



**BOARD OF TRUSTEES
AGENDA**

**December 7, 2017
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 OCTOBER 31, 2017, BOARD OF TRUSTEES PUBLIC MEETING AND NOVEMBER 2, 2017, BOARD OF TRUSTEES CLOSED SESSION, REORGANIZATION, AND PUBLIC MEETINGS** **Bd. Action**
- 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. 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**VII. MISCELLANEOUS**

- A. Recommend adoption of a resolution providing for a closed meeting to be held on Thursday, January 25, 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**VIII. PRESIDENT'S REPORT**

IX. Next meetings of the Board of Trustees on**THURSDAY, JANUARY 11, 2018**

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

and...

THURSDAY, JANUARY 25, 2018

- | | |
|---|--|
| 1. Finance Committee | Time: 10:00 a.m.
Place: Admin 2 nd Floor 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: Admin 2 nd Floor 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 Bargaining |
| 6. Entire Board | Time: 12:30 p.m.
Place: Boardroom
Purpose: Regular Public Monthly Meeting |

X. Adjournment

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



BOARD OF TRUSTEES

Public Retreat/Meeting Minutes

October 31, 2017

A retreat/meeting of the Ocean County College Board of Trustees was called to order by Mrs. Linda Novak, Vice Chair, at 3:00 p.m., on Tuesday, October 31, 2017, 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 on October 24, 2017, through a written notice to the College community and through distribution as required by law.

Public Meeting
Announcement

Those in attendance were: Mrs. Linda Novak, Mr. Stephan Leone, Dr. Judith DeStefano-Anen, Mr. Robert Fall, Mrs. Joanne Pehlivanian, Mr. Jack Sahradnik, Dr. Jon Larson, and Executive Vice President Sara Winchester. Also in attendance were Mr. Hatem Akl, CIO; Ms. Alexa Beshara-Blauth, Executive Director of Institutional Planning; Dr. Maysa Hayward, Dean of Instructional Outreach; Ms. Rachel Doss, Interim Associate Director of e-Learning; Mr. Jack Kelnhofer, Dean of e-Learning; Dr. Joseph Konopka, Senior Aide to the President; and Dr. Gerald Racioppi, Vice President of Student Affairs.

Attendance

Because a majority of the trustees were not present, the meeting was adjourned. Instead, Dr. Larson and other OCC staff in attendance informally shared with the trustees the success realized from the recent trip to Egypt and the many diverse initiatives resulting from it.

Lack of a Quorum/
Meeting Adjourned

The next meeting of the Board is scheduled for:

Meetings
Scheduled

Thursday, November 2, 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.	Annual Reorganization Meeting
	Immediately Following	Regular Monthly Public Meeting

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Secretary to the Board of Trustees



BOARD OF TRUSTEES

Reorganization Meeting November 2, 2017

Minutes

The annual reorganization meeting of the Ocean County College Board of Trustees was called to order by Dr. Jon Larson, President, at 12:30 p.m. on Monday, November 2, 2017, in the Boardroom of the Administration Building on the college campus.

Call to Order

The announcement of public meeting was made by Mrs. Bello in compliance with the Open Public Meetings Act of 1975.

Public Meeting
Announcement

Those in attendance were: Mr. Carl V. Thulin, Mrs. Linda Novak, Mr. Jerry Dasti, Mr. Stephan Leone, Mr. Robert Fall, Mrs. Joanne Pehlivanian, Mr. John Peterson, Ms. Melanie Fernandez, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Sara Winchester, and Vice President Gerald Racioppi.

Attendance

Mr. Sahradnik administered the oath of office to Mrs. Joanne Pehlivanian, who was reappointed by the Ocean County Board of Chosen Freeholders to serve a four-year term on the Ocean County College Board of Trustees from November 1, 2017, through December 19, 2021, and Mr. John A. Peterson, Jr., who was appointed by Governor Chris Christie on October 20, 2017, to serve on the Ocean County College Board of Trustees through October 31, 2018. Dr. Larson and the members of the Board congratulated Mrs. Pehlivanian and Mr. Peterson.

