



## **BOARD OF TRUSTEES**

### **Regular Meeting**

#### **Minutes**

**March 23, 2017**

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:33 p.m. on Thursday, March 23, 2017, by Mrs. Linda Novak, Vice Chair, presiding in Mr. Carl V. Thulin's absence in the Boardroom of the Administration Building on the College campus. The Pledge of Allegiance was recited by all present.

Call to Order

The announcement of public meeting was made by Mrs. Connie Bello in compliance with the Open Public Meetings Act of 1975. Notice of this meeting was publicized through a resolution adopted at the November 2016 reorganization meeting and distributed as required by law.

Public Meeting  
Announcement

Those in attendance were Mrs. Linda Novak, Mr. Stephan Leone, Dr. Judith DeStefano-Anen, Mr. Frank Dupignac, Mr. Thomas Monahan, Mrs. Joanne Pehlivanian, Mr. Joseph Teichman, Ms. Danielle Robleski, Mr. Jack Sahradi, Dr. Jon Larson, Executive Vice President Sara Winchester, Vice President Norma Betz, and Associate Vice President Lisa DiBisceglie.

Attendance

The minutes of the February 23, 2017, Board of Trustees closed session and public meeting were approved with an abstention from Mrs. Pehlivanian.

Minutes Approved

#### Finance Committee

Ms. Winchester noted the recommendation to amend OCC FY18 budget to accept a two percent increase in funding from Ocean County. Both Ms. Winchester and Mrs. Novak expressed their appreciation to the Freeholders for their unwavering support.

Upon unanimous roll call vote, the following Finance Committee items were approved, as amended:

- The statement of income and expenditures as of February 28, 2017, was accepted.

Income/Expendi-  
tures Accepted

- |  |   |
|--|---|
| ➤ The amended Ocean County College FY 2018 Budget was approved.  | Amended Budget<br>Approved  |
| ➤ A resolution was adopted to approve the private donor Gift Agreement and Stock Pledge Agreement for the building of a Performing Arts Academy to offer a joint high school/early college program on the Ocean County College campus and to authorize the President to execute the agreements and all other documents necessary to effectuate the gift. | Resolution<br>Adopted to Approve<br>Private Donor Gift<br>Agreement and Stock<br>Pledge |
| ➤ The following contract was awarded:  | Contract<br>Awarded   |
| ➤ A maximum of \$51,500 to MBP, New York, New York, for professional mechanical, electrical, plumbing, and envelope commissioning services for the Instructional Building renovations at Ocean County College.   |   |
| ➤ Resolutions were adopted to award the following contracts:   | Resolutions<br>Adopted  |
| ➤ A maximum of \$264,000 to G. Marketing and Consulting, Greenwood Village, Colorado, for professional student recruitment marketing and consulting services at Ocean County College.  |   |
| ➤ A maximum of \$64,860 to CollegeNET, Inc., Portland, Oregon, for the purchase of an upgrade to the existing 25Live Software System at Ocean County College.  |   |
| ➤ The following contracts were amended:  | Contracts<br>Amended  |
| ➤ An additional \$11,000, for a maximum total of \$39,950, to Assessment Technologies Institute, LLC, Leakwood, Kansas, for the purchase of TEAS Testing Materials for use in the Testing Center at Ocean County College (contract originally awarded at the July 25, 2016, Board meeting).  |   |
| ➤ An additional \$9,006, for a maximum total of \$27,918, to Suburban Trails, Inc., A Coach USA Company, New Brunswick New Jersey, for additional Student Life trips at Ocean County College (contract originally awarded at the July 28, 2016, Board meeting).  |   |
| ➤ An additional \$65,000, for a maximum total of \$290,000, to Compass Group USA, Inc., by and through its Canteen Vending Services Division, Charlotte, North Carolina, for additional catering services at Ocean County College (contract originally awarded at the June 28, 2016, Board meeting).   |   |
| ➤ An additional \$82,000, for a maximum total of \$157,000, to Success Communications Group, Parsippany, New Jersey, for additional media placement agency services at Ocean County College (contract originally awarded at the June 28, 2016, Board Meeting).   |   |

