



**BOARD OF TRUSTEES
AGENDA**

**February 29, 2016
12:30 p.m.**

- I. **CALL TO ORDER**
- II. **ANNOUNCEMENT OF PUBLIC MEETING**
- III. **ROLL CALL**
- IV. **RECOMMEND APPROVAL OF MINUTES OF THE FEBRUARY 1, 2016, BOARD OF TRUSTEES CLOSED SESSION AND PUBLIC MEETINGS** **Bd. Action**
- V. **PRESENTATIONS/COMMENDATIONS**
- VI. **COMMITTEES**
 - A. **Finance Committee (Mr. Jerry Dasti, Chairperson)**
(Ms. Sara Winchester, Executive Vice President of Finance and Administration)
 1. **Recommend approval of business/finance actions as presented (Exhibit A)** **Bd. Action**
 - B. **Bylaw, Policy, and Curriculum Committee (Mr. Thomas Monahan, Chairperson)**
(Dr. Carol Brown, Interim Vice President of Academic Affairs)
 1. **Recommend approval of bylaw, policy, and curriculum actions as presented (Exhibit B)** **Bd. Action**

C. **Buildings and Grounds Committee (Mrs. Linda Novak, Chairperson)**

(Mr. Matthew Kennedy, Assistant Vice President of Facilities Management and Construction)

1. Recommend approval of buildings and grounds items as presented (Exhibit C)

Bd. Action

D. **Personnel Committee (Mr. Stephan Leone, Chairperson)**

(Ms. Sara Winchester, Executive Vice President of Finance and Administration)

1. Recommend approval of personnel actions as presented

Bd. Action

VII. **PRESIDENT'S REPORT**

VIII. **MISCELLANEOUS**

- A. **Recommend adoption of a resolution providing for a closed meeting to be held on Monday, March 28, 2016, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation, the results of which will be released to the public when the need for confidentiality no longer exists**

Bd. Action

- B. **Next meetings of the Board of Trustees on**

MONDAY, MARCH 28, 2016

- | | |
|---|---|
| 1. Finance Committee | Time: 10:00 a.m.
Place: Purchasing Conference Room |
| 2. Bylaw, Policy, and Curriculum Committee
(as needed) | Time: 10:00 a.m.
Place: Academic Affairs Office |
| 3. Buildings and Grounds Committee | Time: 10:30 a.m.
Place: Purchasing Conference Room |

4. **Personnel Committee**

Time: 10:30 a.m.

Place: President's Office

5. **Entire Board**

Time: 11:00 a.m.

Place: Boardroom

Purpose: Caucus Meeting—Personnel,
Pending Litigation, and
Collective Bargaining6. **Entire Board**

Time: 12:30 p.m.

Place: Boardroom

Purpose: **Regular Public Monthly Meeting**IX. **Adjournment**

This agenda includes all items that are known at this time.



BOARD OF TRUSTEES

Regular Meeting

Minutes

February 1, 2016

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 11:12 a.m. on Monday, February 1, 2016, by Mr. Carl V. Thulin, Chair, in the Boardroom of the Administration Building on the College campus.

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 2015 reorganization meeting and distributed as required by law.

Public Meeting
Announcement

Those in attendance were Mr. Carl V. Thulin, Mrs. Linda Novak, Mr. Stephan Leone, Mr. Emil Kaunitz, Mr. Thomas Monahan, Mrs. Joanne Pehlivanian, Mr. Joseph Teichman, Mr. Mordechai Grubin, Mr. Jack Sahradnik, Dr. Jon Larson, and Executive Vice President Sara Winchester.

Attendance

The Board, upon roll call vote, adopted a resolution at 1:13 p.m. to move into a closed session to discuss personnel matters, collective bargaining, and pending and anticipated litigation, the results of which will be released to the public when the need for confidentiality no longer exists.

Resolution Adopted
for Closed Session

At 12:28 p.m., the closed session concluded and, by roll call vote, the public meeting resumed. Joining the meeting were Dr. Carol Brown, Interim Vice President for Academic Affairs, and Dr. Norma Betz, Vice President of Student Affairs.

Public Meeting
Resumed

On January 20, 2016, the Ocean County Board of Chosen Freeholders appointed Mr. Joseph Teichman to serve as a member of the Ocean County College Board of Trustees for a four-year term, from January 21, 2016, through December 19, 2019. Mr. Jack Sahradnik administered the oath of office to Mr. Teichman, after which Mr. Thulin, Dr. Larson, and the trustees welcomed him.

Upon majority roll call vote, the minutes of the December 7, 2015, January 4, 2016, and January 22, 2016, Board of Trustees closed session and public meetings were approved. Mr. Teichman abstained from the vote.

