



**BOARD OF TRUSTEES
AGENDA**

**June 28, 2018
12:30 p.m.**

- I. **CALL TO ORDER**
- II. **ANNOUNCEMENT OF PUBLIC MEETING**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **ROLL CALL**
- V. **RECOMMEND APPROVAL OF MINUTES OF THE MAY 31, 2018,
BOARD OF TRUSTEES CLOSED SESSION AND PUBLIC MEETINGS** **Bd. Action**
- VI. **PRESENTATIONS/COMMENDATIONS**
- VII. **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. Joseph Konopka, Interim Associate 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**VIII. MISCELLANEOUS**

- A. Recommend adoption of a resolution in recognition of the outstanding dedication and commitment of Ms. Melanie Fernandez during her one-year term as the student/alumni representative on the Board of Trustees during 2017-2018

Bd. Action

- B. Recommend adoption of a resolution providing for a closed meeting to be held on Thursday, July 26, 2018, 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**IX. PRESIDENT'S REPORT**

X. **NEXT MEETINGS OF THE BOARD OF TRUSTEES ON****THURSDAY, JULY 12, 2018**

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|------------------------|-------------------------------|
| 1. Entire Board | Time: 12:00 noon |
| | Place: Boardroom |
| | Purpose: Board Retreat |

and...

THURSDAY, JULY 26, 2018

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| 1. International Programs Committee
(as needed) | Time: 9:30 a.m.
Place: President's Office |
| 2. Finance Committee | Time: 10:00 a.m.
Place: Admin Ground FI Conference Room |
| 3. Bylaw, Policy, and Curriculum Committee
(as needed) | Time: 10:00 a.m.
Place: Academic Affairs Office |
| 4. Buildings and Grounds Committee | Time: 10:30 a.m.
Place: Admin Ground FI Conference Room |
| 5. Personnel Committee | Time: 10:30 a.m.
Place: President's Office |
| 6. Entire Board | Time: 11:00 a.m.
Place: Boardroom
Purpose: Caucus Meeting—Personnel, Pending Litigation, and Collective Bargaining |
| 7. Entire Board | Time: 12:30 p.m.
Place: Boardroom
Purpose: Regular Public Monthly Meeting |

XI. **Adjournment**

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



BOARD OF TRUSTEES

Regular Meeting

Minutes

May 31, 2018

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:31 p.m. on Thursday, May 31, 2018, by Mr. Carl V. Thulin, Chair, 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 2017 reorganization meeting and distributed as required by law.

Public Meeting
Announcement

Those in attendance were Mr. Thulin, Mrs. Linda Novak, Mr. Jerry Dasti, Mr. Stephan Leone, Dr. Judith DeStefano-Anen, Mr. Frank Dupignac, Mr. Robert Fall, Mrs. Joanne Pehlivanian, Mr. John Peterson, Ms. Melanie Fernandez, Mr. Jack Sahradek, Dr. Jon Larson, Executive Vice President Sara Winchester, Interim Associate Vice President Joseph Konopka, and Vice President Gerald Racioppi.

Attendance

The minutes of the April 26, 2018, and May 10, 2018, Board of Trustees closed session and public meetings were approved with the following abstentions:

Minutes Approved

- Dr. DeStefano-Anen: April 26, 2018, and May 10, 2018, minutes
- Mrs. Novak: May 10, 2018, minutes

Presentations

Dr. Larson introduced Ms. Megan Miskin, Assistant Director, Educational Opportunity Fund (EOF) and Center for Access and Equality, who explained this year marked the 50th anniversary of EOF. In honor of this milestone, OCC's EOF held its Golden Jubilee celebration on May 10, 2018. Ms. Miskin introduced Mr. Sean Newman, EOF student and May 24 graduate, who shared his inspirational Jubilee address given at the celebration. He thanked the Trustees for allowing him to share his story, and they congratulated him on his success.