- A resolution was adopted to amend the lease agreement approved February 23, 2009, for the subleasing of space on and around the wireless communications tower at Ocean County College. Resolution Adopted to Amend Lease Agreement
- A resolution was adopted to authorize the President to execute a pilot Protocol Agreement with Egypt's Ministry of Information, Communications, and Technology and IMI Training International for the period April 1, 2017, through June 30, 2021, and all other documents necessary to effectuate the agreement and partnership. Resolution Adopted to Execute Agreement
- A budget modification was approved to the \$382,572 Carl D. Perkins Career and Technical Education Grant from the New Jersey Department of Education for the purpose of developing more fully the academic, career, and technical skills of Ocean County College students through instruction, equipment and supplies, professional development for faculty and students, curriculum assessment and accreditation, with emphasis on those curricula that promote workforce and economic development. Project manager: Ms. Susan O'Connor, Director of Curriculum Management. Funding period: July 1, 2016, through June 30, 2017. Grant Budget Modification Approved
- The Board authorized an application to apply for a \$1,889,250 FY2018-20 Workforce Innovation and Opportunity Act (WIOA) Title II Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Program grant from the New Jersey Department of Labor and Workforce Development for the purpose of assisting adults to become literate and acquire the knowledge and skills necessary to obtain/retain employment, to support adults with a desire to complete a secondary school education or industry valued credentials, and to assist adults who are parents to obtain the skills necessary to become partners in the education of their children. Project director: Ms. Patricia Fenn, Assistant Vice President for Continuing and Professional Education and Workforce Development. Project Period: July 1, 2017, through June 30, 2020. Grant Application Authorized

#### Bylaw, Policy, and Curriculum Committee

The Board, upon unanimous roll call vote, approved the following recommendations from the Bylaw, Policy, and Curriculum Committee:

- The Board approved the revised class schedule, as proposed by the Course Scheduling Committee, to be implemented in the fall 2017 semester. Course Schedule Approved
- The Board approved the following academic calendars: Academic Calendars Approved
  - Revised 2017 Accelerated Academic Calendar
  - 2018 Accelerated Academic Calendar
- The trustees approved the revision to Policy #5327, Students, Tuition and Fees, High School Students Policy #5327, Students, Tuition and Fees, High School Students

- The following items, as accepted by the College Senate at its meetings on March 1, 2017, and March 15, 2017, were approved:

College Senate  
Items Approved

- Revised Policy
  - Policy #5162, Students, Academic Standards, Class Attendance
- New Courses
  - GRPH 101, History of Media and Design
  - GRPH 151, Digital Imagery
  - GRPH 251, InDesign and Typography
- Revised Courses
  - CPH 181, Basic Digital Photography
  - CPH 187, Experimental Digital Photography
  - CPH 188, Intermediate Digital Photography
  - CPH 207, Photojournalism
  - CPH 280, Advanced Digital Photography
- Obsolete Course
  - HEHP 150, Swimming I

#### Buildings and Grounds Committee

Mr. Matthew Kennedy, Assistant Vice President of Facilities, Management and Construction, reported that the renovations to the Instructional Building are progressing nicely: it is anticipated that the building will re-open August 2018. As part of the One-Stop Shop project, the Administration Building's floors will be renumbered 1, 2, and 3. The One-Stop Shop will more efficiently utilize space by realigning all student services on the second floor.

- The Buildings and Grounds Committee Report for March 23, 2017, was unanimously approved.

Building/Grounds  
Report Accepted

#### Personnel Committee

Mr. Leone presented the Personnel Report, which was unanimously approved upon roll call vote.

Personnel Report  
Approved

#### President's Report

Dr. Larson informed the Board that New Jersey community college presidents were invited to attend a meeting and demonstration of the New Jersey Network for School Success on March 29, 2017, at Jackson Liberty High School. Many school superintendents will also be attending this meeting.

President's  
Report

Dr. Larson announced the signing of the first 3-plus-1 articulation agreement with Thomas Edison State University. Students will be able to earn and transfer up to 90 OCC credits to Thomas Edison, where they will then complete the final year of a bachelor's degree, all for less than \$20,000. OCC's online team will begin planning a digital marketing campaign, which Ms. Jan Kirsten, Executive Director of College Relations, will bring for review to the April Board meeting. Mrs. Novak and Mr. Leone expressed the importance of emphasizing the quality education that will be received.

Mr. Jeff Harmon, Associate Vice President, e-Learning and Enterprise Initiatives, presented an overview of Dropout Detective, the student retention and success solution that integrates directly with Canvas to identify at-risk students and maintain contact while determining an appropriate intervention strategy. Mr. Harmon explained Dropout Detective is currently in use with e-Learning classes and will be incorporated into face-to-face classes. Instructor Insight, the sister program, will be shared with the Board in April.