Minutes Approved

Commendations/Presentations

Ms. Jennifer Evans, College Lecturer II in Hospitality, Recreation, and Tourism Management, was invited by Dr. Larson to describe a project assigned to the students in her Conferences, Conventions, and Special Events class. Instead of a final examination, the students were required to host and manage all of the details of a special event. The students chose to benefit a local nonprofit organization, Brandon's Elves. They collected almost 300 toys and 70 gift cards and then hosted a gift organization party, inviting fellow students and faculty to assist sorting and dividing the gifts for distribution.

Three students, Kayla Miller, Jessica Naia, and Breanna Betts, joined Ms. Evans in describing not only their learning experience but also their passion for the project and the many positive rewards they gained from it.

Ocean County College has again, for the third year, been named to the 2016 Military Friendly Schools list, which means it is in the top 20% of colleges, universities, and trade schools in the country embracing America's military service members. Mr. Robert Mather, Financial Aid Specialist, and Ms. Deeanne Gatta-Salter, Senior Financial Aid Specialist, thanked the faculty, administration, and trustees for their support.

Dr. Norma Betz, Vice President of Student Affairs, spoke of the outstanding Student Leadership Development Conference that took place on January 6, 7, and 8 in New York. Under the direction of Ms. Jennifer Fazio and Ms. Alison Noone, Director and Assistant Director of Student Life, respectively, who led the conference for the first time this year, 32 students joined with 9 members of the faculty and staff and 4 facilitators in activities related to leadership, individual and group problem solving, interpersonal communication, and intergroup relations. Additionally, the students had the opportunity to express thoughts and concerns that might not otherwise be discussed. Two students, Sean Newman and Francis Miguel Bal, spoke of their participation at the conference and the many benefits and opportunities it provided to them.

Ms. Sheenah Hartigan, CRM Communications Administrator, Mr. Keith Bunn, Enrollment Management Technical Administrator, and Ms. Veronica Guevera-Lovgren, Coordinator of Academic Support, reported on the Student Success Experience, which is a new process resulting from Strategy #7 of the College's Strategic Initiatives, Continuously Improve Learning Support Processes and Practices. As project coordinators, Ms. Hartigan, Mr. Bunn, and Ms. Guevera-Lovgren are working with a task force to review every aspect of the recruitment, application, registration, and retention processes, identify areas of concern from a student's perspective that might hinder his/her experiences at OCC, and propose recommendations to address them, all with the goal of becoming more efficient for and receptive to students.

The trustees commended the coordinators and the task force for the detailed and impressive review being undertaken. Of particular interest to them is the recruitment and retention of students. The coordinators responded that subcommittees of the task force are charged specifically with these two concerns. Focus groups will be established to speak directly with the students on these issues.

Finance Committee

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

- The statement of income and expenditures as of December 31, 2015, was accepted. Income/Expenditures Accepted
- The following contracts were awarded: Contracts Awarded
 - A maximum of \$16,295 to Designer Sign Systems, LLC, Carlstadt, New Jersey, for the evaluation and design of new campus signage at Ocean County College.
 - A maximum of \$38,158.06 for the purchase and installation of office furnishings for the Administration Building renovations at Ocean County College, as follows:
 - \$33,240 to Butler Office Interiors, Toms River, New Jersey
 - \$4,918.06 to ARD Facilities Management Group, LLC, Raritan, New Jersey
 - A maximum of \$18,320 to SHI International Corporation, Somerset, New Jersey, for the purchase of a one-year agreement for Kaspersky security licenses for use at Ocean County College.
- The following resolutions were adopted to award contracts: Resolutions Adopted for Contract Awards
 - A maximum of \$29,118.33 to Dell Marketing, Round Rock, Texas, for the renewal of the Microsoft Campus volume license agreement for use at Ocean County College.
 - A maximum of \$23,900 to CDW Government, Vernon Hills, Illinois, for the purchase of information technology software support and maintenance for use at Ocean County College.
 - A maximum of \$43,800 to America-Mideast Educational and Training Services, Inc., Washington, D.C., for program support services for the Ocean County College Study Abroad Course in Morocco from July 12 through August 2, 2016.
- The following contracts were amended: Contracts Amended
 - An additional \$18,705, for a maximum total of \$16,734,644.19, to Brockwell and Carrington Contractors, Inc., Towaco, New Jersey, for change orders for additional wiring for the Lutron control panel, additional pavement materials for the access road, the installation of sod on the campus mall, additional wiring for the TV system, and the installation of WAP at the exterior soffit for the Student Center at Ocean County College (contract originally awarded at the November 4, 2013, Board meeting).
 - An additional \$1,000, for a maximum total of \$352,697.64, to Bellia Office Furniture, Inc., Woodbury, New Jersey, to cover the cost for the storage of five trucks due to the one-week delay in the opening of the Student Center (contract originally awarded at the July 27, 2015, Board meeting).

