



BROOKDALE COMMUNITY COLLEGE

Brookdale Community College
Board of Trustees Public Meeting
Tuesday, October 17, 2017 5:30 PM (EDT)
3680 US Highway 9 South Freehold New Jersey 07728
Brookdale at Freehold

- 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. Reports from the Board Committees and Liaisons - Chair Guzzo
 - A. Executive Committee - October 10, 2017 - Chair Guzzo
 - B. Finance & Facilities Committee - October 10, 2017 - Trustee Kaufmann
 - C. Report from the Engineer of Record - Mr. Charles Rooney
Capital Project Report submitted in Financial Dashboard
 - D. Governance Committee - October 11, 2017 - Vice-Chair Crupi
 - E. Foundation Report - Dr. Stout
 - F. NJCCC Report - Vice Chair Crupi
 - G. Graduate Trustee Report - Trustee Ridoux
 - H. Nominating Committee - Trustee Kaufmann
- V. Approval of Public Business Meeting Minutes - September 12, 2017 - Chair Guzzo
 - A. Approval of Executive Session Minutes -September 12, 2017 - Chair Guzzo
- VI. 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
- VII. Public Comment on Agenda Items - Chair Guzzo
- VIII. Consent Agenda - Chair Guzzo - 5 minutes
 - A. Human Resources
 - B. Acceptance of Grants
 - C. 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
 - D. Open Invoice Payment Requests for Vendor, Student and Employee Payments
 - E. Monthly Financial Dashboards
- IX. Change Order Request - Chair Guzzo

- X. FY17 Enrollment Audit
- XI. Approval of Report of Legal Fees, Government Relations and Public Relations
- XII. Approval of NJCU MOU and Lease agreement - Chair Guzzo
- XIII. Approval of Revised Mission Statement - Chair Guzzo
- XIV. President's Report - Dr. David Stout
 - A. MSCHE Update - Dr. Nancy Kegelman
- XV. Public Comment - Chair Guzzo
- XVI. Old/New Business - Chair Guzzo
- XVII. Resolution to Hold a Closed Meeting - Chair Guzzo
- XVIII. Motion to Re-Open the Meeting to the Public - Chair Guzzo
- XIX. Policy 3.1001 Adjunct Terms and Conditions of Employment - Chair Guzzo
- XX. Adjournment - Chair Guzzo
- XXI. Appendix - Board Materials

BROOKDALE COMMUNITY COLLEGE

**Board of Trustees
Public Business Meeting Minutes**

September 12, 2017

**Brookdale Community College
Wall Campus, Rm 110
800 Monmouth Blvd. Wall, NJ 07719**

- I. Chair Guzzo called the meeting to order at 5:35 P.M. and the group made the Pledge of Allegiance.
- II. 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 September 7, 2017, 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 September 7, 2017, 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, Trustee	Dr. Herbert Cohen
	Mr. Daniel F. Brecht, Trustee	Mr. Robert Francis
	Ms. Latonya Brennan, Trustee	Dr. Nancy Kegelman
	Ms. Suzanne Brennan, Trustee	Ms. Marie Lucier-Woodruff
	Dr. Hank Cram, Trustee	Mr. Joseph Pingitore
	Mr. Paul Crupi, Vice-Chair	Dr. Matthew Reed
	Dr. Carl, Guzzo, Jr., Chair	Ms. Patricia Sensi
	Mr. Bret Kaufmann, Trustee	Dr. Anita Voogt
	Dr. David M. Stout, Secretary	
	Mr. Austin Ridoux, Graduate Trustee (via conference phone)	
	Dr. Les Richens, Trustee	Ms. Cynthia Gruskos, Recorder
		Mr. Charles Rooney, Engineer of Record
Absent	Ms. Madeline Ferraro, Trustee	
	Ms. Marta Rambaud, Trustee	
College Counsel	Mr. Mitchell Jacobs, Esq., General and Labor Counsel Mr. Matthew Giacobbe, Esq.	

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>III. Adoption of Agenda for Public Business Meeting – Chair Carl Guzzo</p>	<p>A motion to adopt the meeting agenda was made by Trustee Richens and seconded by Trustee L. Brennan.</p> <p>YES: Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Crupi, Kaufmann, Ridoux, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>IV. Swearing in of Trustee Suzanne Brennan – Mr. Matthew Giacobbe</p> <p>Mr. Giacobbe provided a ceremonial swearing in ceremony for Trustee Suzanne Brennan. She had been previously sworn in.</p>		
<p>V. Committee Reports and Liaisons – Chair Guzzo</p> <p>A. Executive Committee – September 6, 2017 - Chair Carl Guzzo reported on a productive executive committee meeting held on September 6.</p> <p>B. Finance & Facilities Committee – September 6, 2017 - Trustee Kaufmann summarized the meeting outcomes and key financial indicators presented at the September 6 meeting. He acknowledged the support of the Freeholders, Craig Marshall and Teri O’Connor in assisting the college with a potential cash flow issue this summer.</p> <p>C. Report from the Engineer of Record – Mr. Charles Rooney provided an update on our capital projects. <i>Capital Project Report submitted in Financial Dashboard.</i></p> <p>D. Policy & Education Committee – September 7, 2017 – Trustee Cram summarize the meeting topics and outcomes from the Policy & Education committee meeting held on September 7. He reported on the progress of the MSCHE self- study, our upcoming meeting with the MSCHE Visiting Chair on October 24, policy review progress, the committee’s desire to have the college participate in the ACCT</p>		

Voluntary Framework of Accountability and the review of Dr. Stout’s annual goals for the strategic priority of student success.

E. Foundation Report – Trustee Abby-White provided information on the Foundation’s Golf Outing on September 19 and the need for additional support.

F. NJCCC Report – Vice Chair Crupi reported on the upcoming NJCCC Trustee Education Seminar and encouraged the other board members to attend.

G. Graduate Trustee Report – Trustee RidouxMr. Ridoux will report at the October meeting.

H. Innovative Revenue Committee – Trustee Abby-White reported on the efforts of the committee and introduced Mr. Chevat, LifeSports.

1. Presentation by LifeSports USA – Mr. Cary Chevat, EVP Strategic Partnerships/Marketing – Mr. Chevat presented on a proposal to form a partnership with Brookdale Community College to build a regional amateur sports destination venue on the Lincroft campus. He provided information on the economic benefits to the county and college, the benefits of access to LifeSports facilities and fields by Brookdale sports programs, and the educational benefits through the establishment of an internship program with LifeSports.

Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>VI. Approval of Public Business Meeting Minutes – August 22, 2017</p>	<p>A motion to approve the August 22, 2017 minutes of the Public Business Meeting as written was made by Trustee Richens and seconded by Trustee Cram.</p> <p>YES: Trustees Abby-White, L. Brennan, Cram, Crupi, Kaufman, Ridoux, Richens and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: Trustee S. Brennan</p>	
<p>Approval of Executive Session Minutes – August 22, 2017</p>	<p>A motion to approve the August 22, 2017 executive session minutes as written was made by Trustee Cram and seconded by Trustee L. Brennan.</p> <p>YES: Trustees Abby-White, L.</p>	

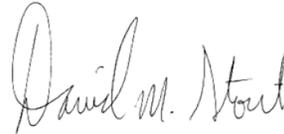
	<p>Brennan, Cram, Crupi, Kaufmann, Ridoux, Richens, and Chair Guzzo</p> <p>NAYS: None</p> <p>ABSTENTIONS: Trustee S. Brennan</p>	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>VII. Review of Consent Agenda – Chair Carl Guzzo</p> <p>Chair Guzzo announced an addendum to the HR materials has been added today for the hire of Christopher Lowsky, as an Associate Student Services Associate in the Enrollment Management Department. In addition, an addendum to the 4.2, Purchases in excess of \$35,300 has been added for the purchase for student payment gateway services to be awarded to Tuition Management Systems. The addendums were printed and made available to the board and public today, and incorporated into the board packet via BoardMax.</p>	<p>A motion to adopt the consent agenda with announced modifications was made by Trustee Cram and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, L. Brennan, S. Brennan, Cram, Crupi, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>VIII. Public Comment on Agenda Items – Chair Carl Guzzo</p> <p>No public comment was made.</p>		
<p>IX. Consent Agenda - Chair Carl Guzzo</p> <p>A. Human Resources 1. Addendum to HR</p> <p>B. Application of Grants <i>First Energy Foundation Grant – Brookdale Veteran’s Center; Gannet Foundation – Displaced Homemakers Services</i></p> <p>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</p>	<p>A motion to approve the consent agenda with revision was made by Trustee Richens and seconded by Trustee Abby-White.</p> <p>YES: Trustees Abby-White, L. Brennan, S. Brennan, Cram, Crupi, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	

<p>1. Addendum to 4.2</p> <p>D. Open Invoice Payment Requests for Vendor, Students and Employee Payments</p> <p>E. Monthly Financial Dashboards</p>		
<p>X. Interim President’s Report – Dr. Stout asked for a moment of silence in respect for the loss of former Freeholder Ted Narozanick and long- time Brookdalian Jo Celano. He conveyed Freeholder Director Burry’s appreciation on behalf of the Freeholders for the board resolution passed last month in their honor. Dr. Stout congratulated the recipients of the Outstanding Faculty Awards. He shared information on the Helping Hands initiative to confidentially connect students with food insecurity with access to donated food. He announced the creation of a scholarship fund funded by the Corporate Resources Alliance to provide scholarships to students taking courses at our Freehold campus. Dr. Stout brought to the attention of the board the success of our Adult Basic Education program led by Linda Roma. He remarked on the success of the new hands on accelerated construction training program led by Joan Scocco, Acting Director of the Accelerated Career and Technical Institute (ACT).</p> <p>Dr. Stout announced we have achieved 100% fiscal projection for enrollment for our Fall 15 week semester. In addition, Chair Guzzo acknowledged the cost savings achieved through the efforts of the college through changes in our section enrollment management led by Dr. Stout.</p> <p>A. MSCHE Report – Dr. Nancy Kegelman provided an update on the MSCHE self-study timeline, the efforts of Co-Chair Howard Miller in his presentation at Convocation and the arrangements for Dr. Miles visit on October 24. She encouraged the board members to attend the meeting with Dr. Miles at 4 PM on October 24. Full report (Attachment A)</p>		
<p>XI. Public Comment – No public comment.</p>		
<p>XII. Old/New Business Chair Guzzo announced the next board meeting on October 17 and encouraged board members to attend the meeting with Dr. Miles on October 24 at 4 PM.</p>		
<p style="text-align: center;">Topic and Discussion</p>	<p style="text-align: center;">Votes Taken</p>	<p style="text-align: center;">Action and Follow-up Actions</p>
<p>New Business</p> <p>Trustee Abby-White will continue to coordinate the dialogue with LifeSports.</p>	<p>A motion was made to continue dialogue with LifeSports to get more information by Trustee Richens and seconded by Trustee Cram.</p> <p>YES: Trustees Abby-White, Becht, L. Brennan, S. Brennan,</p>	

