



BOARD OF TRUSTEES

Regular Meeting

Minutes

June 1, 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, June 1, 2017, 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 2016 reorganization meeting and distributed as required by law.

Public Meeting
Announcement

Those in attendance were Mr. Thulin, Mrs. Linda Novak, Mr. Stephan Leone, Mr. Jerry Dasti, Dr. Judith DeStefano-Anen, Mr. Frank Dupignac, Mr. Robert Fall, Mrs. Joanne Pehlivanian, Ms. Danielle Robleski, Mr. Jack Sahradek, Dr. Jon Larson, Executive Vice President Sara Winchester, Vice President Norma Betz, and Associate Vice President Lisa DiBisceglie.

Attendance

The minutes of the April 27, 2017, Board of Trustees closed session and public meeting were unanimously approved.

Minutes Approved

Presentations

Dr. Larson introduced Mr. David Marowitz, Adjunct Assistant Professor of Music and Director of the OCC Jazz Band, who discussed the history of the band, honors received, and an article highlighting the band which appeared in the June 2017 edition of the *Jersey Jazz Journal*, the official publication of the New Jersey Jazz Society. Mr. Marowitz also shared a video from Jonathan Episcopo, who discussed his experiences as a member of the band, and he introduced several students attending today's meeting: Francis Bal, Emily Boyer, Diana McEntee, and Jordan Varga. Dr. Larson thanked Mr. Marowitz and invited the band to perform at the fall Colloquium.

Presentations

Finance Committee

The members of the Finance Committee met this morning with the college's financial advisor at OceanFirst Bank. Mr. Dasti reported the College's investment accounts are doing well, thus, the committee agreed to modify investments from 50% equity/50% bonds to a 60%/40% ratio.

The following Finance Committee items were approved, as amended:

- | | |
|---|------------------------------|
| ➤ The statement of income and expenditures as of April 30, 2017, was accepted. | Income/Expenditures Accepted |
| ➤ The following contracts were awarded: | Contracts Awarded |
| ➤ A maximum of \$40,840.23 to Quality Cut, Inc., Farmingdale, New Jersey, for the first year of an optional two-year contract for weed control and fertilization services at Ocean County College. | |
| ➤ A maximum of \$35,000 to Quality Cut, Inc., Farmingdale, New Jersey, for the first year of an optional two-year contract for landscape irrigation system services at Ocean County College. | |
| ➤ A maximum of \$61,000, to A & J Construction Company, Inc., Farmingdale, New Jersey, for the first year of an optional two-year contract for professional emergency pipe repair at Ocean County College | |
| ➤ For the following one-year contracts, with an option for a second year, for Energy Management Systems (EMS) operation and Certified Tridium Controls service at Ocean County College: | |
| ➤ A maximum of \$70,000 to Automated Building Controls, Neptune, New Jersey | |
| ➤ A maximum of \$30,000 to Peterson Service Company, Inc., Medford, New Jersey | |
| ➤ A maximum of \$28,000 to Jersey State Energy Controls, Inc., d/b/a Jersey State Controls, Brick, New Jersey, for the first year of an optional two-year contract for variable frequency drive replacement and repairs at Ocean County College. | |
| ➤ A maximum of \$99,600 to North Star Signs, Inc., Fairfield, New Jersey, for the replacement of campus signage at Ocean County College. | |
| ➤ A maximum of \$18,400 to Advanced Air Service Group Corporation, Aston, Pennsylvania, for the first year of an optional two-year contract for HVAC duct and vent cleaning services at Ocean County College. | |
| ➤ A maximum of \$240,000 to Compass Group USA, Inc., by and through its Canteen Vending Services Division, Charlotte, North Carolina, for the third year of a five-year contract for food service management, catering, and vending services at Ocean County College. | |

- A maximum of \$27,000 to Design Resources Group Architects, Somerset, New Jersey, for construction management services for the Performing Arts Academy at Ocean County College.
- A maximum of \$599,901 to Cambridge Construction Management, Inc., Clinton, New Jersey, for professional architectural services for the design of two science labs in the Nursing Building at Ocean County College.
- For the following one-year contracts, with option for a second year, for offset printing services at Ocean County College:
 - \$51,662 to PIP Printing, Brick, New Jersey
 - \$48,734 to Creasy Printing Services, Springfield, Illinois
 - \$51,142 to Gangi Graphics, Brick, New Jersey
- Resolutions were adopted to award the following contracts: Resolutions
Adopted
 - To identify a qualified pool of vendors for professional international support and consulting for study abroad programs and overseas campus services for Ocean County College.
 - A maximum of \$25,000 to Network Cabling Inc., NetQ Multimedia Company, Freehold, New Jersey, for the installation, repair, testing, and technical support of the campus-wide local area and wireless networks at Ocean County College.
 - A maximum of \$75,500 to Teach By Travel, Inc., Brookfield, Massachusetts, for the services of a tour operator for the “Historical Trip to France” travel seminar offered from January 4, 2018, through January 14, 2018, through the International Education Program at Ocean County College.
 - A maximum of \$329,332.78 to Aspire Technology Partners, LLC, Eatontown, New Jersey, for the first year of a three-year service renewal contract for the Cisco data/voice/video network and related hardware and software components for use at Ocean County College.
- The following contracts were amended: Contracts
Amended
 - An additional \$5,720, for a maximum total of \$1,022,506, to Kimmel Bogrette Architecture + Site, Conshohocken, Pennsylvania, for change orders to relocate hot water piping as part of the renovation of the Instructional Building at Ocean County College (contract originally awarded at the September 23, 2013, Board meeting).
 - An additional \$6,000, for a maximum total of \$31,000, to Quality Cut, Inc., Farmingdale, New Jersey, for additional weed control and fertilization services at Ocean County College and the Southern Education Center (contract originally awarded at the May 23, 2016, Board meeting).