Presentations

Finance Committee

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

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| ➤ The statement of income and expenditures as of April 30, 2018, was accepted. | Income/Expenditures
Accepted |
| ➤ The following contracts were awarded: | Contracts
Awarded |
| ➤ A maximum of \$70,000 to Mack Industries, Inc., Trenton, New Jersey, for the first year, with a second year contract option, for professional boiler and burner maintenance services at Ocean County College. | |
| ➤ A maximum of \$153,294.75 to Custom Care Services, Inc., Wall, New Jersey, for the first year, with second and third year contract options, for professional ground and landscape maintenance services at Ocean County College and the Southern Education Center. | |
| ➤ A maximum of \$9,500 to Langan Engineering and Environmental Services, Inc., Parsippany, New Jersey, for professional architectural landscape services for security measures to the campus service road and parking lot 2R at Ocean County College. | |
| ➤ Resolutions were adopted to award the following contracts: | Resolutions
Adopted for
Contract Awards |
| ➤ For the first year, with a second year contract option, through the New Jersey Council of County Colleges (NJCCC), Joint Purchasing Consortium, with CastleBranch, Inc., Wilmington, North Carolina, Trueview BSI, LLC, Hicksville, New York, and American Databank, LLC, Denver, Colorado, for employee and student background screening services at Ocean County College. | |
| ➤ For the purchase of tests, study guides, and miscellaneous supplies through the New Jersey Council of County Colleges (NJCCC), Joint Purchasing Consortium, with Ascend Technologies, LLC, Leawood, Kansas, and The College Board, New York, New York, for use by the Testing Center and Continuing Education Department at Ocean County College. | |
| ➤ A maximum of \$20,460 to CollegeNet, Inc., Portland, Oregon, for the annual licensing fee for the Series 25 Campus Scheduling Software System at Ocean County College. | |
| ➤ A maximum of \$365,000 to Dell Marketing, LLP, Round Rock, Texas, for the purchase of Dell computers, parts, and supplies as needed for the repair of existing computers at Ocean County College. | |
| ➤ A maximum of \$59,537.42, to Johnson Health Tech North America, Inc., Cottage Grove, Wisconsin, for the purchase and lease of fitness room equipment for the Fitness Room in the Health and Human Performance Center at Ocean County College. | |

- A maximum of \$33,753.08 to Dell Marketing, LLP, Round Rock, Texas, for the purchase of Chromebooks, mobile computing carts, and associated licenses for use at Ocean County College.
- A maximum of \$25,000 to Hegazy and Associates, Houston, Texas, for international legal services in connection with Ocean County College's projects and activities in Egypt.
- A maximum of \$60,000 to Waukesha-Pierce Industries, Houston, Texas, for the annual agreement for planned maintenance service of the Combined Heat and Power Plant Generator at Ocean County College.
- A maximum of \$112,750 to Ellucian Company, L.P., Fairfax, Virginia, for a one-year contract for professional analytics implementation services and subscription access fee for use by various departments at Ocean County College.
- A maximum of \$43,377.60 to T&G Industries, Inc., d/b/a TGI Office Automation, Brooklyn, New York, for one-year service contract and the first year of a four-year lease for campus-wide copier services at Ocean County College.
- The following contracts were amended:

Contracts
Amended

 - An additional \$20,000, for a maximum total of \$50,000, to Madison Plumbing, Heating, and Industrial Supply, LLC, Madison, New Jersey, for additional plumbing supplies for use at Ocean County College (contract originally awarded at the June 29, 2017, Board meeting).
 - An additional \$20,000, for a maximum total of \$63,000, to Pemberton Electrical Supply Company, LLC, Lumberton, New Jersey, for additional electrical supplies for use at Ocean County College (contract originally awarded at the June 29, 2017, Board meeting).
 - An additional \$12,129.25, for a maximum total of \$37,129.25, to Network Cabling, Inc., NetQ Multimedia Company, Freehold, New Jersey, for additional repair, testing, and troubleshooting of the campus-wide local area and wireless networks at Ocean County College (contract originally awarded at the June 1, 2017, Board meeting).
 - An additional \$600, for a maximum total of \$19,600, to PeopleAdmin, Inc., Austin, Texas, for the applicant tracking management software system for use by the Human Resources Department at Ocean County College (contract originally awarded at the June 29, 2017, Board meeting).
 - An additional \$9,370, for a maximum total of \$81,119, to Integrated Systems and Services, Inc., Eatontown, New Jersey, for repairs to the Electronic Access Control System for use by the Security Department at Ocean County College (contract originally awarded at the January 25, 2018, Board meeting).