	<p>Cram, Crupi, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
Topic and Discussion	Votes Taken	Action and Follow-up Actions
<p>XIII. Resolution to Hold a Closed Meeting Mr. Giacobbe read the resolution to hold a closed meeting (<i>Attachment B</i>)</p>	<p>A motion was made to approve the resolution to hold an executive session by Trustee Abby-White and seconded by Trustee Cram.</p> <p>YES: Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Crupi, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
<p>XIV. Motion to Re-Open the Meeting to the Public</p>	<p>A motion was made to re-open the meeting to the public by Trustee Cram and seconded by Chair Guzzo.</p> <p>YES: Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Crupi, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	

<p>XV. Adjournment</p> <p><i>The meeting was adjourned at 8:30 p.m.</i></p>	<p>A motion to adjourn the meeting was made by Trustee Cram and seconded by Trustee S. Brennan.</p> <p>YES: Trustees Abby-White, Becht, L. Brennan, S. Brennan, Cram, Crupi, Kaufmann, Ridoux, Rambaud, Richens and Chair Guzzo.</p> <p>NAYS: None</p> <p>ABSTENTIONS: None</p>	
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Respectfully submitted



David M. Stout, Ph.D., Secretary

Brookdale Community College

Middle States Update

September 12, 2017

The Middle States Steering Committee met on August 29, 2017 in advance of the college wide release of the self-study draft. An overview of each chapter and document roadmaps were discussed. Working Group chairs:

- Affirmed recommendations from their standard
- Reviewed the timeline of MS deadlines and activities

August 30 the self-study draft was distributed to the college community.

- Feedback period ends Sept. 19

Dr. Stout sent the self-study drafts to the BOT with his updates on Sept. 1 and Sept. 7.

Howard Miller presented the status of the Self Study at Convocation on September 5, 2017 at which time he:

- Thanked the community for their input
- Described the status of the draft
- Summarized the recommendations and how all constituents are included in the report
- Invited all to take a final look at the draft and respond to the survey

Pat Schubert is focusing on the Document Roadmap to ensure all links are operational.

The Middle States Co-Chairs continue to review the comments and streamline the Self Study specifically:

- Chapter intros and appendices
- Revise, update and correct the draft as feedback is received

Verification of Compliance – gathering required documentation

Arrangements for Dr. Belina Miles visit on Oct. 24, 2017 in the final stages.
BOT will be meeting with Dr. Miles on Oct. 24 at 4:00.

Reminder the

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 **3** 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 **September 12, 2017 at approximately 6:30 PM**

WHEREAS, 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 AUTHORIZING EXECUTIVE SESSION
September 12, 2017

"(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

"(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: **possible litigation for the Wall property and attorney client privilege in discussion of legal ramifications of leasing property.**

"(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: **discussion on hiring recommendations.**

"(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 AUTHORIZING EXECUTIVE SESSION
September 12, 2017**

WHEREAS, the length of the Executive Session is estimated to be 60 minutes after which the public meeting of the [] Brookdale Community College Board of Trustees shall (select one) reconvene and [x] 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 AUTHORIZING EXECUTIVE SESSION
September 12, 2017**

3.1 Human Resources Recommendations

Hires, Change of Status & Separations - This month there are a total of 17 recommended items. A summary of the action items is listed below with supporting documentation attached.

A. Hires

Support Staff

Adjuncts

Recommendations

1

12

B. Change of Status

Administrative

Recommendations

2

C. Separations

Administrative

Recommendations

2

A. HIRES**SUPPORT STAFF**

1. Name: Edward Johnson
Department: Physical Plant
Position: Senior Specialist, HVAC, full-time temporary position
Salary: \$39,693.00
Effective: 11/1/17 – 6/30/18

ADJUNCTS

1. Name: David D'Amico
Department: Criminal Justice
2. Name: Christopher Englese
Department: Communication Media
3. Name: Qasim Husain
Department: Political Science
4. Name: Helene Maliko-Abraham
Department: Psychology
5. Name: Dana McArthur
Department: Psychology
6. Name: Sara Moran
Department: Nursing
7. Name: Jill Pansini
Department: Nursing
8. Name: Margo Rappaport
Department: Psychology
9. Name: Kyle Skrivanek
Department: Music
10. Name: Dane Stephenson
Department: History
11. Name: Sandra Varone
Department: English

12. Name: Anne Wandycz
Department: Allied Health, Respiratory Care

ADJUNCT DEGREE SUMMARY

Doctoral	Masters
2	10

B. CHANGE OF STATUS**ADMINISTRATIVE**

1. Name: Katelyn Amundson
Department: Athletics & Recreation
Position: Assistant Athletic Director
Action: Monthly stipend of \$310/mth for additional duties of Athletic Director
Effective: 9/18/17 – 11/20/17 (subject to adjustment for medical reasons)
2. Name: Karen Reng
Department: Continuing and Professional Studies
Position: Instructional Technology Administrator – CTE Program
New Salary: \$35,900 prorated from an annual base of \$53,850
Action: Part-time to full-time temporary grant-funded position
Effective: 11/1/17 until further notice but not later than 6/30/18

C. SEPARATIONS**ADMINISTRATIVE**

1. Name: Brett Burk
Department: Planning & Institutional Effectiveness
Position: Senior Analyst, Survey & Market Research
Action: Resignation
Effective: 10/6/17
2. Name: Pasqualina DeLucia
Department: Small Business Development Center
Position: Assistant Director, Small Business
Action: Resignation
Effective: 9/22/17

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

2.1 Acceptance of Grants

Executive Summary

Perkins Career and Technical Education

Brookdale has been awarded a grant from the New Jersey State Department of Education (NJDOE), Office of Career Readiness, for funding under its Carl D. Perkins Career and Technical Education Improvement Act of 2006. Funding for FY'18 will enable the College to update equipment and technology in several career and technical education programs; increase or maintain performance levels in skill proficiency, program completion and retention, career placement and participation in non-traditional programs; and integrate academic and career and technical instruction. Matthew Reed, Vice President for Learning, will administer the program.

The total grant award is **\$583,714** and does not require a match from the college.

Educational Opportunity Fund

Brookdale has been awarded a grant from the Office of the Secretary of Higher Education under its Educational Opportunity Fund program. The program helps low-income New Jersey residents access higher education by offering supplemental financial aid and a wide array of campus-based outreach and support services for program students. The program is under the direction of Richard Morales-Wright, Director of the college's EOF program.

The total grant award is **\$493,977***, with a match of **\$426,564**, for a total of **\$920,541**. *Includes student financial aid and program support.

Monmouth County Arts Council (MCAC) Monmouth Arts-ArtHelps Brookdale Visiting Artist Program

Brookdale has been awarded a grant from the Monmouth County Arts Council (MCAC), under their Monmouth Arts-ArtHelps SSA grant program. Funding will support the Brookdale Visiting Artist Program which brings diverse group of talented artists to Brookdale so that students and community members may receive the benefit of their knowledge and teachings. Marie Maber, Associate Professor-Art will administer the program.

The total grant award is **\$1,000**, with a match of **\$2,000** for a total of **\$3,000**. Please note the match is provided by revenue raised by the Visiting Artist Program and held in the Foundation account.

Recommendation:

The Interim President recommends that the Board of Trustees adopt a resolution accepting the funds listed and authorizing the Interim President to sign funding notification forms and any appropriate amendments.

October 17, 2017: Director of Grants and Institutional Development, Laura Quissaunee

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

RESOLUTION

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

	<u>Amount</u>
Perkins Career and Technical Education	\$583,714
Educational Opportunity Fund	\$493,977
Monmouth County Arts Council-Monmouth Arts-ArtsHelp-SSA	\$1,000

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 Interim 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.

October 17, 2017: Director of Grants and Institutional Development, Laura Quissaunee

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 Interim President and the Finance & Facilities Committee of the Board of Trustees at a meeting held October 10, 2017.

October 17, 2017: 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
October 17, 2017**

Board Item No.	Vendor/Contractor	Category / Description	Basis of Award	Amount of Purchase
Capital				
1	Circle A Construction Co.	Maintenance Building Repair and Rehabilitation, Bid No. 18-07 / Notice was sent to 15 vendors, received 3 replies. This contract is for the repairs and rehabilitation of the Maintenance Building and is funded by insurance and Chapter 12.	Bid	\$ 97,700.00
IT/Capital				
2	MRA International, Inc.	APC Battery Replacement, Bid No. 18-08 / Notice was sent to 15 vendors, received 1 reply. The Modular Battery Replacement Service (MBRS) is a full battery replacement service and includes OEM batteries, on-site replacement, all parts and labor, and environmentally friendly removal/disposal of used batteries. MBRS is a service provided by Schneider Electric/APC, the manufacturer of the batteries and Uninterruptible Power Supply (UPS) solution deployed in the Data Center in Gorman Hall. The awarded vendor is a reseller of the MBRS service and will be funded by the IT capital budget.	Bid	\$ 44,590.88
3	Virtuit Systems Inc.	Servers, Equipment, and Installation Services / Exempt 18A:64A-25.9. (State Contract). This State contract is for the supply, delivery, and installation of 6 servers, 1 chassis, and other related supplies. The servers will replace existing ones that are at end of life. These servers house the College's ERP and related applications and is funded by the IT capital budget.	Exempt	\$ 145,843.40
Operating				
4	Castle Branch, Inc.	Documentation Tracking/Healthcare, and Criminal Record Research, RFP No. 02-18 / Notice was sent to 8 vendors, received 2 replies. This is a one year contract with an option for a 2nd year renewal for documentation tracking/healthcare, and criminal record research. This contract is paid directly by students.	RFP	\$ 100,000.00 *

5	NJCCC Consortium - Turnitin, LLC	Software Service / Exempt 18A:64A-25.10. (Joint purchases by county colleges, municipalities or counties; authority). This is a one year co-op agreement with New Jersey County College Joint Purchasing Consortium for Turnitin, a web-based plagiarism detection software. The contract is funded by the Library. FY17 \$15,798.	Exempt \$ 24,335.20
6	Financial Aid Services	Consulting Services / Exempt 18A:64A-25.5.a.(15) (Professional consulting services). This contract is for professional consulting services and an assessment of the College's Financial Aid Office. This contract is funded by the Financial Aid budget.	Exempt \$ 20,500.00 *
7		Use of Credit Cards, Bid No. 18-06 / Notice was sent to 6 vendors, received 3 replies. Bid is being rejected due to changes in scope of services.	