- An additional \$3,000, for a maximum total of \$53,000, to Schindler Elevator Corporation, Moorestown, New Jersey, for additional elevator repair and inspection services at Ocean County College (contract originally awarded at the May 26, 2015, Board meeting).
- An additional \$5,000, for a maximum total of \$72,750, to Design Resources Group Architects, Somerset, New Jersey, for additional architectural and engineering services for the phase two Nursing Building renovations at Ocean County College (contract originally awarded at the May 27, 2014, Board meeting).
- An additional \$14,800, for a maximum total of \$622,800, to Two Brothers Contracting, Inc., Clifton, New Jersey, for the removal and disposal of caulk and insulation as part of the asbestos remediation from the Instructional Building at Ocean County College (contract originally awarded at the December 8, 2014, Board meeting).
- An additional \$3,500, for a maximum total of \$33,500, to KBD Supply, LLC, Brick, New Jersey, for additional custodial paper product supplies for use at Ocean County College (contract originally awarded at the May 23, 2016, Board meeting).
- An additional \$15,900, for a maximum total of \$274,900, to Spartan Construction, Inc., South Amboy, New Jersey, for waterproofing and mortar repair as part of the professional masonry repairs to the Library Building at Ocean County College (contract originally awarded at the February 23, 2017, Board meeting).
- An additional \$10,000, for a maximum total of \$402,000, to Spiegle Architectural Group, Trenton, New Jersey, for professional architectural consulting services for an update of the Ocean County College Facilities Master Plan (contract originally awarded at the March 24, 2014, Board meeting).
- An additional \$2,970, for a maximum total of \$54,470, to MBP, New York, New York, to provide infrared scanning of the roof as part of the professional mechanical, electrical, plumbing, and envelope commissioning services for the Instructional Building renovations at Ocean County College (contract originally awarded at the March 23, 2017, Board meeting).
- The Board rejected bids received on May 9, 2017, for Insurance Broker and Risk Management Services at Ocean County College because Ocean County College is bound by the current risk contract as awarded at the Board of Trustees meeting on July 28, 2016. Bid Proposals Rejected
- A resolution was adopted to authorize the President to execute an agreement with Jaime Vargas to enter into a pilot partnership for the period of July 1, 2017, through June 30, 2019, for the College to provide e-learning courses to Jaime Vargas-recruited students residing in Latin America through partnership agreements with Latin American institutions. Resolution Adopted to Execute Agreement

- The Board acknowledged a maximum of \$225,000 with Horizon BCBSNJ, Newark, New Jersey, to provide 2017-2018 dental coverage for employees at Ocean County College. Contract Acknowledged

Bylaw, Policy, and Curriculum Committee

In Mr. Monahan's absence, Dr. DiBisceglie presented the Bylaw, Policy, and Curriculum Agenda, which includes a revision to the Summer 2017 Second Five-Week Academic Calendar due to the change in schedule from a four-day to two-day per week model, changes to Policy #3111 which includes the increase in capacity of high school teachers in embedded programs, and updating language in additional policies. The Board, upon unanimous roll call vote, approved the following recommendations from the Bylaw, Policy, and Curriculum Committee:

- The Board approved revision of the Ocean County College Summer 2017 Second Five-Week Academic Calendar Academic Calendar Revision Approved
- The Board approved the revision of the following policies: Revised Policies
 - Policy #3111A, Personnel, Academic Staff and Faculty, General, Qualifications for Full-time 10-Month Faculty and College Lecturers
 - Policy #3111B, Personnel, Academic Staff and Faculty, General, Qualifications for Adjunct Faculty and Teachers
- The following items, as accepted by the College Senate at its meeting on May 3, 2017, were approved: College Senate Items Approved
 - Revised Policies
 - Policy # 5128, Students, Admission, Acceptance and Evaluation of Credits
 - Policy # 5156, Students, Academic Standards, Unsatisfactory Academic Progress
 - New Course
 - ENGL 098, Writing Skills Development
- The Board approved the temporary suspension of Policy #3074, Alcohol- and Drug-Free Workplace, and Policy #5246.1, Campus Life, Drugs, for a Kean Ocean Networking event scheduled for Tuesday, June 6, 2017, in the Gateway Building. Policies Suspended