- An additional \$12,000, for a maximum total of \$37,000, to T&G Industries, Inc., d/b/a TGI Office Automation, Brooklyn, New York, for additional campus wide copier services at Ocean County College (contract originally awarded at the April 27, 2017, Board meeting).
- An additional \$11,248.17, for a maximum total of \$55,248.17, to Indiana Printing and Publishing Company, Inc., Indiana, Pennsylvania, for additional postage, delivery, and target mailing costs for the Continuing and Professional Education brochures for Spring 2018, Summer Career 2018, and Summer Camps 2018, at Ocean County College (contract originally awarded at the August 24, 2017, Board meeting).
- An additional \$30,000, for a maximum total of \$89,662, to PIP Printing, Brick, New Jersey, for additional offset printing services at Ocean County College (contract originally awarded at the June 1, 2017, Board meeting).
- An additional \$4,132, for a maximum total of \$29,640, to Brinkerhoff Environmental Services, Inc., Manasquan, New Jersey, for additional environmental services for the Nursing Building and Pool Renovation projects at Ocean County College (contract originally awarded at the July 27, 2017, Board meeting).
- An additional \$3,000 for a maximum total of \$88,000, to various vendors for additional transportation services for OCC athletic teams for sporting events at various locations and for various Student Life trips at Ocean County College (contract originally awarded at the August 24, 2017, Board meeting).
- Contract awards were acknowledged for the purchase of natural gas supply services on behalf of the New Jersey County College Energy Consortium, as authorized at the February 22, 2018, Board meeting. Acknowledgement of Contract Awards for the Purchase of Natural Gas Supply Services
- Bid proposals were rejected for General Contractor Construction Services for the Nursing Building Renovation project at Ocean County College, received on May 15, 2018, in accordance with New Jersey Statute 18A:18A-22.d, to substantially revise the specifications for the goods or services. Services will be rebid at a future date. Bid Proposals Rejected
- A resolution was adopted to amend the March 28, 2016, agreement between Ocean County College and Barnes and Noble to modify the commission terms on certain online course materials to increase affordability to students. Agreement Amended to Modify Commission Terms
- A resolution was adopted to authorize the College President to execute amendments to the previously approved Gift Agreement and the previously approved Stock Pledge Agreement, both of which are dated March 24, 2017, and two (2) newly established UBSFS Account Control Agreements with the Jay and Linda Grunin Foundation, Inc., and Jay A. Grunin and Linda K. Grunin ("Donors") in order to facilitate the orderly transfer of Donors' stock from Merrill Lynch to UBSFS. Resolution Adopted to Execute Amendments – Grunin Foundation Gift and Stock Pledge Agreements

Bylaw, Policy, and Curriculum Committee

In the absence of Mr. Monahan, Chair, Dr. Konopka presented the Bylaw, Policy, and Curriculum Committee items. Dr. Konopka shared that program and course development and revisions continue. OCC continues to pursue new partnerships with senior institutions.

The members of the Committee met with Dr. Racioppi and Dr. Konopka prior to this meeting to review the revisions to Policy and Procedure #5247, Student Discipline, including the Student Code of Conduct. Dr. Racioppi provided an overview of the policy revisions presented and noted that they bring OCC's Code to OCR standards and provide a structured framework for consistent treatment of students, with emphasis on student learning. Mr. Leone expressed his appreciation for the work done to revise the policy, procedure, and code.

