | <u>76,539,034</u> |

| | |
|---------------------------------|---------------------|
| Debt Principal | 1,655,000 |
| Interest Expense | 1,328,375 |
| Technology & Other Capital..... | <u>2,295,000</u> |
| Total Expense..... | <u>\$81,817,409</u> |

Capital

Revenue:

| | |
|-----------------------------|--------------------|
| County Chapter 12..... | \$2,935,000 |
| State Chapter 12 | <u>2,935,000</u> |
| Total Capital Revenue | <u>\$5,870,000</u> |

Expenditures:

| | |
|----------------------------------|--------------------|
| Renewals & Replacements | <u>\$5,870,000</u> |
| Total Capital Expenditures | <u>\$5,870,000</u> |

RESOLUTION

Operational and Chapter 12 Support for Brookdale Community College

Fiscal Year 2020-2021

WHEREAS under the provision of Title 18A:64A-17 (2013) of the New Jersey Public Higher Education Laws, it is required that each year the board of trustees of the county college prepare and deliver to each member of the Board of School Estimate an itemized statement of the amount of money estimated to be necessary for the operation and capital outlay expenses for the ensuing year; and

WHEREAS, the Board of Trustees of Brookdale Community College, in the County of Monmouth approved the fiscal year 2020-2021 operating and capital budget on February 18, 2020; and

WHEREAS Brookdale Community College advertised the operating and capital budget on February 19, 2020, determining the fixed amount of \$20,027,019 for operations and \$2,935,000 for Chapter 12 projects as the necessary funding to support the operations and capital projects of the College for fiscal year 2020-2021; and


WHEREAS, required by Title 18A:64A-17 (2013) of the New Jersey Public Higher Education Laws, the Brookdale Community College Board of Trustees fix and determine the necessary amount of money and make two certificates thereof, one of which will be delivered to the College and the other to the Board of Chosen Freeholders of the County of Monmouth; and

NOW THEREFORE BE IT RESOLVED by the Board of School Estimate of Brookdale Community College in the County of Monmouth that the fixed operational sum of \$20,027,019, and the Chapter 12 sum of \$2,935,000 determined as the amount of money necessary to be appropriated by the Board of Chosen Freeholders of the County of Monmouth for the operational and Chapter 12 support for the fiscal year commencing July 1, 2020.

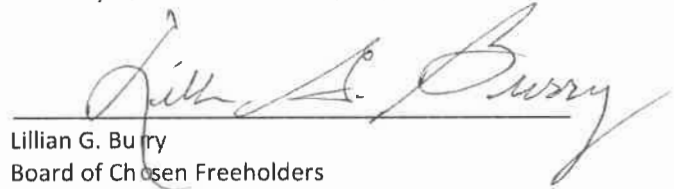
CERTIFICATE
OF THE
BOARD OF SCHOOL ESTIMATE

(Current Operations)

This is to certify that the Board of School Estimate of Brookdale Community College, at a public meeting held on February 27, 2020, and after public hearing, by official action, on motion duly made, seconded and carried by a vote of 4 in favor and ____ opposed, did fix and determine the amount of money to be allocated by Monmouth County for current operations expense of the College for the fiscal year July 1, 2020 to June 30, 2021, in the sum of \$20,027,019.