* Estimated expense based on historical data

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

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

Payments made to vendors, students, and employees in month ending August 31, 2017 totaled \$3,243,355.49. 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 Interim President and the Finance & Facilities Committee of the Board of Trustees at a meeting held October 10, 2017.

October 17, 2017: Executive Director, Finance & IT, Joseph Pingitore



4.1 Monthly Dashboard Summary Month Ending August 31, 2017

The comparative schedule compares data reported from the same time frame last year to the current time period. FY17 audited enrollment was 9,236; the forecasted enrollment for FY18 is 9,112, a decrease of 1.3 percent. Operating revenue is up \$932,682 and operating expenditures are down \$561,667. Capital expenditures are down \$630,994.

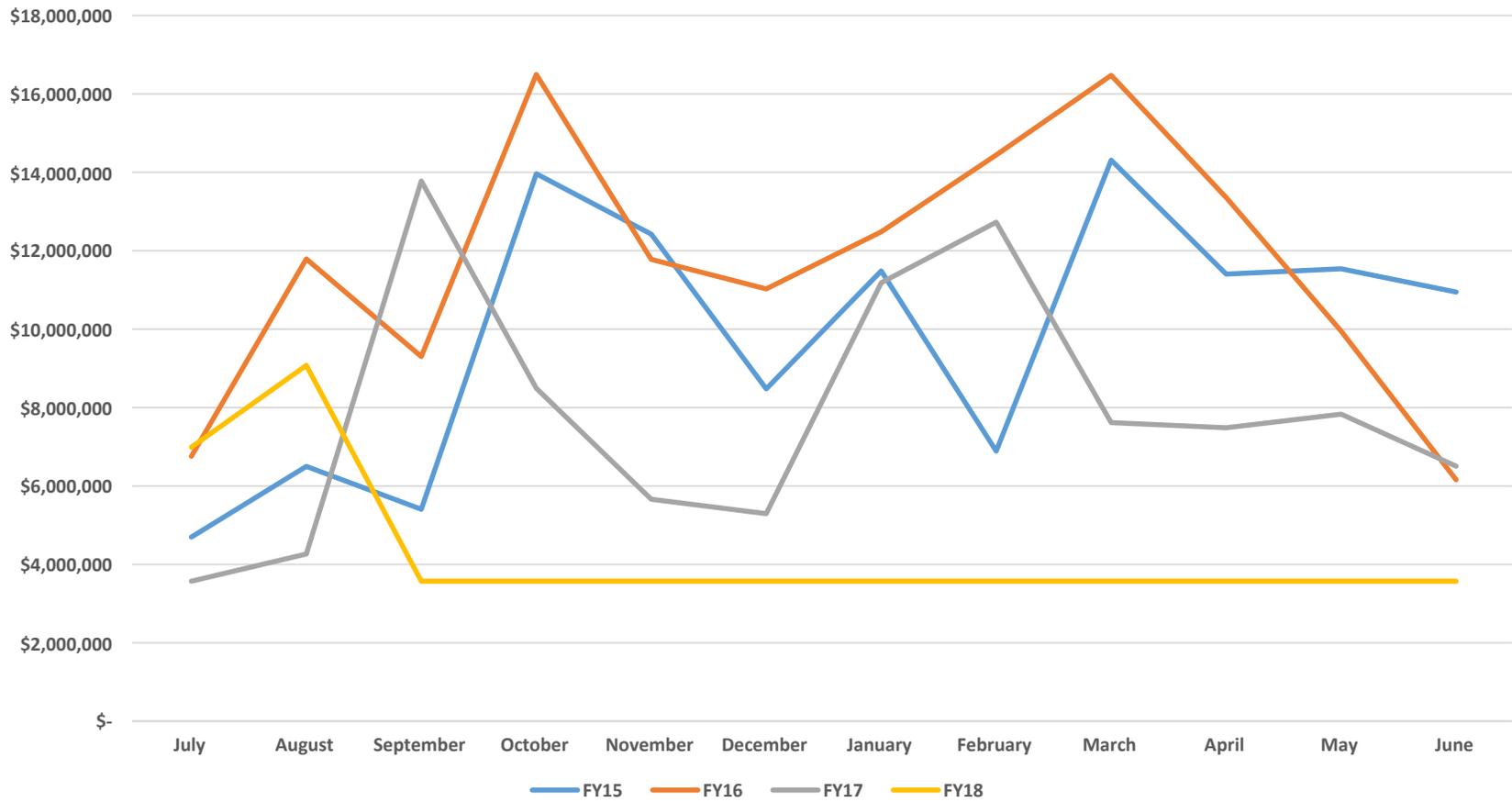
Cash disbursements through August 31, 2017 totaled \$7,479,691.55. In addition to payroll and its related expenses, and Bookstore purchases, the significant vendor payments include the State of NJ for benefits (\$840k); bond debt service payments (\$618k); workers compensation (\$296k); property & liability insurance (\$303k); MAS science lab renovation (\$457k); and County shared services for paving (\$136k)

Cash balances as of August 31, 2017 total \$9,075,766 an increase of \$4,812,030 compared to prior year.

Annual Comparative Change

	Current Year 08/31/17	Prior Year 08/31/16	CHANGE
ENROLLMENT			
Credit FTE	9,112	9,236	(124) -1.3%
OPERATING EXPENDITURES			
Learning Division	\$ 1,562,077	\$ 1,487,735	\$ 74,342
Benefits & General Institutional	3,163,324	3,763,915	(600,591)
Sub Total	4,725,401	5,251,650	(526,249)
All other divisions	3,233,680	3,269,098	(35,418)
Total Operating Expenses	7,959,081	8,520,748	(561,667)
OPERATING REVENUE			
Tuition	18,520,598	18,357,074	163,524
Fees	2,818,008	2,340,004	478,004
Sub Total	21,338,606	20,697,078	641,528
State Appropriations	1,741,157	1,725,144	16,013
County Appropriations	3,337,837	3,337,837	-
All other revenue	1,304,149	1,029,008	275,141
Total Operating Revenue	27,721,749	26,789,067	932,682
CASH			
Cash	9,075,766	4,263,736	4,812,030
Total Cash	9,075,766	4,263,736	4,812,030
CAPITAL EXPENDITURES			
Renewals & Replacements	647,617	624,819	22,798
Minor Capital	711,805	1,365,547	(653,742)
Total Capital Expenses	1,359,422	1,990,366	(630,944)
CAPITAL REVENUE			
State	440,487	321,663	118,824
County	81,648	274,831	(193,183)
Other	837,287	1,393,872	(556,585)
Total Capital Revenue	1,359,422	1,990,366	(630,944)

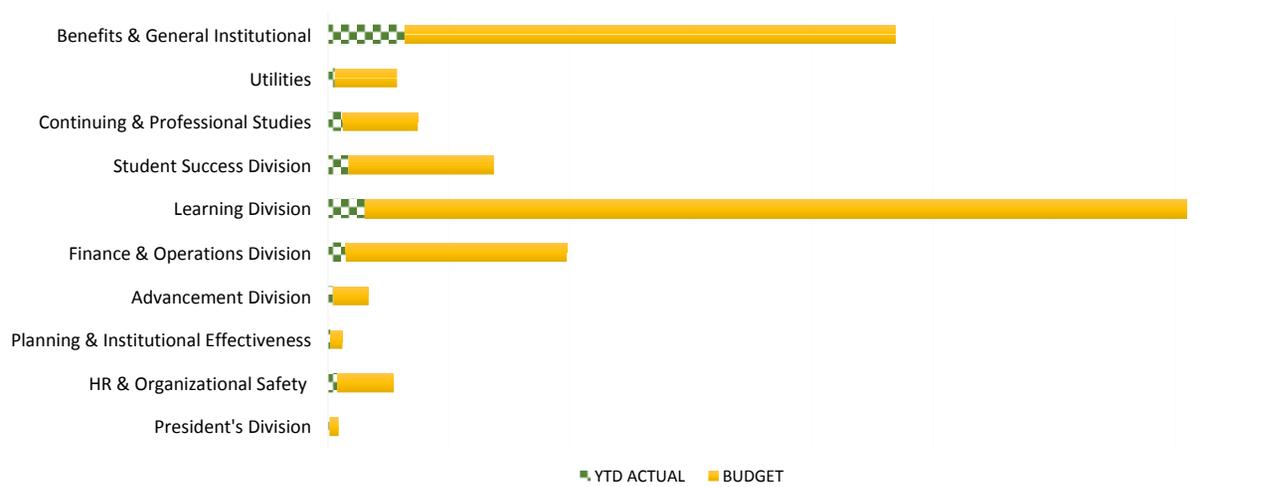
Cash Balance Trends



	Bank Balance	Bank Balance	Bank Balance	Bank Balance
	FY15	FY16	FY17	FY18
July	4,695,490.85	6,757,244.60	3,570,626.48	6,987,818.69
August	6,499,893.88	11,791,267.80	4,263,736.13	9,075,766.32
September	5,406,224.07	9,300,989.32	13,778,672.78	3,570,626.48 *
October	13,963,708.86	16,496,876.82	8,491,475.15	3,570,626.48 *
November	12,422,584.06	11,778,664.16	5,660,842.23	3,570,626.48 *
December	8,476,699.42	11,026,720.15	5,293,772.96	3,570,626.48 *
January	11,485,398.29	12,483,175.90	11,185,016.42	3,570,626.48 *
February	6,889,084.92	14,443,122.61	12,727,793.82	3,570,626.48 *
March	14,310,161.42	16,474,262.44	7,615,704.29	3,570,626.48 *
April	11,404,612.90	13,357,477.24	7,484,159.28	3,570,626.48 *
May	11,539,628.91	9,948,557.42	7,831,055.53	3,570,626.48 *
June	10,947,299.73	6,157,952.73	\$ 6,505,486.18	3,570,626.48 *