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| ➤ The following items, as accepted by the College Senate at its meetings on May 3, 2018, and May 17, 2018, were approved unanimously upon roll call vote: | College Senate
Items Approved |
| ➤ Revised Policies | Revised Policies |
| <ul style="list-style-type: none"> ➤ Policy #5122, Students, Admission, General Requirements ➤ Policy #5247, Students, Campus Life, Conduct, Student Discipline | |
| ➤ New Course | New Course |
| <ul style="list-style-type: none"> ➤ MATH 281, Differential Equations | |
| ➤ Revised Courses | Revised Courses |
| <ul style="list-style-type: none"> ➤ PHYS 281, General Physics I ➤ PHYS 282, General Physics II ➤ PHYS 283, General Physics III ➤ THTR 153, Introduction to Playwriting ➤ THTR 181-184, Theatre Practicum I-IV ➤ THTR 189, Musical Theatre Workshop ➤ THTR 190, Children's Theatre Performance ➤ THTR 193, Introduction to Acting I ➤ THTR 194, Introduction to Acting II ➤ THTR 197, Stagecraft I ➤ THTR 198, Stagecraft II ➤ THTR 210, Stage Management | |
| ➤ The Board approved the temporary suspension of Policy #8600, Campus Safety and Security, Alcohol Substance Abuse, for the New Jersey Symphony Orchestra Concert VIP Reception in the Jon and Judith Larson Student Center and the Mr. Dave Wintroe VIP Reception in the Black Box Theatre on Tuesday, June 26, 2018, from 6:30 p.m. to 8:00 p.m. | Policy
Suspended |

Buildings and Grounds Committee

Mrs. Novak, Chair, congratulated Mr. Matthew Kennedy, Assistant Vice President of Facilities, and his team, for the beautiful commencement ceremony set up. Mr. Kennedy explained the summer projects underway, which include departmental building moves and the reopening of the Instructional Building.

- The Buildings and Grounds Committee Report for May 31, 2018, was unanimously accepted upon roll call vote.

Building/Grounds
Report Accepted

Personnel Committee

Mr. Leone, Chair, presented the Personnel Report, which was unanimously approved as amended.

Personnel Report
Approved

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Thursday, June 28, 2018, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution Adopted
for Closed Meeting -
June 28, 2018

President's Report

President's Report

Dr. Larson discussed his upcoming trip to Egypt, where he, Mr. Hatem Akl, Interim Vice President of e-Learning and Learning Enterprises, and Dr. Maysa Hayward, Assistant Vice President of International Programs, will travel following today's meeting. Dr. Larson will sign an umbrella MOU with the Egyptian Supreme Council of Universities, which will lead to partnerships with seven public Egyptian universities. The Board will be updated upon their return.

Dr. Ali Botein-Furrevig, Associate Professor of English and Literature and Director of the Ocean County College Center for Holocaust, Genocide, and Human Rights Education, discussed her new and third published book, "The Stories We Tell: Texts and Contexts of Jewish History and Literature from Biblical Times through the Diaspora." Dr. Botein-Furrevig also provided an update on the Center for Holocaust, Genocide, and Human Rights Education, which is located in the 2nd Floor Tower Room of the Library Building.

Dr. Larson introduced Dr. Steve Kubow, Acting Associate Vice President of Kean Ocean, and Dr. Jessica Adams, Associate Dean of Kean Ocean. Dr. Kubow reported additional full-time staff have been hired for Kean Ocean Registration and Human Resources departments. Also, new student enrollments have increased. Mr. Akl and Dr. Hayward expressed their hope that representatives from Kean University will join them in a visit to Egypt next year.

Miscellaneous

The following meetings were scheduled:

Meetings
Scheduled

Thursday, June 28, 2018	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

Following Mr. Thulin's request for public comments, Mr. Kenneth Malagiere, Executive Director, OCC Foundation, reminded trustees of the upcoming Scholarship Celebration on June 15, 2018, honoring Freeholder Ginny Haines and thanked them for their support of the Foundation's mission.

Public Comments

With no further comments from the Board members or the public, the meeting adjourned at 1:11 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President