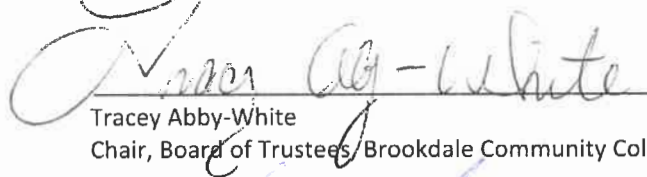


Thomas A. Arnone
Director, Board of Chosen Freeholders

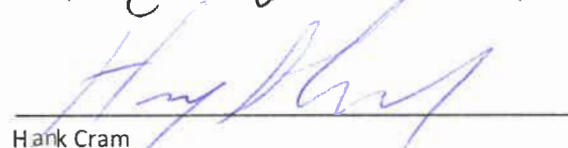


Lillian G. Bury
Board of Chosen Freeholders

Pat Impreduto
Board of Chosen Freeholders



Tracey Abby-White
Chair, Board of Trustees, Brookdale Community College

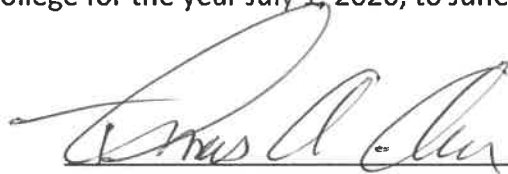


Hank Cram
Vice Chair, Board of Trustees, Brookdale Community College

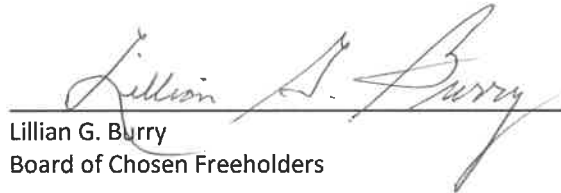
CERTIFICATE
OF THE
BOARD OF SCHOOL ESTIMATE

(Capital)

This is to certify that the Board of School Estimate of Brookdale Community College, at a public meeting held on February 27, 2020, and after public hearing, by official action, on motion duly made, seconded and carried by a vote of 4 in favor and 0 opposed, did fix and determine the amount of money to be allocated by Monmouth County for the Chapter 12 capital expense of the College for the year July 1, 2020, to June 30, 2021, in the sum of \$2,935,000.



Thomas A. Arnone
Director, Board of Chosen Freeholders



Lillian G. Burry
Board of Chosen Freeholders

Pat Imprevuduto
Board of Chosen Freeholders



Tracey Abby-White
Chair, Board of Trustees, Brookdale Community College



Hank Cram
Vice Chair, Board of Trustees, Brookdale Community College

RESOLUTION APPOINTING COUNTY COMMISSIONER MEMBERS
TO THE BROOKDALE COMMUNITY COLLEGE BOARD
OF SCHOOL ESTIMATE

WHEREAS, N.J.S.A. 18A:64A-15 requires that each County College shall have a Board of School Estimate consisting of five members; namely, the Director of the Board of County Commissioners, two members of the Board of County Commissioners appointed by the Board of County Commissioners, and two members of the Brookdale Community College Board of Trustees appointed by the Board of Trustees of the County College; and

WHEREAS, the appointments to the Board of School Estimate must be made annually.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of the County of Monmouth that the following members of the Board; namely, COMMISSIONER DIRECTOR THOMAS A. ARNONE, COMMISSIONER LILLIAN G. BURRY, and COMMISSIONER ROSS LICITRA be and they are hereby appointed members of the Board of School Estimate of Brookdale Community College for the year 2021.

BE IT FURTHER RESOLVED that the Clerk forward a certified true copy of this resolution to the Board of Trustees of Brookdale Community College.

Introduced on: January 7, 2021
Adopted on: January 7, 2021
Official Resolution#: 2021-0028

RESOLUTION

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

WHEREAS, the Board of Trustees has caused to be duly prepared, such annual budget for the fiscal year 2022; and

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

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the annual Operating and Capital Budget for FY22, which includes the Chapter 12 allocation attached hereto and made a part hereof, be and the same is hereby adopted.

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

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

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

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

Brookdale Community College
Operating Budget Summary
FY22

| | FY20 Actual | FY21 Budget | FY22 Budget |
|--|------------------------|------------------------|------------------------|
| Revenues | Amount | Amount | Amount |
| Tuition | \$ 38,176,503 | \$ 36,074,791 | \$ 33,822,318 |
| Monmouth County | 20,027,019 | 20,027,019 | 20,027,019 |
| State Aid | 8,954,612 | 10,285,798 | 10,285,798 |
| Fees (Technology, Capital, Student Life) | 9,085,832 | 8,460,192 | 8,251,378 |
| Course fees and other misc. fees | 3,128,115 | 2,830,109 | 2,767,429 |
| Continuing & Prof. Studies | 2,589,975 | 3,450,000 | 2,582,516 |
| Other Income | 701,016 | 689,500 | 628,500 |
| Reserves | - | - | 1,715,000 |
| Total Revenue | <u>\$ 82,663,072</u> | <u>\$ 81,817,409</u> | <u>\$ 80,079,958</u> |
| Expenditures | | | |
| Learning Division | 30,881,797 | \$ 30,039,912 | \$ 30,129,457 |
| Continuing & Prof. Studies | 2,687,512 | 3,011,351 | 2,557,935 |
| Student Success Division | 5,180,250 | 7,842,230 | 7,018,390 |
| President's Division | 649,718 | 466,924 | 469,204 |
| Finance & Operations | 10,799,432 | 11,333,371 | 11,379,291 |
| Human Resources & Safety | 2,020,559 | 2,381,854 | 2,374,475 |
| Advancement Division | 1,063,607 | 1,291,881 | 1,196,454 |
| Planning & Inst. Effectiveness | 364,407 | 383,135 | 378,705 |
| Utilities | 1,800,400 | 2,208,377 | 2,161,250 |
| Benefits | 14,838,319 | 15,704,750 | 15,641,794 |
| General Expenses | 3,576,122 | 4,170,249 | 3,793,565 |
| Total Expenditures | <u>\$ 73,862,123</u> | <u>\$ 78,834,034</u> | <u>\$ 77,100,520</u> |
| Other Cash Requirements | | | |
| Debt Principal | (1,381,816) | (1,655,000) | (1,715,000) |
| Interest Expense | <u>(1,349,334)</u> | <u>(1,328,375)</u> | <u>(1,264,438)</u> |
| Change in Net Assets | <u>\$ 6,069,799</u> | <u>\$ -</u> | <u>\$ -</u> |

