



**ESSEX
COUNTY
COLLEGE**

Exceed Expectations

BOARD OF SCHOOL ESTIMATE

February 27, 2019
11:30 am



Celebrating 50 Years of Service  to Our Students & Community

ESSEX COUNTY COLLEGE

BOARD OF SCHOOL ESTIMATE MEETING

Wednesday, February 27, 2019

11:30 a.m.

J. Harry Smith Lecture Hall

AGENDA

Call to Order The Honorable Joseph N. DiVincenzo
County Executive, Essex County, NJ

Roll Call

Comments Dr. Anthony E. Munroe
President, Essex County College

Mr. Thomas McDermott
Chair, Essex County College Board of Trustees

Rev. Dr. Lanel Guyton
Trustee, Essex County College Board of Trustees

The Honorable Rufus I. Johnson
Freeholder, Essex County Board of Chosen Freeholders

The Honorable Leonard Luciano
Freeholder, Essex County Board of Chosen Freeholders

The Honorable Joseph N. DiVincenzo

Roll Call Vote on Resolutions:

Fiscal Year 2020 Operating Budget Request

Fiscal Year 2020 Chapter XII Budget Request

Public Comments

Adjournment

**RESOLUTION OF THE BOARD OF SCHOOL ESTIMATE OF
ESSEX COUNTY COLLEGE
FIXING AND DETERMINING THE AMOUNT OF MONEY
NECESSARY FOR OPERATING EXPENSES
FOR THE FISCAL YEAR 2020**

WHEREAS: The Board of Trustees of Essex County College in accordance with the provisions of N.J.S.A. 18A:64A-17 has duly prepared and delivered to each member of the Board of School Estimate an itemized statement of the amount of money estimated to be necessary for the operating expenses for the ensuing year; AND

WHEREAS: The Board of Trustees of Essex County College in accordance with the provisions of N.J.S.A. 18A:64A-17 did fix a date, place, and time for the holding of a public hearing by the Board of School Estimate with respect to said itemized statement; AND

WHEREAS: Notice of said meeting has been duly established in accordance with the provisions of N.J.S.A. 18A:64A-17 and a copy of said publication and affidavit of same are attached hereto and made a part thereof of Exhibit A; NOW THEREFORE BE IT

RESOLVED: That the Board of School Estimate of Essex County College does hereby fix and determine the amount of money set forth and itemized in the following budget as necessary for the operating expenses for fiscal year 2019-2020.

Item	Total Request	Aid from State and Other Sources	County Aid Required
College	\$58,031,800	44,331,800	13,700,000

BE IT FURTHER

RESOLVED: That the secretary be and is authorized and directed to prepare three (3) certified copies of this resolution, as certificates required by law, to be prepared and one shall be served upon the Commission of Higher Education of the State of New Jersey, and one shall be delivered to the Board of Chosen Freeholders of the County of Essex.

County Executive _____

Freeholder _____

Freeholder _____

Trustee _____

Trustee _____

Secretary to the Board of School Estimate _____ Date: _____

Sworn to and subscribed before me this _____ day of February, 2019

ESSEX COUNTY COLLEGE
Operating Budget Recommendation for Fiscal Year 2020
 Budget for Fiscal 2020 • Budget Approved for Fiscal 2019

Revenues	FY20	%	FY19	%
Tuition and Fees	30,481,800	52.52%	33,464,693	55.76%
State of New Jersey	10,800,000	18.61%	10,800,000	18.00%
County of Essex	13,700,000	23.60%	13,700,000	22.83%
Investment Income	50,000	0.08%	50,000	0.08%
Other Income	3,000,000	5.16%	1,500,000	2.50%
From Fund Balance	-	-	500,000	0.83%
Total Revenues	58,031,800	100%	60,014,693	100%

Expenditures	FY20	%	FY19	%
Instruction	21,177,875	36.49%	22,157,114	36.92%
Public Service	2,826,450	4.90%	4,029,059	6.71%
Academic Support	2,744,672	4.73%	2,212,382	3.69%
Student Services	3,217,197	5.54%	4,366,233	7.28%
Institutional Support	18,238,237	31.43%	16,271,793	27.11%
Operation of Plant	9,827,369	16.93%	10,978,112	18.29%
Total Expenditures	58,031,800	100%	60,014,693	100%

Definitions

TUITION AND FEES

Tuition and Fees account for 52.52% of revenue, the largest percentage of the Operating Budget. Tuition and Fees, net of Waivers, consist of the following: In-County Tuition and Fees, Out-of-County Tuition and Fees, Out-of-State Tuition and Fees, Tuition – Non Credit, General Fees, Lab Fees, Deferred Payment Fees, Off-Campus Fees, Graduation Fees, Transcript Fees, Application Fees, Late Fees, Void Reinstatement Fees, and Saturday Youth Program.