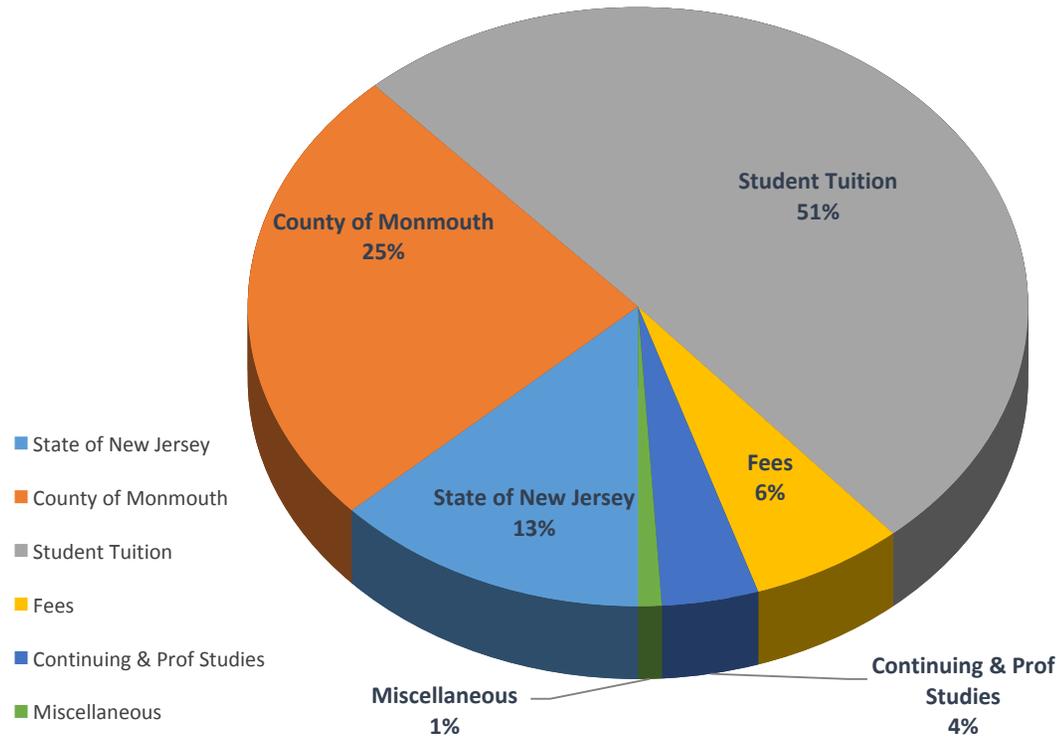
* Represents the floor over the past 3 years

August 2017 Operating Expenses



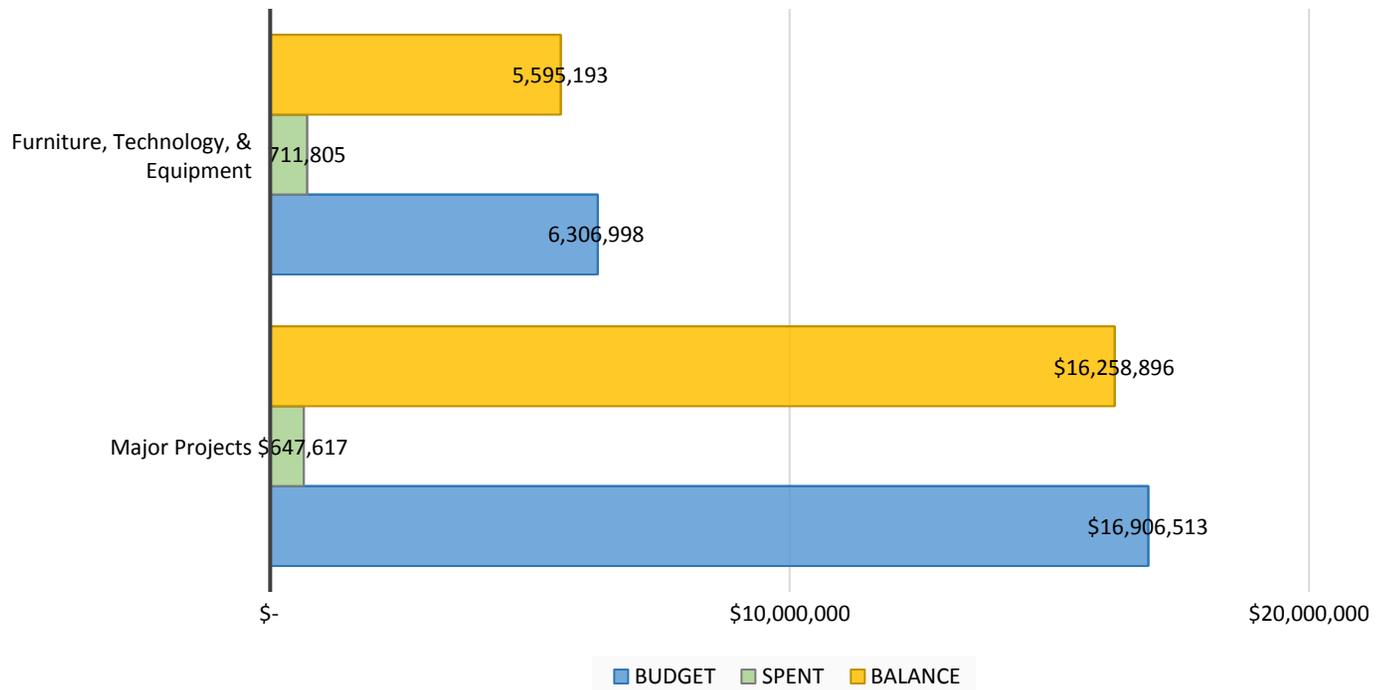
	BUDGET	YTD ACTUAL	COMMIT	BALANCE
President's Division	\$ 382,404	\$ 60,973	\$ 219,544	\$ 101,887
HR & Organizational Safety	2,344,392	378,404	1,553,416	412,572
Planning & Institutional Effectiveness	500,107	97,930	387,359	14,818
Advancement Division	1,457,872	222,720	1,037,676	197,476
Finance & Operations Division	9,132,996	732,409	7,083,593	1,316,994
Learning Division	33,936,728	1,562,077	9,206,337	23,168,314
Student Success Division	6,013,114	847,279	3,878,842	1,286,993
Continuing & Professional Studies	3,098,821	613,182	1,433,424	1,052,215
Utilities	2,574,414	280,783	2,240,900	52,731
Benefits & General Institutional	20,300,030	3,163,324	1,700,589	15,436,117
Total	<u>\$ 79,740,878</u>	<u>\$ 7,959,081</u>	<u>\$ 28,741,680</u>	<u>\$ 43,040,117</u>

August 2017 Operating Revenue Sources



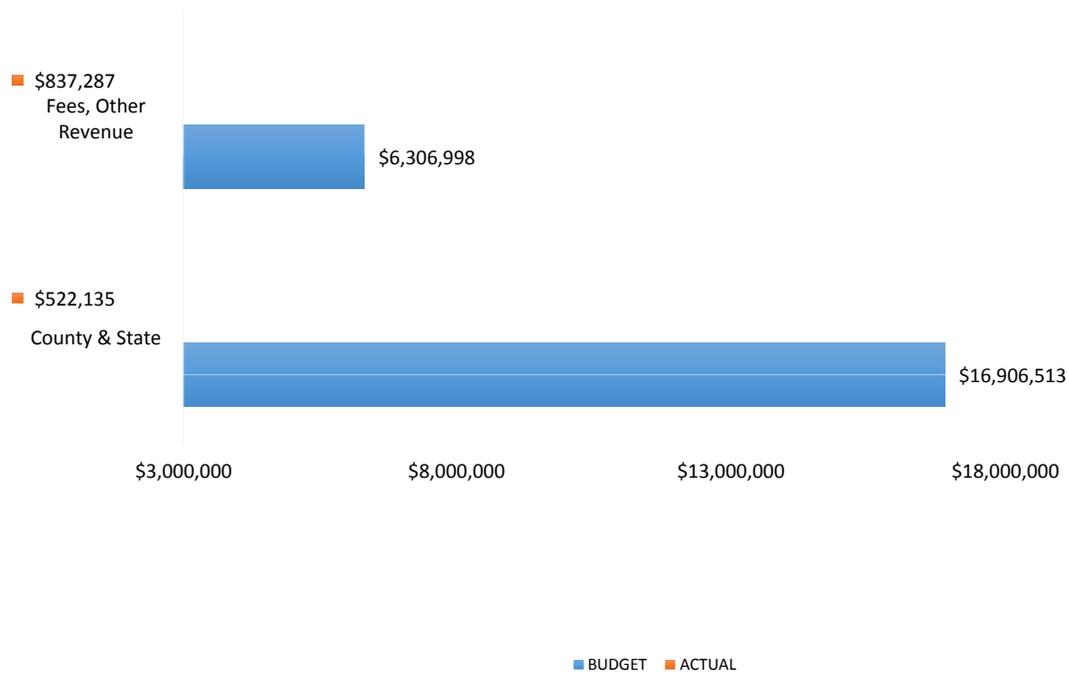
		BUDGET		YTD ACTUAL		BALANCE
State of New Jersey	\$	10,446,940	\$	1,741,157	\$	8,705,783
County of Monmouth		20,027,019		3,337,837		16,689,182
Student Tuition		40,221,298		18,520,598		21,700,700
Fees		5,068,313		2,818,008		2,250,305
Continuing & Prof Studies		3,200,000		1,271,878		1,928,122
Approp from Reserve		-		-		-
Miscellaneous		777,308		32,271		745,037
Total	\$	79,740,878	\$	27,721,749	\$	52,019,129

August 2017 Capital Fund Expenditures



	BUDGET	ALLOCATED	SPENT	BALANCE
Major Projects	\$ 16,906,513	\$ 7,056,422	\$ 647,617	\$ 16,258,896
Furniture, Technology, & Equipment	6,306,998	98,690	711,805	5,595,193
Total	\$ 23,213,511	\$ 7,155,112	\$ 1,359,422	\$ 21,854,089