**Brookdale Community College
FY22 Revised Capital Budget Summary**

| | Approved January 2021 Amount | Adjustments | Revised February 2021 Amount |
|----------------------|---|---------------------|---|
| Revenue: | | | |
| County Chapter 12 | \$ 1,945,500 | \$ 970,000 | \$ 2,915,500 |
| State Chapter 12 | 1,945,500 | 970,000 | 2,915,500 |
| Total Revenue | <u>3,891,000</u> | <u>1,940,000</u> | <u>5,831,000</u> |
| Expenditures: | | | |
| Chapter 12 Projects | <u>\$ 3,891,000</u> | <u>\$ 1,940,000</u> | <u>\$ 5,831,000</u> |

RESOLUTION

WHEREAS, the Board of Trustees of Brookdale Community College is seeking approval for the use of Chapter 12 P.L. 1971, in the amount not to exceed \$5,831,000 for the projects associated with site and infrastructure renovations, improvements to utilities, restrooms, roofing, drainage, flooring and rehabilitation projects to classrooms, HVAC, plumbing, and electrical efficiency and restorations, and life safety initiatives at all College locations and as identified as top priorities in the 2012 Board approved Facilities Master Plan and subsequent updates; and

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

WHEREAS, the College will receive the commitment from the Monmouth County Board of School Estimate to be held March 11, 2021, and a resolution agreeing to match the necessary funds, prior to the deadline; and

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Brookdale Community College approves the use of Chapter 12, P.L. 1971, in the revised amount not to exceed \$5,831,000 for the projects associated with site and infrastructure renovations, improvements to utilities, restrooms, roofing, drainage, flooring and rehabilitation projects to classrooms, HVAC, plumbing, and electrical efficiency and restorations, and life safety projects at all College locations and as identified as top priorities in the 2012 Board approved Facilities Master Plan and subsequent updates.

FY22 Chapter 12 Projects

Brookdale Community College locations:

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

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

| | |
|---|---------------------------|
| 1. Infrastructure improvements and renovations: | \$4,062,364 |
| To include, but not be limited to general infrastructure, utility improvements, bathroom upgrades, facade & roofing upgrades, upgrades to drainage systems, flooring replacement, demolition and rehabilitation of unoccupied spaces. | |
| 2. Electrical Upgrades: | \$672,082 |
| To include, but not be limited to transformer and switch gear upgrades, and electrical panel upgrades. | |
| 3. HVAC/Plumbing: | \$389,100 |
| To include, but not be limited to, energy efficiency projects, rooftop and air handler upgrades, and upgrades and replacements of plumbing equipment and piping. | |
| 4. Life Safety: | \$282,982 |
| To include, but not be limited to storm water and run-off requirement, upgrade compliance requirements, ADA accessible doors and fire sprinkler upgrades/replacements. | |
| 5. Site Improvements: | \$282,982 |
| To include, but not be limited to landscape upgrades, curb replacements and sidewalks. | |
| 6. Classroom Renovations: | <u>\$141,490</u> |
| To include, but not be limited to, classroom flooring, wall finishes, whiteboards and furniture. | |
| Total | <u>\$5,831,000</u> |

AFFIDAVIT OF PUBLICATION

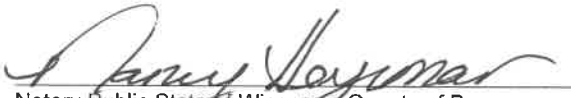
Publisher's Fee \$102.60 Affidavit \$35.00

STATE OF WISCONSIN
Brown County

Personally appeared M. Steinhart at County of Brown, State of Wisconsin.