APPROPRIATIONS

Appropriations are from the State of New Jersey and the County of Essex.

INVESTMENT INCOME

Investment Income represents revenue from the State of New Jersey Cash Management Funds, Mutual Funds and Stocks, and Checking Accounts.

OTHER INCOME

Other Income includes:

1. *Indirect Cost Reimbursement* which is the money received directly from the Federal Government as compensation for administering Federal programs. Grants also generate indirect cost reimbursement of between 8% and 45% of the salary cost associated with each grant. The income generated depends on the number of grants and currently there is a decrease in the number of grants being administered by the College.
2. *Miscellaneous Other Income* includes income from Facility rentals, library fines, security IDs, vending machines, Cafeteria commissions, Income from outsourcing the Bookstore, the parking deck, services provided to the County and the Vocational school, selling of the Public Safety Academy (PSA).
3. *Auxiliary Income* which includes income derived from the reimbursable deposits of key cards.

PRIOR YEAR'S UNEXPENDED FUNDS

Prior Year's Unexpended Funds represents the transfer of a portion of the excess of revenues over expenses from previous years to balance a current year's budget. This transfer is not accounted for as an additional source of revenue.

**RESOLUTION OF THE BOARD OF SCHOOL ESTIMATE OF
ESSEX COUNTY COLLEGE
FIXING AND DETERMINING THE AMOUNT OF MONEY
NECESSARY FOR CAPITAL EXPENSES
FOR THE FISCAL YEAR 2020**

WHEREAS: The Board of Trustees of Essex County College in accordance with the provisions of N.J.S.A. 18A:64A-17 has duly prepared and delivered to each member of the Board of School Estimate an itemized statement of the amount of money estimated to be necessary for the Chapter XII CRR for the ensuing year; AND

WHEREAS: The Board of Trustees of Essex County College in accordance with the provisions of N.J.S.A. 18A:64A-17 did fix a date, place, and time for the holding of a public hearing by the Board of School Estimate with respect to said itemized statement; AND

WHEREAS: Notice of said meeting has been duly established in accordance with the provisions of N.J.S.A. 18A:64A-17 and a copy of said publication and affidavit of same are attached hereto and made a part thereof of Exhibit A; NOW THEREFORE BE IT

RESOLVED: That the Board of School Estimate of Essex County College does hereby fix and determine the amount of money set forth and itemized in the following budget as necessary for the CHAPTER XII CRR expenses for fiscal year 2019-2020; AND

Item	Total Budget	State & Other Revenue	County Aid
Chapter XII Budget	3,600,000	1,800,000	1,800,000

BE IT FURTHER
RESOLVED: That if the State is unable to provide the required matching funds, the College shall use the County matching funds of 1,800,000 for minor capital renovation and renewal projects for fiscal year 2020; AND

BE IT FURTHER
RESOLVED: That the secretary be and is authorized and directed to prepare three (3) certified copies of this resolution, as certificates required by law, to be prepared and one shall be served upon the Commission of Higher Education of the State of New Jersey, and one shall be delivered to the Board of Chosen Freeholders of the County of Essex.

County Executive _____

Freeholder _____

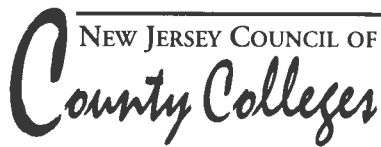
Freeholder _____

Trustee _____

Trustee _____

Secretary to the Board of School Estimate _____ Date: _____

Sworn to and subscribed before me this ____ day of February, 2019



PHIL LINFANTE, PH.D. – Chair
AARON R. FICHTNER, PH.D. – President

MEMORANDUM

TO: Community College Presidents

FROM: Dr. Steve Rose, Chair
NJCCC Facilities Committee

SUBJECT: Submitting New Chapter 12 Requests
FY2020 Funding

DATE: January 17, 2019

The Council has not yet received a firm commitment for an FY2020 Chapter 12 funding cycle, but we need to proceed given that our colleges will soon be scheduling Board of School Estimate meetings.