- The Board adopted a resolution to accept a \$13,493 grant from the New Jersey Department of Law and Public Safety, through the County of Ocean, for the purchase of a Ver-Mac Portable Message Board. Grant Award Accepted

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 following items as accepted by the College Senate at its meetings on December 2, 2015, and January 20, 2016: College Senate Items Approved
 - Revised Policy
 - Policy #5162, Students, Academic Standards, Class Attendance
 - New Program
 - A.S. Degree in Hospitality, Recreation, and Tourism Management Program
 - Revised Programs
 - A.S. Degree in General Studies
 - A.S. Degree in Public Service
 - A.A. Degree in Liberal Arts
 - Terminated Program
 - A.A.S. Degree in Dental Hygiene
 - New Courses
 - FIRE 162, Principles of Emergency Services
 - FIRE 163, Principles of Fire and Emergency Service Administration
 - FIRE 165, Building Construction for Fire Protection
 - FIRE 166, Fire Behavior and Combustion
 - FIRE 168, Occupational Safety and Health for Emergency Services
 - FIRE 169, Strategy and Tactics
 - FIRE 261, Principles of Fire and Emergency Services Safety and Survival
 - FIRE 263, Fire Investigation I
 - FIRE 264, Fire Investigation II
 - FIRE 266, Fire Prevention
 - FIRE 268, Fire Protection Systems
 - FYES 155, First Year Experience Seminar
 - HIST 280, Modern Latin American History
 - THTR 153, Introduction to Playwriting

➤ Revised Courses

- ENGL 215, The Graphic Novel
- FILM 190, World Cinema
- FILM 192, Introduction to Film Genres
- FIRE 255, Fire Prevention and Inspection I
- FIRE 256, Fire Prevention and Inspection II
- FIRE 257, Administration for Fire Officials
- HUMN 200, Modernism and the Arts
- HUMN 201, Postmodernism and the Arts
- HUMN 251, Study Abroad Seminar: Modern Middle East
- MUSC 194, Introduction to World Music
- THTR 196, Contemporary Theatre

- The Board approved the temporary suspension of Policy #3074, Alcohol- and Drug-Free Workplace, and Policy #5246.1, Campus Life, Drugs, during the dinner hours of the Professional Retreat held on campus by the firm of Carluccio, Leone, Dimon, Doyle & Sacks, L.L.C., on Thursday, February 11, 2016. Policies #3074 and #5246.1 Suspended

Buildings and Grounds Committee

Upon unanimous roll call vote, the Buildings and Grounds Committee Report for February 1, 2016, was accepted. Building/Grounds Report Accepted

Mrs. Novak spoke of the wonderful ribbon-cutting ceremony held on January 22 for the Jon and Judith Larson Student Center. She was joyful to have been a participant in it.

Mrs. Novak also reported that the final draft of the Ocean County College Facilities Master Plan is in review in preparation for approval by the Board.

Personnel Committee

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

President's Report

Mr. Mark Wilson, Interim Director of Cultural Affairs for the Grunin Center, was introduced by Ms. Winchester. He gave a comprehensive report on the many initiatives being explored and undertaken to increase attendance at the Center as well as to elevate its performances. Some of these initiatives include surveying current theatre patrons for their thoughts and opinions; attracting more young people as well as out-of-county and Ocean County residents who are not familiar with the Grunin Center; strengthening a series of productions for families; and increasing the educational outreach to the public schools and the community. A recently added option that is proving to be quite popular is to offer ticket holders dinner prior to a show. President's Report

Mr. Wilson acknowledged Ms. Jessica Zawerczuk, Marketing Coordinator for the Grunin Center, and Ms. Johanna McConnell, Auxiliary Services Coordinator, for their efforts in promoting the Center.

Dr. Larson commended Mr. Hatem Akl, Chief Information Officer, Mr. Jeffrey Harmon, Assistant Vice President of e-Learning and Enterprise Initiatives, and Dr. Maysa Hayward, Dean of Instructional Outreach, for their outstanding work on behalf of the College during their recent trip to Egypt and Morocco. It was because of their efforts that the trip was so successful.

Mr. Steve Kubow, Acting Associate Vice President of Kean Ocean, spoke of the continuing efforts to gain approval for the generic BSN degree. He also spoke of the increased student applications for Kean Ocean, the impact on available classroom space, and the launch of additional degree programs, both online and face-to-face.

Mr. Grubin testified as to the success of the Kean Ocean program. He is currently registered for six classes and is extremely pleased that he has the opportunity to work toward a bachelor's degree on the OCC campus.

Miscellaneous

The following meetings were scheduled:

Meetings
Scheduled

Monday, February 29, 2016	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 Monthly Public Meeting

With no further comments from the Board members or the public, the meeting adjourned at 1:45 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Secretary to the Board of Trustees