August 2017 Capital Funding Sources



Capital Summary

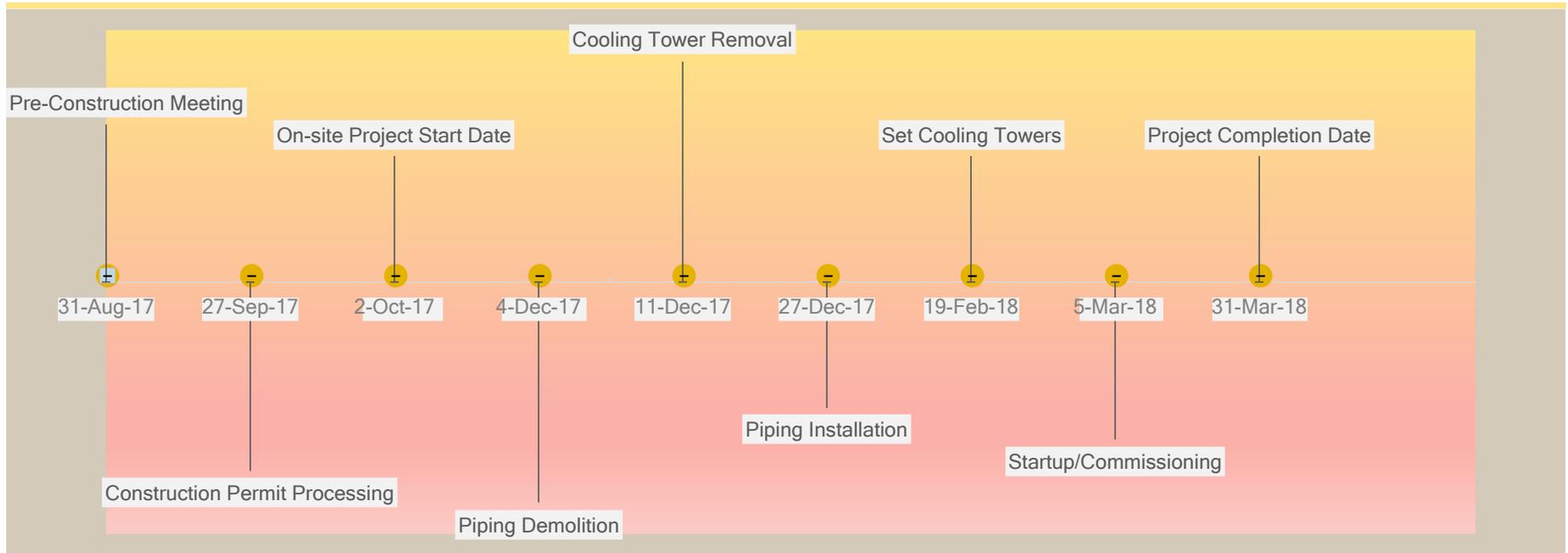
	BUDGET	ACTUAL
County & State \$	16,906,513	\$ 522,135
Fees, Other Revenue \$	6,306,998	\$ 837,287

Capital Summary through August 31, 2017

	ASSOCIATED REVENUE	ALLOCATED	ACTUAL & COMMIT	BALANCE
Chapter 12				
FY12	\$ 163,090		\$ -	\$ -
8120550 - Wall Campus Expansion	-	163,090	38,369	124,721
	163,090	163,090	38,369	124,721
FY13	691,933	-	-	-
8130515 - Replacement of Carpet and Flooring MAC	-	290,474	23,274	267,200
8130530 - Infrastructure Improvements Lincroft	-	362,370	-	362,370
8130535 - Milling and Paving Lot 7	-	39,089	39,089	-
	691,933	691,933	62,363	629,570
FY14	1,335,139	-	-	-
8140510 - Infrastructure Improvements Lincroft	-	1,335,139	220	1,334,919
	1,335,139	1,335,139	220	1,334,919
FY15	2,694,232	-	-	-
8150510 - Infrastructure Improvements (CAR, LAH, CVA)	-	1,452,998	25,849	1,427,149
8150515 - Life Safety	-	755,634	14,425	741,209
8150520 - CAR One Stop Renovation	-	485,600	9,900	475,700
	2,694,232	2,694,232	50,174	2,644,058
FY16	3,000,000	-	-	3,000,000
FY17	3,500,000	-	-	1,572,026
8170505 - CUP		1,122,974	1,122,974	-
8170510 - Milling, Paving and Striping Lincroft Parking Lots		805,000	384,411	420,589
	3,500,000	1,927,974	1,507,385	1,992,615
FY18*	3,800,000	-	-	3,800,000
Total Chapter 12	15,184,394	6,812,368	1,658,511	13,525,883
Capital Projects				
8131005 - Higher Ed Bond Administration - Wall	159,842	-	159,842	-
8131010/8131030 - Equipment Leasing Fund (ELF)	840,571	-	152,396	688,175
8131015/8131025 - Hi Ed Technology Infrastructure (HETI)	34,980	-	9,600	25,380
8161005 - Higher Ed Bond Administration - MAS	686,726	-	578,325	108,401
8132450 - College Hi Ed Bond Admin Match - Wall	53,185	325,501	378,686	-
8132455/8132460 - College HETI Match	34,980	-	9,600	25,380
8162450 - College Hi Ed Bond Admin Match - MAS	228,909	-	192,775	36,134
Total Capital Projects	2,039,192	325,501	1,481,223	883,470
Total Major Capital	17,223,586	7,137,869	3,139,734	14,409,353
Minor Capital	5,989,925	98,690	2,332,266	3,756,349
Total Capital	\$ 23,213,511	\$ 7,236,559	\$ 5,472,000	\$ 18,165,702

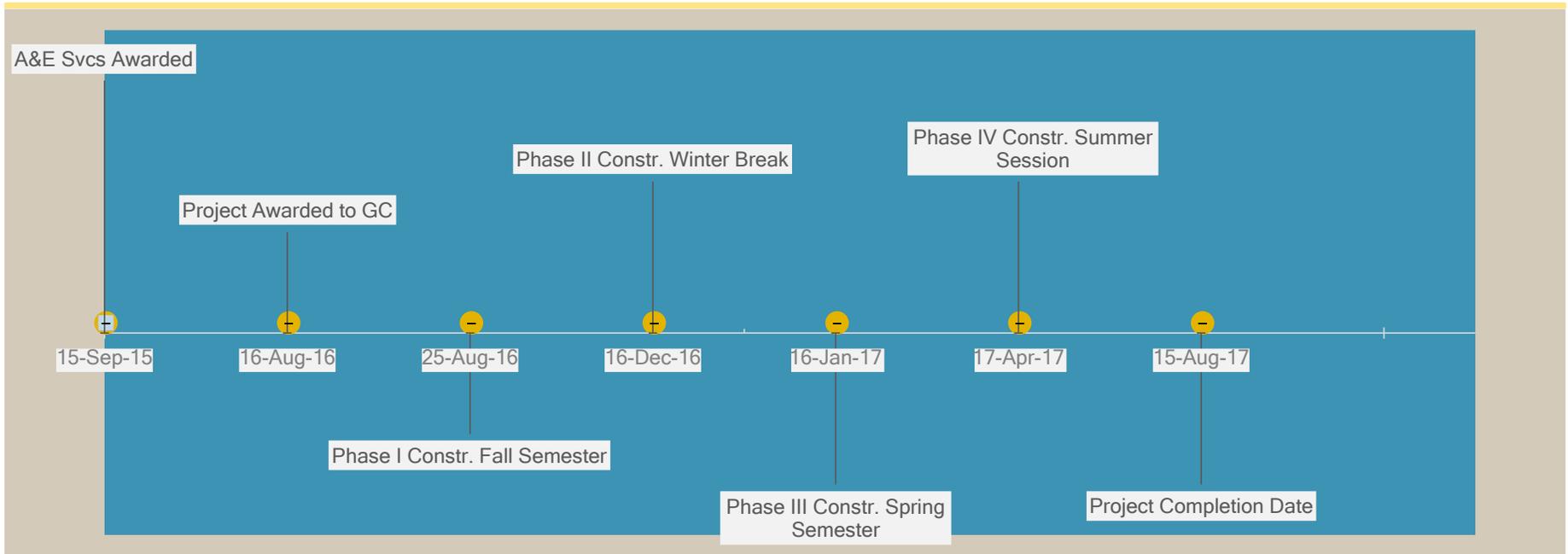
* Pending County Bond Sale

CUP Condenser Water Piping and Cooling Tower Replacement Project



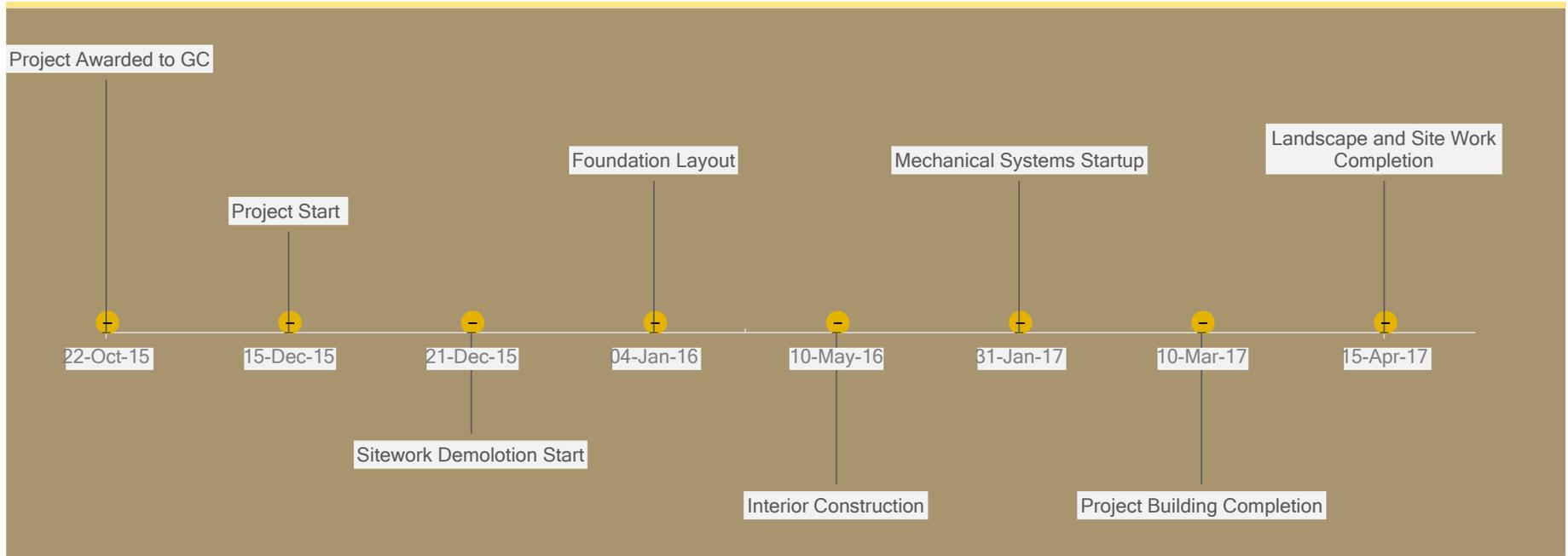
* The Central Utility Plant (CUP) bid was awarded August 22, 2017, for the amount of \$1,112,897 and is funded by Chapter 12.