All community colleges are hereby invited through this letter to submit to the Council a request for Chapter 12 funding. Each college may request an amount not to exceed those amounts identified on the attached (state plus county combined).

Colleges must submit the following by no later than May 31, 2019:

1. Project Details:
 - A. Project Description
 - B. Project Cost
 - C. Useful Life
 - D. Facilities Master Plan
2. Board of Trustees Resolution
3. Board of School Estimate Resolution

Please feel free to contact Linda Lam at the Council office (llam@njccc.org) if you have any questions.

cc: Campus Business Officers

FY2020 Chapter 12 Allocation of \$60,000,000

College	75% Equal Shares 25% FTEs
Atlantic Cape	\$3,100,000
Bergen	\$4,100,000
Brookdale	\$3,900,000
Camden	\$3,600,000
Cumberland	\$2,900,000
Essex	\$3,600,000
Hudson	\$3,500,000
Mercer	\$3,300,000
Morris	\$3,400,000
Ocean	\$3,500,000
Passaic	\$3,200,000
Raritan Valley	\$3,300,000
Rowan at Burlington	\$3,500,000
Rowan at Gloucester	\$3,400,000
Salem	\$2,600,000
Sussex	\$2,800,000
Union	\$3,600,000
Warren	\$2,700,000
Total	\$60,000,000

Appendix



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Operating Budget Request Fiscal Year 2019-2020
Contact:	Dr. Anthony E. Munroe, President
Meeting Date:	February 15, 2019
Agenda Item No.:	3-2.1/02-2019

WHEREAS: State Statute 18A-64A-16 requires the Administration of the College to adopt a balanced budget; and

WHEREAS: Budget Requests were disseminated to each College funded Department for completion based on the College’s Strategic Plan and approved goals and objectives for the fiscal year; and

WHEREAS: The requests were summarized and compared to the approved revenue base and adjustments were required to reduce the budget requests in order to present a balanced budget; and

WHEREAS: The College’s operating budget is funded through tuition and fees, governmental appropriations, and other income sources; and

WHEREAS: Cost containment is an ongoing imperative as evidenced by the Board’s Declaration of Fiscal Exigency.

NOW THEREFORE, BE IT RESOLVED by the Essex County College Board of Trustees as follows:

1. The Essex County College Board of Trustees approves the College Operating budget in the amount of \$58,031,800 for Fiscal Year 2019-2020

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe	Approved by Board of Trustees
BOARD APPROVAL DATE February 15, 2019	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Finance: Chapter XII Allocation Fiscal Year 2019-2020
Contact:	Dr. Anthony E. Munroe, President
Meeting Date:	February 15, 2018
Agenda Item No.:	3-2.2/02-2019

WHEREAS: The State of New Jersey provides funding for major capital renewal and replacement (CRR) programs known as Chapter XII and Essex County College (“College”) has received an allocation of \$3,600,000; and

WHEREAS: The College has requested its full allocation of \$3,600,000 for the Fiscal Year 2019-2020 which will commence on July 1, 2019; and

WHEREAS: Essex County (“County”) is a funding partner and is required to share in 50% of the CRR cost approved by the State for the College and at this date, Chapter XII Capital Funds are included in the Governor’s budget; and

WHEREAS: The College has redeveloped its Facilities Master Plan for the term of 2019-2023 and has asses the state of its infrastructure and equipment in order to prioritize capital improvement initiatives, and re-align resources with its strategic goals, and

WHEREAS: The College seeks to identify and describe the Capital Renovation and Renewal (CRR) projects on which the Chapter XII Funding will be spent for Fiscal Year 2020. The projects are:

1. Infrastructure upgrades and repairs
The buildings throughout the institution are in need of major repair. Sub-projects include: Replacement of roofing, ceiling systems, lighting & lighting control, flooring and HVAC; Renovation of existing spaces; And, upgrade cabling infrastructure in remaining areas.
2. Campus enhancements
The College is looking to invest in improvements to modernize the campus in order to attract students and increase enrollment. These enhancements include: painting throughout the institution, outdoor landscaping and pavement upgrades, new indoor and outdoor building signage and wayfinding redesign, new seating and furnishings throughout, and the addition of charging stations where feasible.
3. Security management
The College is implementing a unified door access and security management system. The system will integrate with the College’s existing networked technologies and other software applications to assist in emergency response.

