



## **BOARD OF TRUSTEES**

### **Regular Meeting**

#### **Minutes**

**July 27, 2015**

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:30 p.m. on Monday, July 27, 2015, 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 2014 reorganization meeting and distributed as required by law.

Public Meeting  
Announcement

Those in attendance were Mr. Carl V. Thulin, Mr. Stephan Leone, Mr. Jerry Dasti, Mr. Frank Dupignac, Mr. Todd Flora, Mr. Emil Kaunitz, Mr. Thomas Monahan, Mrs. Joanne Pehlivanian, Mr. Jack Sahradek, Dr. Jon Larson, Executive Vice President Sara Winchester, Vice President Norma Betz, and Acting Vice President Lisa DiBisceglie.

Attendance

The minutes of the June 22, 2015, and July 17, 2015, Board of Trustees closed sessions and public meetings were approved upon unanimous roll call vote.

Minutes  
Approved

#### Presentation

Dr. Larson welcomed Ms. Sandy Broughton, Community Development Officer at Investors Bank, who then introduced Ms. Cindy Dundas, Market Manager; Ms. Lisa Carta, Branch Manager; and Ms. Nancy Costello, Assistant Branch Manager. Ms. Broughton presented a \$25,000 check, the first of two representing a two-year \$50,000 grant in support of OCC's Science, Technology, Engineering, and Mathematics (STEM) Academy. The Academy will encourage students throughout elementary and secondary education to consider pursuing a STEM education in recognition of the increased demand for employees in these fields.

Presentation

Ms. Broughton was especially proud to return to OCC to present this award after having spent thirteen years as the Executive Director of the OCC Foundation. She noted that the College will be eligible for a renewal two-year grant, which, if awarded, would bring the total from Investors Bank to \$100,000 over four years to support STEM education in the community.

Dr. Larson extended his appreciation to Investors Bank for its support of the College and the STEM Academy.

#### Finance Committee

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

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| ➤ The statement of income and expenditures as of June 30, 2015, was accepted.  | Income/Expenditures Accepted            |
| ➤ The following contracts were awarded:  | Contracts Awarded                       |
| ➤ A maximum of \$17,020 to Suburban Trails, Inc./A Coach USA Company, New Brunswick, New Jersey, for charter bus services for various Student Life trips at Ocean County College.  |   |
| ➤ A maximum of \$34,500 to State Shuttle, Inc., d/b/a State Shuttle Worldwide, Inc., Lake Hopatcong, New Jersey, for transportation of OCC athletic teams for sporting events at various locations.                                  |   |
| ➤ A maximum of \$115,000 to Peterson Service Company, Inc., Medford, New Jersey, for the first year of a two-year contract for the operation and maintenance of the energy management system at Ocean County College.                |   |
| ➤ A maximum of \$60,000 to Stanley Access Technologies, Trenton, New Jersey, for the first year of a two-year contract for automatic door maintenance and repair at Ocean County College.  |   |
| ➤ A maximum of \$2,730,024 to Framan Mechanical, Inc., Fords, New Jersey, for the pre-fab central chiller plant at Ocean County College.   |   |
| ➤ A maximum of \$351,697.64 to Bellia Office Furniture, Inc., Woodbury, New Jersey, for the purchase and installation of furniture for use in the new Student Center at Ocean County College.  |   |
| ➤ A maximum of \$75,000 to Conner Strong & Buckelew Companies, Inc., Marlton, New Jersey, for the second year of a three-year agreement for professional consulting services for broker and risk management at Ocean County College. |   |
| ➤ The following resolutions were adopted:  |   |
| ➤ A maximum of \$24,000 to ITC Systems, Inc., San Ramon, California, for the annual maintenance, service, and supplies for the copiers campus-wide at Ocean County College.  | Resolutions Adopted for Contract Awards |