MAS Science Lab Renovation



* Project funded by Chapter 12 funds (County & State) in the amount of \$4M and Higher Ed GO Bonds in the amount of \$1.2M; spend to date \$3.5M

Wall Academic Building



* Technology infrastructure (drops, wiring, etc) funded by HETI Bonds in the amount of \$385K (50/50 bond and College) to-date spend \$170K respectively.
 * Technical hardware/equipment fund by ELF Bonds in the amount of \$1.7M; spend to date \$1.1KM.
 * Parking Lot funded \$1.8M, Chapter 12 funds (County & State), total spend to date \$1.6M; Construction funded by Higher Ed GO Bonds (75% bond/25% College Match) total to-date spend \$15.1M



BROOKDALE COMMUNITY COLLEGE PROJECTS

A. CAPITAL PROJECTS

1) <u>NEW ACADEMIC BUILDING/WALL CAMPUS-</u>	Benjamin Harvey	Contract Award	\$14,698,000	10/22/15
		Change Orders to date	\$665,876	3/21/17
		Final Change Order	\$94,148	7/18/17
		REVISED CONTRACT	\$15,458,024	
		Payments to Date	\$15,303,443.61	

SCOPE: Construction of a new 36,000 SF New Academic Building that is two stories in height with mechanical penthouse. The building contains 8 General Classrooms, Learning Commons with Testing Center, Computer Classrooms, Seminar Rooms, Science Laboratories and Support Spaces, Nursing Laboratory and Support Spaces, Administrative Spaces, and Building Support Spaces. Also included are associated site improvements including lighting, landscaping, sidewalks and 4 parking lots totaling 394 spaces.

STATUS: Certificate of Occupancy (CO) was issued July 26, 2017. The College is currently using the building. Wall Township is currently developing a plan for the installation of a security fence with gates along the north property line adjacent to the Info Age property. In addition, project closeout activities continue. A noise complaint has been received from Wall Township on behalf of a few adjacent residents. It appears the roof mounted chiller is the source of the noise. The contractor has confirmed the equipment was installed per plans and specs. The issue is currently being investigated by the A&E design professionals (Spiezle/Vanderweil) and the equipment manufacturer (Trane) for compliance to code and for possible corrective action and/or noise mitigation recommendations.

2) <u>MAS SCIENCE LABS RENOVATION PROJECT-</u>	Circle A Construction	Contract Award	\$3,632,500	8/16/16
		Change Orders	\$25,000	3/21/17
			\$15,000	6/20/17
			\$5,225	7/18/17
		REVISED CONTRACT	\$3,677,725	
		Payments to Date	\$3,493,838.75	

SCOPE: Phased renovation of Science Labs in MAS building:

- Phase 1- Two Chemistry Labs
- Phase 2- Three Biology Labs; Chemical Storage Room and Prep Room
- Phase 3- Two General Labs
- Phase 4- Three Chemistry Labs and Three Biology Labs

STATUS: Project is 100% complete with only a few punchlist items outstanding. Project close-out is underway.



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

SCOPE: Replace cooling tower and condenser water piping within plant (base bid) with possible replacement of the replacement of the cooling towers (alternate bid).

STATUS: Seven bids were received on July 13, 2017. Estock Piping, Chesterfield, NJ was low bidder for both the piping replacement and the cooling tower replacement with bids of \$489,150.00 and \$623,767.00 respectively. A contract in the amount of \$1,112,917 was awarded to Estock Piping on August 22, 2017. A preconstruction meeting was held on August 31, 2017. Construction is anticipated to start in November 2017.

4) LINCROFT CAMPUS PARKING LOTS

Parking Lot 7 – During the week of August 7th, 2017, the Monmouth County Highway Department milled 2” of the existing pavement; repaired the major cracks; overlaid the lot with 2” of new top course pavement, and re-striped the entire lot.

Parking Lot 6 - A contract in the amount of \$23,500 awarded to Mixalia Enterprises on August 22, 2017 for the replacement of the existing concrete curb and sidewalk along the west side of the lot adjacent to the Arena has been completed. A concept plan proposing the construction of interior parking islands was prepared by our office and has been circulated for review and comment. Once a plan is selected and the concrete work has been completed, the Monmouth County Highway Department will be contacted to repave the lot most likely next summer (2018).

5) MAINTENANCE BARN ROOF REPLACEMENT

Due to damage from a prior wind event, the College received \$60,000 from an insurance claim to structurally repair and replace a portion of the roof. Plans and specifications were prepared by College staff and bids were received on September 12, 2017. The insurance settlement (wind damage claim) does not cover the entire cost of the low bid. The College is currently evaluating options to advance the project which might include securing additional funding or rejecting the bids and rescoping the project.

6) BAC & SLC ROOF REPLACEMENTS

SLC- The College awarded a contract to Roof Connect, Elkton, MD to replace 3,200 SF of flat roof over the bookstore in the SLC building in the amount of \$80,674 on September 12, 2017. Work is scheduled to be performed this fall.

BAC-The informal quote provided by Roof Connect to replace the entire roof (21,000 SF) of the BAC building for \$312,712 was considered too high and has been rejected. The College will be preparing formal Plans and Specifications for bidding over the winter with an anticipated Spring 2018 construction.



B. DESIGN/STUDIES/REPORTS

1) FREEHOLD CAMPUS DRAINAGE IMPROVEMENTS

Due to an underlying clay layer, a perched groundwater condition has resulted in water bleeding onto the parking lot pavement after heavy rain events at several locations. This condition has created icing problems in the winter and over time will shorten the life of the pavement. In January 2017 a section of underdrain was installed along the upslope side of the parking lot to cut off the perched groundwater from reaching the parking lot. The underdrain has shown some improvement to the amount and duration of water bleeding onto the pavement. In the interest of better understanding the underlying soil conditions, five soil borings were performed on August 10, 2017. The borings indicated a layer of moderately compacted sand below the dense clay layer. As the boring holes were backed filled with gravel, the boring holes have the potential to act as wicks and provide relief to the perched groundwater above the clay layer. Review of the site in late August following two days of rain indicated the backfilled soil borings may be providing relief. Our office will continue to monitor the site over the next few weeks. Should the backfilled boring holes not provide sufficient relief, additional underdrains will be required.

2) FACILITIES MASTER PLAN UPDATE

In the interest of obtaining more accurate information for budgeting and planning purposes, a comprehensive phased update to the May 2016 Facilities Master Plan (FMP) update is recommended. It is our understanding that a proposal from Reserve Advisors to complete a reserve study of the Freehold Campus is under consideration by the College.



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

4.2a *Change Order Request Report*

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

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

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

This item was discussed with the Interim President and the Finance and Facilities Committee of the Board of Trustees at a meeting held October 10, 2017.

October 17, 2017: 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.

Change Order Reconciliation
October 17, 2017

Vendor Name	Description	Contract Award	Change Orders Approved	Current Contract Value	Proposed C/Os	Contract Total	Proposed % Increase
1 Ascend Construction Management Inc.	Masonry T&M for sidewalk repairs for safety compliance.	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 13,500.00	\$ 17,500.00	338%
2 Ellucian Inc.	FY17 overage - help desk calls.	\$ 2,584,872.00	\$ -	\$ 2,584,872.00	\$ 27,000.00	\$ 2,611,872.00	1%
		\$ 2,588,872.00	\$ -	\$ 2,588,872.00	\$ 40,500.00	\$ 2,629,372.00	

4.4 *Acceptance of Brookdale Community College's FY17 Enrollment Audit*

Pursuant to the requirements set forth in the Auditing and Accounting Standards for County Colleges recommended by the Council of County Colleges for use by the New Jersey Department of Treasurer, the Board of Trustees authorized O'Connor & Drew, PC to perform the required audit for fiscal year ending June 30, 2017, at its May 16, 2017 meeting.

An audit of the College's schedule of total unweighted credit-hours for the year ended June 30, 2017, are herewith transmitted to the Board of Trustees for its review and acceptance.

This report was reviewed by the Interim President and the Finance & Facilities Committee of the Board of Trustees at a meeting held October 10, 2017.

October 17, 2017: Interim Executive Director, Finance & ITS, Joseph Pingitore

BROOKDALE COMMUNITY COLLEGE

AGREED-UPON PROCEDURES REPORT ON SCHEDULE OF TOTAL CREDIT HOUR ENROLLMENTS

JUNE 30, 2017

BROOKDALE COMMUNITY COLLEGE

Agreed-Upon Procedures Report on Schedule of Total Credit Hour Enrollments

June 30, 2017

C O N T E N T S

Independent Accountants' Report on Applying Agreed-Upon Procedures	1-3
Schedules:	
Sampling Methodology and Results for Confirmation for Student Enrollment (Schedule A)	4
Total Credit Hour Enrollments (Schedule B)	5
Base Chargeback Rate Per In-County Hour (Schedule C)	6

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Brookdale Community College
765 Newman Springs Road
Lincroft, New Jersey 07738-1543

We have performed the procedures enumerated below, which were agreed to by Brookdale Community College (the "College"), the New Jersey Department of the Treasury, Office of Management and Budget and the New Jersey Council of County Colleges ("NJCCC") solely to assist you in connection with your reporting requirements, as set forth in the 2017 Statement of Auditing and Accounting Standards for County Colleges ("Standards") recommended by the New Jersey Council of County Colleges for use by the New Jersey Department of the Treasury, for the year ended June 30, 2017.

The College's management is responsible for meeting those requirements and maintaining records in accordance with these Standards. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

We applied and observed the following during our agreed-upon procedures performed for the year ended June 30, 2017:

1. From the College's master list of fundable credit courses offered during the year ended June 30, 2017, we selected a sample of 40 courses and chose one student from each course during fiscal year ended June 30, 2017 and performed the following procedures:
 - a. Sent positive confirmation letters to all students included in the sample. The letters specifically attempted to confirm the student's enrollment in the particular course sampled, the amount billed for the semester, the amount paid for the semester, and the remaining balance due. Information concerning the methodology and results of this procedure is included in Schedule A of this report.

No exceptions were noted as a result of this procedure.