Of the **Asbury Park Press**, newspaper printed in Freehold, New Jersey and published in Neptune, in State of New Jersey and Monmouth/Ocean Counties, and of general circulation in Monmouth/Ocean Counties, who being duly sworn, deposes and saith that the advertisement of which the annexed is a true copy, has been published in the said newspaper 1 times, once in each issue as follows:

03/01/2021 _____ A.D 2021


Notary Public State of Wisconsin County of Brown
9.15.23

My commission expires

NOTICE

Notice is hereby given that a public hearing will be held by the Board of School Estimate of Brookdale Community College with respect to the itemized statement of the amount of money estimated to be necessary for current expenses and capital outlay in the operation of Brookdale Community College for the fiscal year 2021 – 2022, and with respect to the various items and purposes for which said money is to be appropriated in the Board of County Commissioners' Zoom Meeting, on the 11th day of March, at 12 pm. The said itemized statement will be on file and open for examination by the public between the hours of 10 am and 4 pm in the Finance & Operations Office of Brookdale Community College, Lincroft Campus, New Jersey, from the date of this publication until the date of said public hearing. Due to the pandemic, call to schedule an appointment at 732-224-2210.

The Meeting is accessible with the following link:

<https://brookdalecc.zoom.us/j/93937301634?pwd=eUtEZ0ZWMDNnZUpLTC8veUVuU285UT09>

Passcode: 074397

Telephone 1 646 558 8656 or

Webinar ID: 939 3730 1634

The agenda and material will be available on the Brookdale Community College website <https://www.brookdalecc.edu/about/board-of-trustees/board-packets/> at 10 am the day prior to the meeting. Formal action is expected to be taken.

The agenda includes one opportunity for public comment. All remote participants will be able to make public comment during this time. Members of the public may make public comment by dialing *9 to "raise their hand" on their phones or "raising their hand" in the Zoom meeting. Members who have "raised their hand" will be called by their last 4 digits of their phone number or by the name they registered with Zoom. They will be unmuted when it is their turn to participate and muted after their 5 minutes of public comment.

Alternatively, members of the public may submit written comment in advance of a meeting, which will be read during the public portion of the meeting. Written comments shall contain the submitter's name and address and may be submitted via email to the College's Senior Assistant to the President and Board of Trustees (cgruskos@brookdalecc.edu) or by U.S. mail addressed to: Cynthia Gruskos, Senior Assistant to the President & The Board of Trustees, Office of the President, Brookdale Administrative Center (BAC), 765 Newman Springs Road, Lincroft, New Jersey 07738. Emailed and mailed comments must be received by 5 pm the day prior to the meeting. Submission of public comments prior to the meeting must identify the name and address of the submitter. No anonymous comments will be accepted.

Public comments submitted prior to the meeting shall be read aloud by an authorized representative of the Board during the public meeting in a manner audible to all meeting participants. Written comments received prior to the meeting will be read after all those members of the public attending the meeting wishing to provide comment have had the opportunity to do so. The same time limit of 5 minutes shall apply to each of the public comments received prior to the meeting. Each written comment shall be read from the beginning, until the time limit is reached. If duplicative written comments are received, the name of each commenter will be noted for the record, and the contents may be summarized. After the comments received by email or in writing prior to the meeting are read, no other public comment will be permitted.

Brookdale Community College
 Annual Budget Request – Budget Summary
 Fiscal Year July 1, 2021 – June 30, 2022

Operations

Revenue:

| | |
|--|--------------------------|
| Tuition | \$33,822,318 |
| County of Monmouth | 20,027,019 |
| State | 10,285,798 |
| Fees (Technology, Capital, Student Life) | 8,251,378 |
| Course fees and other misc. fees | 2,767,429 |
| Continuing & Professional Studies | 2,582,516 |
| Reserves | 1,715,000 |
| Other Income | <u>628,500</u> |
| Total Revenue | <u>80,079,958</u> |

Expenditures:

| | |
|--|--------------------------|
| Learning | 30,129,457 |
| Benefits | 15,641,794 |
| Finance & Operations | 11,379,291 |
| Student Success | 7,018,390 |
| General Institutional | 3,793,565 |
| Continuing & Professional Studies | 2,557,935 |
| Utilities | 2,161,250 |
| Human Resources & Safety | 2,374,475 |
| Advancement | 1,196,454 |
| President & Board of Trustees | 469,204 |
| Planning & Institutional Effectiveness | <u>378,705</u> |
| Sub Total Expenditures | <u>77,100,520</u> |