- A maximum of \$49,045.55 to NJEDGE.NET, New Jersey Institute of Technology, Newark, New Jersey, for the purchase of database subscriptions and service fees for use in the Library at Ocean County College.
- A maximum of \$82,685.21 to EBSCO Subscription Services, Tinton Falls, New Jersey, for the purchase of miscellaneous magazine, database, and periodical subscriptions for use in the Library at Ocean County College.
- A maximum of \$27,925.39 to Gale Group, Inc., Farmington Hills, Michigan, for the purchase of global issues and database subscriptions for use in the Library at Ocean County College.
- A maximum of \$26,700 to West Publishing Corporation, Eagan, Minnesota, for the purchase of miscellaneous books and Westlaw Campus Pro Database for use in the Library at Ocean County College.
- A maximum of \$55,000 to Baker & Taylor, Charlotte, North Carolina, for the purchase of miscellaneous books for use in the Library at Ocean County College.
- A maximum of \$483,534 to Connor Strong Companies, Inc. (School Alliance Insurance Fund SAIF), Cherry Hill, New Jersey, for the purchase of general liability college-wide insurance for use at Ocean County College.
- A maximum of \$50,000 to the Township of Toms River, Toms River, New Jersey, for the second year of a two-year shared contract with the Township of Toms River for solid waste and recycling collection at Ocean County College.
- A maximum of \$200,000 to Fastenal, Lakewood, New Jersey, for the purchase of various maintenance supplies and materials for use in the Facilities Department at Ocean County College.
- For the authorization of Ocean County College's participation in the New Jersey County College Electric Purchasing Consortium, with Middlesex County College acting as the Lead Agency, to award a contract for providing electric generation service to participating members.
- A contract was amended for an additional \$46,710, for a maximum total of \$395,737, to Cambridge Construction, Somerville, New Jersey, for a three-month extension for on-site construction management services at Ocean County College (contract originally awarded at the March 26, 2012, Board meeting). Contract Amended
- The following bids were rejected: Bids Rejected
  - For the Gateway Building Glass Partitions at Ocean County College due to bid proposals being over budget.
  - For Medical Director/Team Physician Services for the Athletic Department at Ocean County College due to bid proposals being over budget.

- The Board rescinded the no-cost contract awarded to Parchment, Inc., Scottsdale, Arizona, for Transcript Exchange Software at Ocean County College due to failure to meet the terms and conditions of the contract (contract originally awarded at the February 23, 2015, Board meeting). Contract Rescinded
- The following grant awards were accepted: Grant Awards Accepted
  - A \$1,000 grant award from the Mid Atlantic Arts Foundation for a project entitled “Mid Atlantic Tours Grant” to support the engagement of De Temps Antan on March 3, 2016. Project Manager: Mr. Mark Wilson, Lecturer II, Music and Dance. Funding Period: February 2, 2016 – March 4, 2016.
  - A \$50,000 grant award, over two years, from Investors Foundation to support a STEM Academy at OCC. Interim Project Director: Dr. Lisa DiBisceglie, Associate Vice President of Academic Affairs. Funding Period: July 1, 2015, through June 30, 2017.
- The Board authorized an application to apply for a \$386,295 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, 2015, through June 30, 2016. 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:

- Items accepted by the College Senate at its meeting on June 17, 2015: College Senate Items Approved
  - New Program
    - A.A.S. Degree in Holistic Health and Wellness
  - New Courses
    - JAPN 101, Elementary Japanese I
    - JAPN 102, Elementary Japanese II

#### Buildings and Grounds Committee

Upon unanimous roll call vote, the Buildings and Grounds Committee Report for July 27, 2015, was accepted.

Building/Grounds Report Accepted

Mr. Matthew Kennedy, Assistant Vice President of Facilities, reported that the third driveway to North Bay Avenue is nearing completion, with the anticipated ribbon-cutting ceremony taking place mid-September. He also discussed the planting of trees to replace those lost as a result of the construction of water retention basins on campus. The cost of the replacement trees has been funded by the County.

Mr. Leone thanked Mr. Kennedy for the well prepared Instructional Building Renovations Project Cost Review and Value Engineering Analysis that was shared with the trustees.

#### Personnel Committee

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

Personnel Report  
Approved

#### President's Report

Ms. Winchester introduced Mr. Hatem Akl, Chief Information Officer, who presented the new OCC Portal, Ocean Connect. This portal replaces Ocean Cruiser effective July 1, 2015, and allows for a single log-in access for all of OCC's sites and services. Mr. Akl thanked IT staff members who were involved in creating this program, which is completely owned by OCC: former OCC graduate, Mr. Vincent Mazzella, Programmer Analyst; Ms. Marie Li, Instructional Technology Manager; Mr. Patrick Stivale, Network Systems Administrator; and Mr. Edward Tafaro, Executive Director. He also thanked other College staff members for their assistance, including Dr. Angel Camilo, Dean of Adjunct Faculty; Ms. Jacqueline D'Amore, Human Resources Specialist; Mr. Jeff Harmon, Executive Director of e-Learning; Ms. Jan Kirsten, Executive Director of College Relations; and Dr. DiBisceglie. Mr. Mazzella provided an overview of the portal, while Ms. D'Amore offered a demonstration of the Human Resources portion of the site, which provides information on benefits to both new and existing employees and includes forms and documentation for new hires. This will eventually move 100% of documentation online, thus eliminating the need to print copies, saving both employee time and College resources.

President's  
Report

Mr. Leone inquired as to the marketability of this type of system to Ocean County employers. Mr. Akl responded OCC may be able to make this program available to companies after it has been finalized; it would be a wonderful entrepreneurial opportunity for the College.