- b. Traced the courses sampled to the NJCCC's list of approved credit courses and determined that: (1) the courses were approved for funding in the year ended June 30, 2017; and (2) the number of credit hours claimed by the College agreed to the number of credit/contract hours approved by NJCCC.

No exceptions were noted as a result of this procedure.

- c. Examined source documentation for each course/student in the sample (e.g. registration records, grade assignments, payment records, class rosters, attendance records, etc.) to (1) verify the validity of the quantitative representations made on the management-prepared schedules; (2) make sure that adequate descriptions and course outlines were available for each course, in accordance with State funding requirements; and (3) determine the audit trail is valid and adequate for certification of the schedule of credit hour enrollments and Base Chargeback Rate per In-County Credit Hour.

No exceptions were noted as a result of this procedure.

2. Reviewed compliance with the 2017 Statement of Auditing and Accounting Standards for County Colleges recommended by the Council of County Colleges for use by the New Jersey Department of Treasury.

No exceptions were noted as a result of this procedure.

3. Multiplied reported credit hours by appropriate standard tuition charges per credit hour and compared the result to tuition income per the relevant general ledger tuition income accounts.

No exceptions were noted as a result of this procedure.

4. Reviewed that the eligible portion of grant funded courses was calculated and reported accurately.

The College did not conduct any eligible grant funded courses during the year ended June 30, 2017.

5. Reviewed all contracts for the delivery of community college courses that were claimed for state aid to determine that the College demonstrated direct costs and control of the courses.

No exceptions were noted as a result of this procedure.

6. Obtained the accompanying Schedule B - Total Credit Hour Enrollments, for the year ended June 30, 2017, as prepared by management of the College. We reviewed the documentation underlying the calculation of credit hour enrollments, and recalculated all columns and rows to verify mathematical accuracy.

No exceptions were noted as a result of this procedure.

7. Obtained the accompanying Schedule C - Base Chargeback Rate Per In-County Credit Hour, for the year ended June 30, 2017, as prepared by management of the College. Verified, from the sample of 40 students selected in Procedure 1, those that were resident, in-county students (32 of 40), and determined that they were properly classified with in-county enrollments by verifying they resided in the county. We also recalculated the Base Chargeback Rate Per In-County Credit Hour, as shown on Schedule C.

No exceptions were noted as a result of this procedure.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the items referred to above. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of Brookdale Community College, the New Jersey Department of the Treasury, Office of Management and Budget, and the New Jersey Council of County Colleges and is not intended to be, and should not be, used by anyone other than the specified parties.

**Certified Public Accountants
Braintree, Massachusetts**

OPEN

BROOKDALE COMMUNITY COLLEGE

Sampling Methodology and Results for Confirmation for Student Enrollment

Schedule A

For the Year Ended June 30, 2017

Credit Student Enrollment

Methodology:

A sample of 60 students was arrived at using the following parameters:

Confidence level	90%
Expected rate of occurrence	0.0%
Maximum tolerable error rate	5.0%

Results:

Mailed	40
Returned	25
Returned correct	25
Returned with exceptions	None
Returned undelivered	None

Alternate procedures were applied to the confirmations that had no responses to determine course enrollments.

BROOKDALE COMMUNITY COLLEGE

Total Credit Hour Enrollments

Schedule B

For the Year Ended June 30, 2017

	Summer III 2016 Term	Fall 2016 Term	Winter and Spring 2017 Term	Summer I & II 2017 Term	Total Fiscal Year
Credit Hours	<u>7,685</u>	<u>130,086</u>	<u>116,519</u>	<u>22,801</u>	<u>277,091</u>
			In-County Credit Hours		<u>240,424</u>
			Out of County Credit Hours		<u>36,667</u>
					<u>277,091</u>

BROOKDALE COMMUNITY COLLEGE

Base Chargeback Rate Per In-County Credit Hour

Schedule C

For the Year Ended June 30, 2017

Total In-County Resident Enrollment Credit Hours	240,424
Divided by 30 Credit Hours	<u>30</u>
Resident FTE	<u>8,014</u>
Total County Aid	\$ 20,027,019
Divided by Resident FTE	<u>8,014</u>
Base Chargeback Rate per In-County FTE	2,499
Divided by 30	<u>30</u>
Base Chargeback Rate per In-County Credit Hour	\$ 83.30

4.3 *Legal Costs, Government Relations, and Public Relations*

In accordance with Section 6 (k) of the Higher Education Restructuring Act of 1994, the governing board of each public institution of higher education must prepare and make available to the public no later than November 1 each year, “an annual Financial Statement, and a statement setting forth generally the monies expended for Legal Costs, Government Relations, and Public Relations.”

This report was reviewed by the President and the Finance & Facilities Committee of the Board of Trustees at a meeting held October 10, 2017.

October 17, 2017: Interim Executive Director, Finance & ITS, Joseph Pingitore

Brookdale Community College
Report of Legal Fees, Government Relations, and Public Relations
For the Fiscal Years 2017 and 2016

	FY17	FY16
Legal Fees	\$259,799	\$270,469
Government Relations	36,000	36,000
Public Relations	<u>31,868</u>	<u>43,675</u>
TOTAL	<u>\$327,667</u>	<u>\$350,144</u>

Finance and Facilities Committee Brief
Joseph Pingitore, Executive Director, Finance & ITS
October 10, 2017

New Jersey City University (NJCU) Partnership Agreement

Background

The College is committed to provide extended access to all persons in Monmouth County and central New Jersey through its Lincroft, Freehold, and Wall campuses and three Higher Education Centers (HECs). These facilities are an integral part of the community and strive to achieve a consistent and comparable level of quality and appropriate levels of service at all sites.

Center Success

The Wall East campus continues to be used for educational purposes. A full range of educational programs and services are offered to the community-at-large as permitted by our State charter. Brookdale participated in a partnership program with six New Jersey colleges and universities in offering associate, baccalaureate, and master's degree programs to New Jersey residents. The College now has one partner at each location within Monmouth County. With respect to the Wall Township campus, the University Partnership is with New Jersey City University (NJCU). During the past four years, Brookdale and NJCU have collectively averaged 1,500 students enrolled in associates, bachelors, and masters programs annually. A total of two full-time administrators, three part-time staff, 1 full and one part time security officer and a full time custodian are employed at the Wall campus.

The College owns two buildings at the Wall campus. The East Building, which consists of the original building (15,000 sq. ft.) and modular addition (7,000 sq. ft.) is used for post graduate educational purposes and programming. During the past several years, the East Building's occupancy has been shared by Brookdale and NJCU. With the completion of construction of the new West Building in 2017, NJCU has expressed an interest to increase their presence and classroom usage to occupy approximately 11,000 sq. ft. of the 22,000 sq. ft. available in the East Building, as outlined in a new University Partnership consisting of a MOU and Lease.

Key Issues

NJCU has occupied a portion of the East Building and desires to increase their presence and the opportunities and ease of access it provides the community. The College proposed a written arrangement outlining their respective rights, responsibilities, and obligations of the partnership, which has been memorialized in a Partnership Agreement.

Subject to Department of Education requirements and Deed restrictions, the term of the NJCU/Brookdale Partnership would be for an initial Term of ten months, commencing September 1, 2017, and ending June 30,

2018, with the option for two additional one year extensions through June 30, 2019. The Base Rent is to be paid in monthly installments, which includes custodial services during normal business hours. The proposed new three year Lease would increase the annual rental obligation by an additional 2% increase per year, plus ITV line and usage costs. The cost per square footage was established at \$17 per square foot gross amount. The leasing obligation is outlined as follows:

FY17	\$153,836*
FY18	\$188,296
FY19	\$192,062

*FY17 Rent of \$184,603 is prorated to reflect initial ten month term.

According to the proposed Partnership Agreement, the Nursing simulation laboratories and classrooms in the West Building are separate and apart from the Base Rent and will be billed to NJCU based on usage. The rate will be calculated based on \$600 per diem or \$300 per half day (4 hour block).

Being guided by similar visions, missions, and values and the commitment to educational access and attainment for all, the Partnership Agreement states the core agreement between both schools regarding the development and operation of the partnership at the Wall campus. The organizing principle of the Brookdale-NJCU Partnership is the collaboration of people and resources to provide students expanded academic, career, and lifelong learning opportunities inclusive of associate degrees from Brookdale, and baccalaureate-completion, post-baccalaureate, and master's degrees from NJCU. Standard terms and conditions agreed upon by both institutions set forth the parameters of the agreement between Brookdale Community College and NJCU, and ensure that the academic standards of the various programs meet the requirements of each institution.

Brookdale and NJCU agree to offer such programs in a cooperative and efficient manner to provide equal opportunities in compliance with all appropriate Federal, State, and local statutes and regulations and pursuant to the provisions outlined in the MOU.

Summary

Finance recommends that the Board of Trustees approve the MOU and Partnership Lease Agreement for the Eastern Monmouth Campus at Wall.

4.5 *Approval of the New Jersey City University (NJCU) Partnership Agreement Lease*

The College is committed to provide extended access to all persons in Monmouth County and central New Jersey through its Lincroft, Freehold, and Wall campuses and three Higher Education Centers (HECs). These facilities are an integral part of the community and strive to achieve a consistent and comparable level of quality and appropriate levels of service at all sites.

The College owns two buildings at the Wall campus. The East Building, which consists of the original building (15,000 sq. ft.) and modular addition (7,000 sq. ft.) is used for post graduate educational purposes and programming. During the past several years, the East Building's occupancy has been shared by Brookdale and NJCU. With the completion of construction of the new West Building in 2017, NJCU has expressed an interest to increase their presence and classroom usage to occupy approximately 11,000 sq. ft. of the 22,000 sq. ft. available in the East Building, as outlined in a new University Partnership consisting of a MOU and Lease.

The cost per square footage was established at \$17 per square foot gross amount. The leasing obligation is outlined as follows:

FY17	\$153,836*
FY18	\$188,296
FY19	\$192,062

*FY17 is prorated to reflect 10 month. The 12 month rated would have been \$184,603.

According to the proposed Partnership Agreement, the Nursing simulation laboratories and classrooms in the West Building are separate and apart from the Base Rent and will be billed to NJCU based on usage. The rate will be calculated based on \$600 per diem or \$300 per half day (4 hour block).

This report was reviewed by the Interim President and the Finance & Facilities Committee of the Board of Trustees at the meeting held October 10, 2017.