Swearing-In
of Mrs. Pehlivanian
and Mr. Peterson

Dr. Larson requested nominations for officers of the Board of Trustees. Mr. Dasti served as Chair of the Nominating Committee, with Mr. Fall, Mrs. Pehlivanian, and Mr. Leone as members. Mr. Dasti deferred to Mr. Fall to offer the slate of nominees since he was among those nominated to serve as an officer. Mr. Fall offered the following nominees:

Election of
Officers

Mr. Thulin, Chairperson
Mrs. Novak, Vice Chairperson
Mr. Leone, Secretary
Mr. Dasti, Treasurer

By motion, nominations were closed; by subsequent motion, the above officers were elected by unanimous roll call vote.

Mr. Thulin then assumed the chair for the remainder of the meeting. He thanked the trustees for their continued confidence in his service as chairperson as well as expressed his appreciation for their outstanding commitment to the College.

Mr. Thulin presented the amended 2017-2018 Board committee membership. Upon roll call vote, the committee membership was unanimously approved as follows:

Committee
Membership
Approved

♦ **Buildings and Grounds Committee**

Mrs. Linda Novak, Chairperson
Mr. Jerry Dasti
Mr. Frank Dupignac
Mr. John Peterson
Mr. Joe Teichman

♦ **Bylaw, Policy, and Curriculum Committee**

Mr. Thomas Monahan, Chairperson
Mr. Stephan Leone
Mrs. Joanne Pehlivanian

♦ **Finance Committee**

Mr. Jerry Dasti, Chairperson
Mr. Frank Dupignac
Mr. Carl V. Thulin

♦ **Personnel Committee**

Mr. Stephan Leone, Chairperson
Mr. Robert Fall
Mr. Thomas Monahan
Mrs. Joanne Pehlivanian
Mr. Carl V. Thulin

♦ **Executive Committee**

Officers of the Board

♦ **Board of School Estimate**

Mr. Carl V. Thulin
Mr. Jerry Dasti
Mr. Stephan Leone, Secretary

- ◆ **New Jersey Council of County Colleges Ambassador**
Mr. Carl V. Thulin

- ◆ **Audit Committee**
Mr. Jerry Dasti
Mr. Stephan Leone
Mrs. Linda Novak
Mr. Joe Teichman
Mr. Carl V. Thulin

- ◆ **Liaison Committee**
Mr. Frank Dupignac
Mr. Stephan Leone
Mrs. Joanne Pehlivanian

- ◆ **Compensation Committee**
Mr. Jerry Dasti, Chairperson
Mr. Stephan Leone
Mrs. Linda Novak
Mr. Carl V. Thulin

- ◆ **Litigation Committee**
Members to be appointed as needed

A resolution was unanimously adopted by roll call vote to designate the fourth Thursday of each month as the date for the regular public meetings of the Board of Trustees at 12:30 p.m. in the Boardroom of the Administration Building, except as noted:

Designation of
Board Meeting
Dates and
Locations

Thursday, December 7, 2017
Thursday, January 25, 2018
Thursday, February 22, 2018
Thursday, March 22, 2018
Thursday, April 26, 2018
Thursday, May 31, 2018
Thursday, June 28, 2018
Thursday, July 26, 2018
Thursday, August 23, 2018
Thursday, September 27, 2018
No October meeting
Thursday, November 1, 2018
Thursday, December 6, 2018

A resolution was unanimously adopted by roll call vote to designate the following dates for Board of Trustees Retreats, to be held at 12:00 noon in the Boardroom of the Administration Building:

Designation of
Board Retreat
Dates and
Locations

Thursday, November 16, 2017
Thursday, January 11, 2018
Thursday, April 12, 2018
Thursday, July 12, 2018
Thursday, October 18, 2018

The following Ocean County College depositories were approved by unanimous roll call vote:

Designation of
Depositories

CROWN BANK

273 Brick Boulevard
Brick, New Jersey 08723

1. Certificates of Deposit

BERKSHIRE BANK

669 Whitehead Road
Lawrenceville, NJ 09648

1. Money Market Account – Ocean County College

LAKELAND BANK

2120 W. County Line Road
Jackson, New Jersey 08527

1. Money Market Account – Ocean County College

INVESTORS SAVINGS BANK

864 Route 37 West
Toms River, New Jersey 08755

1. Money Market Account – Ocean County College
2. Checking Account – Bookstore
3. Credit Card Account – Bookstore
4. Checking Account – Capital

OCEAN FIRST

975 Hooper Avenue
Toms River, New Jersey 08753

1. Investment Account – Ocean County College

NJ COMMUNITY BANK

3441 U. S. Highway 9
Freehold, New Jersey 07728

1. Money Market Account – Ocean County College

UBS FINANCIAL

100 Overlook Center, Ste 100
Princeton, NJ 08540-5270

1. Investment Account – Ocean County College

SANTANDER BANK

1866 Hooper Avenue
Toms River, New Jersey 08754

1. General Checking Account
2. Student Life
3. Investment – Money Market
4. Restricted Fund Checking
5. Section 125
6. Payroll
7. International

Services:

1. Direct Deposit
2. Automated Account Reconciliation
3. Foreign Drafts
4. Credit Card Service
5. Wire Transfer
6. Positive Pay

STATE OF NEW JERSEY CASH MANAGEMENT FUND

C/O State Street Bank and Trust

P.O. Box 5994

Boston, MA 02206-5994

1. Purchase of Money Market Shares:
NJ Employment Security Agency

STERLING NATIONAL BANK

61 South Paramus Road

Suite 116

Paramus, NJ 07652

1. Money Market Account – Ocean County College

There being no further business, the meeting adjourned at 12:38 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President



BOARD OF TRUSTEES

Regular Meeting

Minutes

November 2, 2017

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:38 p.m. on Thursday, November 2, 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 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, Mr. Robert Fall, Mrs. Joanne Pehlivanian, Mr. John Peterson, Ms. Melanie Fernandez, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Sara Winchester, and Vice President Gerald Racioppi.

Attendance

The minutes of the September 28, 2017, Board of Trustees closed session and public meeting were approved with an abstention from Mr. Peterson.

Minutes Approved

Presentations

Dr. Larson introduced Dr. Lawrence A. Nespoli, President of the New Jersey Council of County Colleges (NJCCC), who is retiring from his position after 27 years of service. Dr. Nespoli thanked Dr. Larson for his support throughout the years, the students, the 19 community colleges united throughout New Jersey, and the Trustees, who make community colleges strong. Dr. Nespoli distributed a public policy agenda for New Jersey's Community College's together with the top ten successes by the NJCCC.

Presentations

Dr. Larson introduced a recommendation to adopt a resolution honoring Dr. Lawrence A. Nespoli for his steadfast commitment to the New Jersey community college sector and its students and wished him good health and happiness as he moves into the future. The resolution was adopted upon unanimous roll call vote.

Resolution
Adopted to Honor
Dr. Lawrence A.
Nespoli

Dr. Larson introduced Ms. Ilene Cohen, Executive Director of Athletics, who updated the Board on the success of the fall sports teams. Ms. Cohen introduced Ms. Patricia Carroll, Assistant Athletic Director, along with members of several OCC fall sports teams: Samantha Allen, Volleyball; Ms. Brielle Morella, Women's Soccer; Mr. Noah Reilly, Cross Country; Ms. Logan Squires, Tennis; and Mr. Kyle Unger, Men's Soccer. The students thanked the Board and Administration for their continued support. Ms. Cohen thanked the student athletes for their dedication and hard work, coordinating their class schedules to accommodate team practices and games. Mr. Thulin and Mrs. Novak thanked Ms. Cohen and Ms. Carroll for their leadership and congratulated the student athletes on their success.

Dr. Maureen Reustle, Part-Time Teacher of Humanities, and Dr. Rosann Bar, Dean of the School of Business and Social Sciences, spoke of the Study Abroad trip to Ireland. Two students who participated in the trip were present, Mr. Corey Roberts and Mr. Steven Jackson, who shared a pictorial presentation of the experience, and thanked the Board for their support of the Study Abroad program.