Ms. Winchester introduced Ms. Tracey Donaldson, Assistant Vice President of Human Resources. Ms. Donaldson thanked the Board for the opportunity to join the College and looks forward to working with her staff and the College community.

Dr. Larson introduced Dr. Rosann Bar, new Dean of the School of Business and Social Sciences.

Dr. Larson recognized three members of OCC's staff who were generous contributors to the Scholarship Pledge Drive at the OCC Foundation Scholarship Celebration: Mr. Paul Chalakani, College Lecturer II, Communications and Theatre; Ms. Bobbi Kranz, Part-Time Director of the Grunin Center for the Arts; and Dr. DiBisceglie. The pledge drive raised \$34,500, which was graciously matched by the Grunin Foundation, for a total of \$69,000.

Dr. Norma Betz, Vice President of Student Affairs, reported that the Advising Office has taken a proactive approach and reached out to 166 students who have been sanctioned due to poor academic progress. Advising staff met personally with 30% of these students, who were directed to the Step-by-Step program in order to get them back on track and encourage them to continue at OCC.

Dr. Betz also spoke about the new student orientations that have been taking place this summer. While the total number of students attending orientations has been lower than last year, the Advising Office personally contacted 437 students who completed applications to enroll and encouraged them to schedule orientation sessions. This effort will be repeated in August based upon updated enrollment numbers.

Dr. Betz introduced Ms. Eileen Buckle, Director of Financial Aid, who discussed the workshops conducted by the Financial Aid Office in 2015, which have attracted 252 new and returning OCC students. The office has held eight workshops so far this year, with three more scheduled. Attendance has increased from the 167 students who participated in 2014. The Financial Aid TV – Digital Financial Aid Answers on Demand service portal, which is housed on the OCC Financial Aid website, has provided students with the ability to have questions answered without calling or visiting the office. This provides better customer service to them as well as to other students who may need to have personal conversations with someone in the office. A total of 1,195 videos were viewed through June 30, 2015, while 955 were viewed in 2014.

Mr. Harmon reported that, in addition to the online Japanese language courses approved at today's meeting, an additional 20 e-Learning language courses will be added to the offerings. He also stated that the department is on the verge of a partnership in Egypt to offer online ESL courses. In addition, Mr. Harmon informed the Board that the two-year Remedial Education Study will conclude at the end of the fall 2015 semester. An analysis of data points toward higher levels of student achievement with a shortened remediation timeline.

Dr. Larson reported that the visit to OCC by Dr. Hussein Mohammed Ahmed Essa, President, and Dr. Sayed El-Sayed Elkouly, Chair, Department of Management, at Ain Shams University in Cairo, Egypt, from July 21 through July 23 was a great success. Meetings were held on campus with Drs. Essa and El-Sayed as well as at both Kean University and the New Jersey Institute of Technology. Discussions involved the implementation of distance learning joint degree and certificate programs and resulted in the signing of MOU's between both Kean and NJIT with Ain Shams and OCC.

Dr. Larson invited all available to attend the 2<sup>nd</sup> Annual Alumni Picnic, which will be held on Friday, August 28, at the First Energy Park in Lakewood. Tickets are on sale in the Student Life Office and include a picnic buffet, game seat, and a fireworks display.

### Miscellaneous

The following meetings were scheduled:

Meetings  
Scheduled

**Monday, August 24, 2015**

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

Ms. Heather Barberi, Executive Director of the Ocean County College Foundation, again thanked all involved who helped with the Scholarship Celebration on Saturday, June 20. She also mentioned that the Foundation's Annual Golf Outing will be held on September 28. Information is available by contacting the Foundation Office.

Public Comments

Dr. David Bordelon, Associate Professor of English and Literature and President of the Faculty Association, spoke to the Board about recent initiatives by the faculty, including a Shakespeare Festival held in both the fall and spring semesters by Ms. Jayanti Tamm, Assistant Professor of English. A book club was also established with a required list of readings that included many topics, one of which highlighted African-American literature. Both programs were well received.

Dr. Bordelon said that, although the Ocean Connect portal is working well, faculty are not happy with the Pearson e-Companion system; there are many issues that faculty could have addressed had they been invited to present their concerns prior to the decision-making process. Dr. Larson responded that the administration also has concerns regarding e-Companion that are currently being reviewed. Dr. Carol Brown, Interim Vice President of Academic Affairs, will be meeting with faculty to discuss this matter after she arrives on campus on August 3..

Dr. Bordelon and faculty members also have concerns regarding a change in faculty evaluations. He encouraged Board members to speak with faculty members regarding this matter in more detail.

With no further comments from the Board members or the public, the meeting adjourned at 1:30 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Connie Bello  
Secretary to the Board of Trustees