October 17, 2017: Interim Executive Director, Finance & ITS, Joseph Pingitore

RESOLUTION

WHEREAS, it is inherent with the College's Philosophy and Mission to provide the Monmouth County Community with maximum access to quality educational programs and services; and

WHEREAS, Brookdale Community College has maintained and operated a Higher Education Center in Wall since the fall of 2001 and;

WHEREAS, the College entered into an agreement with the New Jersey City University (NJCU) for continued educational partnership opportunities since the fall of 2003, and;

WHEREAS, the current location has proven satisfactory in terms of access and general accommodations for providing the community with the opportunity for accessible continued education; and

WHEREAS, the general conditions for entering into the current agreement have been review by the Finance and Executive Committees of the Board of Trustees; and

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the University Partnership with New Jersey City University MOU, as indicated, has been reviewed for the period commencing September 1, 2017 and extending through June 30, 2020, and has been approved.

Brookdale Community College
Board Brief
October 17, 2017

Mission Revision

Enclosed is a resolution to adopt the following revised mission statement:

Brookdale Community College empowers a diverse community by providing open access to high-quality and cost-effective educational and lifelong learning options with clear paths to personal, educational, and economic success.

Middle States Standard I, Mission and Goals, calls for a periodic assessment of the College's mission and goals to ensure they are relevant and achievable. In Spring 2016 Middle States Self-Study Standard I Working Group suggested the College undertake such a review in that the existing mission was seven years old. That summer the President initiated a discussion with the Chair of Collegial Governance regarding possible approaches for College-wide engagement in the process. During Spring Convocation in January 2017, employees listed essential components of the existing mission and components that were missing.

The compilation of the input laid the groundwork for the Steering Committee of Collegial Governance to construct a new statement that was distributed for College-wide input throughout spring 2017. College wide discussion and input occurred at the Forum in April 2017. Steering revised the statement with the input received at Forum and presented it to the Board for consideration at their July 2017 retreat, at which time the Trustees expressed their support of its direction.

At Convocation in September 2017, the Interim President displayed the revised Mission draft to the College community solicited input, and shared it with Collegial Governance. That feedback was discussed at their October 3 meeting at which time the statement above was formulated. The Mission was presented to the Governance Forum on October 17 and was recommended for Board adoption.

Recommendation:

This report was reviewed by the Interim President and the Board of Trustees at their July 22, 2017 Retreat and the Interim President recommends this resolution be adopted by the Board.

October 17, 2017

RESOLUTION

WHEREAS, the Middle States Commission on Higher Education Standard for Accreditation Standard I, calls for an institution to periodically assess the College's mission; and

WHEREAS, the current mission statement was adopted in 2010; and

WHEREAS, the College community has been engaged in the review and revision of the Mission statement for the past year; and

WHEREAS, the revised statement reflects the College's commitment to Monmouth County, open access to high-quality and cost-effective educational and lifelong learning, and to providing students with clear paths to personal, educational, and economic success.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Brookdale Community College that the College adopt the following as its Mission:

Brookdale Community College empowers a diverse community by providing open access to high-quality and cost-effective educational and lifelong learning options with clear paths to personal, educational, and economic success.

October 17, 2017

3.1001 Adjunct Terms and Conditions of Employment

I. Title of Policy

Adjunct (Terms/Conditions of) Employment

II. Objective of Policy

To establish working conditions/terms of employment for individuals selected for adjunct faculty positions.

III. Authority

New Jersey Statutes 18A:3B-6(b) Powers, duties of governing board of institutions of higher education and New Jersey Statutes 18A:64A-12€ General Powers of Boards.

Policy Statement

Consistent with New Jersey Statute, the Brookdale Community College Board of Trustees hereby establishes adjunct faculty terms and conditions of employment.

Adjunct faculty are employed on an as-needed basis during a given semester and are at-will employees. The assignment does not constitute an agreement for future employment of any kind with the institution. Adjunct assignments are not final until after the 10th day of the semester. If an assignment changes through no fault of the adjunct, he/she will be paid on a pro-rata basis for classes taught.

Adjunct faculty employed by the College are paid the same rate as the full-time faculty overload rate and may be assigned up to a maximum of 9 credit hours, not to exceed 24.5 working hours, as determined solely by the College, in all combined capacities in any week of any term.

Adjuncts are enrolled in the state's retirement plan, which includes life insurance, as provided by law and may participate, at their own expense, in the State Employee's Health Benefits Plan (SEHBP), also as provided by law.

With the prior approval of the supervisor, an adjunct may substitute one class meeting per semester, per section, with an online or other acceptable assignment.

Payment is processed as determined by the College; currently adjuncts are paid on a semi-monthly basis beginning Oct 15 for the 15 week Fall semester and beginning March 15 for the 15 week Spring semester. Direct deposit is required.

IV. Responsibility for Implementation

Vice President for Learning

Approved: 10-17-17

BROOKDALE COMMUNITY COLLEGE
Board of Trustees
2017 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 Mr. Paul Crupi, Vice-Chair Mr. Hank Cram Ms. Madeline Ferraro Mr. Bret Kaufmann Ms. Marta Rambaud		<u>Finance and Facilities (5)</u> Mr. Bret Kaufmann, Chair Mr. Paul Crupi Ms. Madeline Ferraro Mr. Daniel Becht Mr. Austin Ridoux
Committees meeting 4 times per year	<u>Policy and Education (5)</u> Dr. Hank Cram, Chair Ms. Tracey Abby-White Ms. Madeline Ferraro Dr. Les Richens Ms. Marta Rambaud	<u>Governance (5)</u> Mr. Paul Crupi, Chair Ms. Tracey Abby-White Ms. Latonya Brennan Mr. Hank Cram	<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. Paul Crupi Dr. Hank Cram Ms. Marta Rambaud	<u>Nominating Committee (3)</u> Mr. Bret Kaufmann, Chair Mr. Hank Cram Ms. Marta Rambaud	<u>Ad-Hoc Revenue Generating</u> Ms. Tracey Abby-White, Chair Ms. Latonya Brennan Mr. Brett Kaufmann Dr. Carl Guzzo, Jr.
Liaisons	<u>Liaisons</u> <u>Liaison to New Jersey Council of County Colleges (NJCC)</u> Mr. Paul Crupi <u>NJCC Trustees Ambassador</u> Mr. Paul Crupi		<u>Liaison to Brookdale Community College Foundation</u> Ms. Tracey Abby-White

* The Human Resources Committee – A committee of the whole

Committee Assignments – December 20, 2016

v1 -Leave of Absence of Joe DiBella , v2 – 3/13/17 - removed Trustee William Dalton and added Mr. Daniel Becht; v3 – 4/5/17 removed Joe DiBella added Ad-Hoc Transition; v4 – added Les Richens to Transition; v5 – Removed Kevin Przystawski and added Austin Ridou/New ad hoc committees v6 – removed Ad-Hoc RFP Financial Advisor and Ad-Hoc Transition

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

2017 Public Business Meetings	Executive	Governance	Finance & Facilities	Audit	Policy & Education	Foundation Board
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	Shall meet a minimum of four times per year or as requested.	4:00 PM in Trustees Conference Room
Wednesday, January 18* Lincroft, SLC, Navesink II & III	January 9 5:00 PM		January 10 5:00 PM		January 9 6:00 PM	January 19
Tuesday, February 21 Neptune HEC	February 16 5:00 PM		February 16 6:00 PM	February 16 7:00 PM		
Tuesday, March 21 Lincroft, SLC, Navesink II & III	March 13 5:00 PM	March 13 6:00 PM	March 14 5:00 PM	March 14 6:00 PM		March 23
Tuesday, April 18 Lincroft, SLC, Navesink I & II	April 11 5:00 PM		April 11 6:00 PM		April 13 6:00 PM	
Tuesday, May 16 Lincroft, SLC, Navesink I & II	May 8 5:00 PM	May 8 6:00 PM	May 9 5:00 PM	May 9 May 2 6:00 PM		May 18
Tuesday, June 20 Lincroft, SLC, Navesink I & II	June 13 5:00 PM		June 13 6:00 PM			June 15
Tuesday, July 18 Lincroft, SLC, Navesink II	July 10 5:30 PM		July 10 6:00 PM			
Tuesday, August 22 Wall Campus, Room 110	August 8 5:30 PM		August 8 6 PM			
Tuesday, September 12 Wall Campus, Room 110	September 6 5:30 PM		September 6 6:00 PM		September 7 6:00 PM	September 21
Tuesday, October 17 Freehold Campus, 103 & 104	October 10 5:00 PM	October 11 5:00 PM	October 10 6:00 PM	October 10 6:00 PM	October 30 5:30 PM	
Tuesday, November 14 Reorganization Meeting Lincroft, SLC, Navesink I & II	November 6 5:00 PM		November 7 5:00 PM	November 7 6:00 PM	November 6 6:00 PM	November 16
Tuesday, December 19 Lincroft, SLC, Navesink I & II	December 11 5:00 PM	December 11 6:00 PM	December 12 5:00 PM			

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

**BROOKDALE COMMUNITY COLLEGE
UPCOMING EVENTS**

BOLD indicates off of the Lincroft campus

2017

- Oct.10** Executive Committee Meeting – 5:00 PM, Conference Call
Oct. 10 Finance & Facilities Committee Meeting – 6:00 PM, BAC, President’s Conference Room
Oct. 11 Governance Committee Meeting – 5:30 PM, BAC, President’s Conference Room
Oct. 17 **BOT Public Business Meeting – 5:30 PM, Brookdale at Freehold**
Oct. 24 **MSCHE - Dr. Mile’s visit and meeting with Board of Trustees, 4 PM – 5 PM, SLC**
Oct. 27 Ken Burns, 12 PM, Arena
Oct. 30 **Policy & Education Committee Meeting - 5:30 PM, BAC, President’s Conference Room**
- Nov. 6 Executive Committee Meeting – 5:00 PM, Conference Call
Nov. 7 Finance & Facilities Committee Meeting – 5:00 PM, BAC, President’s Conference Room
Nov. 7 Audit Committee Meeting – 6:00 PM BAC, President’s Conference Room
Nov. 14 BOT Reorganization & Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink I & II
Nov. 16 Foundation Meeting, 4 PM
- Dec. 11 Executive Committee Meeting – 5:00 PM, Conference Call
Dec. 11 Governance Committee Meeting – 6:00 PM, BAC, President’s Conference Room
Dec. 12 Finance & Facilities Committee Meeting – 5:00 PM, BAC, President’s Conference Room
Dec. 19 BOT Public Business Meeting – 5:30 PM, Lincroft, SLC, Navesink I & II