Ms. Kayci Clayton, Manager of Grants, provided an update on several current grants underway, including Title II, Title III, USAID, and ADVANCE grants. She also shared the efforts being undertaken to identify and prioritize grant opportunities that align with OCC's mission and goals. At the request of Mr. Leone, Ms. Clayton will provide to the Board a current total of grants funded.

Ms. Heather Barberi, Executive Director, OCC Foundation, discussed the School Outreach Pilot Program, which brought 50 performing arts and TV production students from Southern Regional High School for a campus tour and hands-on activities. In addition, 125 students from the Toms River High Schools worked with the OCC TV studio staff to record a special presentation of the OCC Repertory Theatre's production of *Smokey Joe's Café*. Positive feedback was received from the students and teachers. Mr. Ralph Bertini, Television Production Director, shared a video recorded by high school students in the OCC TV Studio of other high school students who created a talk show based on their experience.

Ms. Barberi thanked Foundation Board Members Mr. Leone and Mr. David Wintrode for their assistance in initiating the program with these two schools. She also acknowledged the support received from OCC faculty and staff from Academic Affairs and Student Affairs, including Mr. Bertini; Mr. Paul Chalakani, College Lecturer II, Communication/Theatre; Ms. Lisa Kasper, Director of Admissions; and Ms. Jan Kirsten, Executive Director of College Relations. Mr. Leone recognized Ms. Barberi and the Foundation staff for successfully marketing the College by bringing high school students on campus.

Dr. Lisa DiBisceglie, Associate Vice President of Academic Affairs, shared a clip of a story that was aired on WOBN radio, featuring Toms River High School North student and aspiring DJ Matt DeRiggi, who recorded the program at the OCC radio station. Dr. DiBisceglie thanked Mr. Lee Kobus, College Lecturer II, Humanities and Fine Arts, for coordinating this interview.

Mrs. Novak thanked Ms. Barberi and the Foundation staff for their hard work in coordinating the *Salute to the Eagles* concert on March 18, 2017. Ms. Barberi explained that Ms. Sherri Bray, Manager, Special Events, was responsible for this event and its success.

Dr. Larson introduced Mr. Salim Hussien, Director of International Partnerships, who provided a detailed handout reporting on the recent trip to Egypt, which resulted in the signing of several agreements. Dr. Larson thanked Mr. Hussein, and said several other individuals also deserved commendation for their efforts in coordinating meetings and developing partnerships in Egypt: Mr. Hatem Akl, Chief Information Officer; Mr. Harmon; and Ms. Maysa Hayward, Dean of Instructional Outreach.

Dr. Larson attended several performances of the Teen Arts Festival held in the Grunin Center Theatre on March 22, 2017, and was pleased to see retired employee, Ms. Roberta Krantz, as a volunteer. Dr. DiBisceglie explained that both the Teen Arts Festival and the upcoming South Jersey Junior Science Symposium, which will be held on the OCC campus later this month, will bring hundreds of Ocean County and New Jersey high school students and educators to campus.

Dr. Steve Kubow, Acting Associate Vice President of Kean Ocean, reported that Kean has been active hiring new upper-level administrators, including a new Associate Provost, Dean of Liberal Arts, Director of Veterans Services, and Vice President of Finance and Administration. Dr. Kubow expressed appreciation for the support given to Kean and Kean Ocean by OCC and the Trustees. He anticipates there will be between 150-200 Kean Ocean students graduating at Kean's Commencement ceremony in May.

#### Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Thursday, April 27, 2017, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution  
Adopted for  
Closed Meeting -  
April 27, 2017

The following meetings were scheduled:

Meetings  
Scheduled

<b>Thursday, April 13, 2017</b>	12:00 noon	Board Retreat
<b>Thursday, April 27, 2017</b>	10:00 a.m.	Finance Committee
	10:00 a.m.	Bylaw, Policy, and Curriculum Committee (As Needed)
	10:30 a.m.	Buildings and Grounds Committee
	10:30 a.m.	Personnel Committee
	11:00 a.m.	Closed Session
	12:30 p.m.	Regular Public Monthly Meeting

With no further comments from the Board members or the public, the meeting adjourned at 1:31 p.m. Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Jodi Heitmann  
Executive Assistant to the President