WHEREAS: The College’s Chapter XII Capital Fund Budget request for \$3,600,000 will be submitted to the Board of School Estimate for approval at its next meeting.

NOW THEREFORE, BE IT RESOLVED by the Essex County College Board of Trustees as follows:

1. The Board of Trustees of Essex County College authorizes and directs that the College’s Chapter XII Capital Funds for Fiscal Year 2019-2020 in the amount of \$3,600,000 be allocated for the Enhancements and Upgrades set forth in the recitals herein.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE February 15, 2019	



BOARD OF TRUSTEES REQUEST FOR BOARD ACTION

Subject:	Resolution Fixing Date for Board of School Estimate Public Hearing
Contact:	Dr. Anthony E. Munroe, President
Meeting Date:	January 22, 2019
Agenda Item No.:	3-2.4/01-2019

WHEREAS: N.J.S.A. 18A:64A-17 requires Essex County College to 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 that, at the same time, fix a date, place, and time for the holding of a public hearing by the Board of School Estimate with respect to said itemized statement; and

WHEREAS: The Board of Trustees of Essex County College has approved a budget including an itemized statement of the amount of money estimated to be necessary for the operation and capital outlay expenses for the fiscal year ending 2020.

NOW THEREFORE, BE IT RESOLVED by the Essex County College Board of Trustees as follows:

1. The President of Essex County College shall ensure that a copy of the itemized statement of the amount of money estimated to be necessary for the operation and capital outlay expenses for the fiscal year ending 2020 be delivered to each member of the Board of School Estimate as soon as practicable;
2. The President of Essex County College shall ensure that appropriate notice of a public hearing by the Board of School Estimate be provided;
3. A copy of the itemized statement shall be placed on file and open to examination of the public at Essex County College, 303 University Avenue, Newark, New Jersey, in the Office of the Deputy Chief Financial Officer, Room 6112, between the hours of 10:00 a.m. and 4:00 p.m.
4. The Board of School Estimate shall hold a public hearing with respect to the itemized statement on February 27, 2019 in the J. Harry Smith Hall, Essex County College, 303 University Avenue, Newark, New Jersey at 11:30 a.m.

EXECUTIVE RESPONSIBLE FOR RECOMMENDATION Dr. Anthony E. Munroe	FINAL DISPOSITION Approved by Board of Trustees
BOARD APPROVAL DATE January 22, 2019	

LEGAL NOTICE

A Public Meeting has been scheduled in the J. Harry Smith Lecture Hall at Essex County College, 303 University Avenue, Newark, New Jersey on Wednesday, February 27, 2019 at 11:30 A.M. at which time and place the Board of School Estimate of Essex County College will meet for the purpose of adopting and duly certifying the following 2019-2020 Budget for Essex County College in accordance with N.J.S.A. 18A-64A:17 et seq.:

<u>Item</u>	<u>Total Request</u>	<u>Aid from State & Other Sources</u>	<u>County Aid Required</u>
<u>Operating</u>	58,031,800	44,331,800	13,700,000
<u>Capital CH XII</u>			
• Renovations and expansion projects	3,600,000	1,800,000	1,800,000
Grand Total	<u>61,631,800</u>	<u>46,131,800</u>	<u>15,500,000</u>

At the Public Meeting objections to said budget for the Fiscal Year 2019-2020 may be presented by taxpayers and other interested persons who wish to speak by contacting Jonell Congleton, Liaison to the President/Board of Trustees, at 973-877-3068 before February 26, 2019. A copy of the proposed budget may be examined at the office of the Deputy CFO/Office of the Comptroller at Essex County College, 303 University Avenue, Newark, New Jersey, Monday through Friday between the hours of 10:00 A.M. and 4:00 P.M. until the date of the public hearing.

Evens Wagnac, Deputy CFO

Congleton, Jonell

From: Congleton, Jonell
Sent: Thursday, February 14, 2019 3:05 PM
To: 'legalads@starledger.com'; 'legals@recordernewspapers.com'; 'NJ Advance Media Legal Advertising'
Subject: Request to post legal notice

Please publish the following legal notice in your respective newspapers.

LEGAL NOTICE

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Evens Wagnac, Deputy CFO

Please mail billing for this notice to my attention as indicated below.

Thank you in advance,

Jonelle



Jonell Congleton
Liaison to the President/Board of Trustees
Office of the President
303 University Avenue
Newark NJ, 07102-1719
Tel: (973) 877 3068