Other Cash Needs:

| | |
|--------------------------------|--------------------------|
| Debt Principal | 1,715,000 |
| Interest Expense | <u>1,264,438</u> |
| Total FY22 Budget | <u>80,079,958</u> |

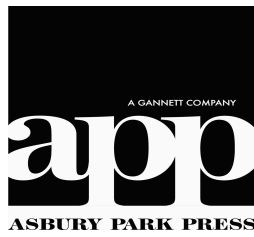
Capital

Revenue:

| | |
|------------------------------------|-------------------------|
| County Chapter 12 | 2,915,500 |
| State Chapter 12 | <u>2,915,500</u> |
| Total Capital Revenue | <u>5,831,000</u> |

Expenditures:

| | |
|---|---------------------------|
| Chapter 12 Projects | <u>5,831,000</u> |
| Total Capital Expenditures | <u>\$5,831,000</u> |



**Classified Ad Receipt
(For Info Only - NOT A BILL)**

Customer: BROOKDALE COMM COLLEGE
Address: 765 NEWMAN SPRINGS RD
LINCROFT NJ 07738
USA

Ad No.: 0004619676
Pymt Method Invoice
Net Amt: \$137.60

Run Times: 1

No. of Affidavits: 1

Run Dates: 03/01/21

Text of Ad:

Brookdale Community College
NOTICE

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Brookdale Community College
Annual Budget Request – Budget Summary
Fiscal Year July 1, 2021 – June 30, 2022

| | |
|--|--------------|
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| Continuing & Professional Studies | 2,582,516 |

3600 Highway 66, Neptune, NJ 07753

| | |
|--|--------------------|
| Continuing & Professional Studies | 2,582,210 |
| Reserves | 1,715,000 |
| Other Income | 628,500 |
| Total Revenue | 80,079,958 |
| Expenditures: | |
| Learning | 30,129,457 |
| Benefits | 15,641,794 |
| Finance & Operations | 11,379,291 |
| Student Success | 7,018,390 |
| General Institutional | 3,793,565 |
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| Sub Total Expenditures | 77,100,520 |
| Other Cash Needs: | |
| Debt Principal | 1,715,000 |
| Interest Expense | 1,264,438 |
| Total FY22 Budget | 80,079,958 |
| Capital | |
| Revenue: | |
| County Chapter 12 | 2,915,500 |
| State Chapter 12 | 2,915,500 |
| Total Capital Revenue | 5,831,000 |
| Expenditures: | |
| Chapter 12 Projects | 5,831,000 |
| Total Capital Expenditures | \$5,831,000 |
| (\$102.60) | |

0004619676-01

RESOLUTION

Operational and Chapter 12 Support for Brookdale Community College
Fiscal Year 2021-2022

WHEREAS under the provision of Title 18A:64A-17 (2013) of the New Jersey Public Higher Education Laws, it is required that each year the board of trustees of the county college prepare and deliver to each member of the Board of School Estimate an itemized statement of the amount of money estimated to be necessary for the operation and capital outlay expenses for the ensuing year; and

WHEREAS, the Board of Trustees of Brookdale Community College, in the County of Monmouth approved the fiscal year 2021-2022 Operating and Revised Capital Budget on February 9, 2021; and

WHEREAS Brookdale Community College advertised the operating and capital budget on March 1, 2021, determining the fixed amount of \$20,027,019 for operations and \$2,915,500 for Chapter 12 projects as the necessary funding to support the operations and capital projects of the College for fiscal year 2021-2022; and

WHEREAS, required by Title 18A:64A-17 (2013) of the New Jersey Public Higher Education Laws, the Brookdale Community College Board of Trustees fix and determine the necessary amount of money and make two certificates thereof, one of which will be delivered to the College and the other to the Board of Chosen Commissioners of the County of Monmouth; and

NOW THEREFORE BE IT RESOLVED by the Board of School Estimate of Brookdale Community College in the County of Monmouth that the fixed operational sum of \$20,027,019, and the Chapter 12 sum of \$2,915,500 determined as the amount of money necessary to be appropriated by the Board of Chosen Commissioners of the County of Monmouth for the purpose of the operational and Chapter 12 support for the fiscal year commencing July 1, 2021.