Buildings and Grounds Committee

Mrs. Novak reported that planning continues on "The Hub," OCC's One-Stop Shop, with renovation beginning this fall. The new Health Sciences Building and renovations to the Instructional Building are on target for August 2018 occupancy. Mrs. Novak recently toured the Health Sciences Building and is very pleased to report the feedback on this

building by Nursing staff has been overwhelmingly positive. The Library envelope study is underway and at 80% completion. The Performing Arts Academy planning continues, with initial renderings from the architect expected shortly. Security campus upgrades to software are needed to expand camera coverage on campus.

Mr. Matthew Kennedy, Assistant Vice President of Facilities, explained the summer projects underway, including painting and building refurbishment, in order to be ready for the fall semester.

- The Buildings and Grounds Committee Report for April 27, 2017, was unanimously accepted.

Building/Grounds
Report Accepted

Personnel Committee

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

Personnel Report
Approved

President's Report

Dr. Larson introduced Mr. Hatem Akl, Chief Information Officer, Mr. James Ross, Enterprise Applications Director, and Ms. Sheenah Hartigan, Director, Student Services Operations, who provided a demonstration of the new Ellucian Go mobile application, which is free and easy to set up. The app will enable students to access Student Planning, Registration, Financial Aid, Grades and Class Schedules, as well as the ability to pay online with secure mobile access from anywhere. Faculty will have to access Class Rosters and Student Planning. Mr. Akl explained that the app is live and compatible with both Apple and Android mobile devices. In response to Mr. Leone's concern about cyber security, Mr. Akl explained that all information is encrypted, but it is important for users to keep their passwords protected. Ms. Robleski commented that this app places all resources into one central location.

President's
Report

Mr. Jeff Harmon, Associate Vice President of e-Learning and Enterprise Initiatives, reported on summer e-Learning enrollment data and marketing statistics. Mr. Harmon said out-of-county e-Learning has increased 90% over last summer, currently yielding approximately 2,200 credits. The Accelerated 7.5 week sessions are well received by online students.

Dr. Ali Botein-Furrevig, Associate Professor of English and Director of the Center for Holocaust, Genocide, and Human Rights Education, updated the Board on the 2016-17 activities for the Center, including the week-long Holocaust Remembrance Program held April 23 to 28, 2017.

Mr. Mark Wilson, Director of Cultural Affairs, and Ms. Jan Kirsten, Executive Director of College Relations, who discussed the New Jersey Teen Arts Festival, which was held on campus from May 31 through June 2, 2017. Mr. Wilson explained that over 1,500 students from 100 schools in 16 counties were represented at the Festival, which consisted of workshops, performances, and art showcases.

Ms. Heather Barberi, Executive Director of the Ocean County College Foundation, extended an invitation to the 2017 Scholarship Celebration to be held on Friday, June 16, 2017, at 6:00 p.m. in the Health and Human Performance Center. Ms. Barberi thanked Ms. Sherri Bray, Manager, Special Events, for her work with the Gala, which is a main source of fundraising for scholarships.

Dr. Larson shared copies of Seascape, OCC's literary magazine, which is filled with great works of student literature, poetry, and art, under the advisement of Ms. Jayanti Tamm, Assistant Professor of English and Literature.

Dr. Larson introduced Dr. Jessica Adams, Executive Director and Associate Professor of Physical Education, Recreation, and Health at Kean University, who shared that Kean Ocean enrollments are up. Enrollments will continue to increase as more County residents realize that a four-year degree is obtainable in Toms River.

Miscellaneous

Ms. Robleski discussed the recent change to the summer schedules, with classes meeting two days per week instead of four days. Ms. Robleski expressed interest in seeing how the students were performing in the longer sessions of math and science classes. Dr. DiBisceglie explained that Academic Affairs has already begun research on this subject, which will be utilized when preparing the schedule for next summer.

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Thursday, June 29, 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 -
June 29, 2017

The following meetings were scheduled:

Meetings
Scheduled

| | | |
|--------------------------------|------------|---|
| Thursday, June 29, 2017 | 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 the request by Mr. Thulin for public comments, Dr. David Bordelon, Associate Professor of English and President of the Faculty Association, thanked the Board for the change in the start time for the Town Hall meeting held in April, which allowed for larger attendance and participation. He suggested interspersing submitted questions with soliciting questions from those attending. Dr. Bordelon also shared with the Board recent faculty achievements. Mr. Leone thanked Dr. Bordelon for continuing to bring faculty information to the Board.

Public Comments

With no further comments from the Board members or the public, the meeting adjourned at 1:54 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President