Ms. Kathleen Basilotto, Assistant Professor, American Sign Language, introduced Ms. Melanie Fernandez and Ms. Briana Minutillo, Co-Secretaries of the Sign Language Society Summer Mentoring Pilot Program. Ms. Fernandez discussed the success the program experienced this summer during the first and second five-week sessions.

Dr. Larson introduced Mr. Kenneth Malagiere, Executive Director of the Ocean County College Foundation. Mr. Malagiere thanked Dr. Larson for the warm welcome and the Board for the opportunity to join the College after having served as a member of the Foundation Board for many years.

Finance Committee

Prior to taking action on the revision to Policy #5300, Tuition and Fees, Mr. Thulin called a public hearing in accordance with New Jersey Public Law 94, Chapter 48, for those members of the college community who wished to testify. Ms. Winchester explained that the revision is due to a reduction to the payment plan fee, which is reduced from \$50 to \$30 and an increase in the amount of credits that high school students will be allowed to take per semester.

Public Hearing

With no comments forthcoming, Mr. Thulin closed the public hearing, and the Board unanimously approved the revision to Policy #5300, Tuition and Fees and the Ocean County College FY 2018 Budget was approved.

Tuition and Fees,
Revised/Budget
Approved

Mr. Dasti noted that the FY2017 College Audit is concluding and the Audit Report will be presented to the Board for acceptance in December. Mr. Leone commended Ms. Winchester and her staff for their efforts throughout the year and during the auditor's visit.

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

Income/Expenditures

- The statement of income and expenditures as of September 30, 2017, was accepted. Accepted
- A resolution was adopted to consent to the assignment of the Gateway Building Ground Lease and Ownership and Operating Agreement from the Kean University Foundation to Kean University and to authorize the President to execute all documents necessary to effectuate the assignment. Resolution Adopted to Consent to the Assignment of the Gateway Building Ground Lease
- The following contracts were awarded: Contracts Awarded
 - A maximum of \$23,311 to Ford Audio-Video Systems, LLC, Oklahoma City, Oklahoma, for the purchase of sound console equipment for use in the Grunin Theatre at Ocean County College.
 - A maximum of \$50,000 to Malachy Mechanical, Bayonne, New Jersey, for the first year of an optional two-year contract for kitchen equipment repair services and preventative maintenance at Ocean County College.
 - A maximum of \$20,000 to GOED Corporation, Newfoundland, New Jersey, for the first year of an optional two-year contract to provide underground utility location, marking, leak detection, video pipe inspection, and thermal imaging services on an as needed basis at Ocean County College.
 - A maximum of \$450,000 to New Gen Recycling, Inc., Toms River, New Jersey, for the first year of an optional three-year contract for snow removal services at Ocean County College and the Southern Education Center.
 - A maximum of \$39,604 to Gary Kubiak and Son Electric, Inc., Robbinsville, New Jersey, for the purchase and installation of a generator to service the campus Security Building at Ocean County College
 - A maximum of \$76,660 to Elert Associates Networking Division, Inc., Stillwater, New Jersey, for the second year of a two-year contract for professional security consulting services to include the performance of a feasibility study and development of a transition plan of the CCTV system at Ocean County College.
- Resolutions were adopted to award the following contracts: Resolutions Adopted
 - A maximum of \$50,000 to Tremont Global Education, Swampscott, Massachusetts, for the services of a tour operator for the "Seminar at Sea" travel seminar offered from March 18, 2018, through March 25, 2018, through the International Education Program at Ocean County College.
 - A maximum of \$31,521.79 to PeopleAdmin, Inc., Austin, Texas, for a one-year renewal of the position management software module and automated applicant tracking management system for use by the Human Resources Department at Ocean County College.

- To identify a qualified pool of vendors for professional service providers for Americans with Disabilities Act (ADA) Compliance Services at Ocean County College.
- The following contract was amended:
 - An additional \$17,550 for a maximum total of \$47,580, to The College Board-OALS, New York, New York, for the purchase of additional Accuplacer Tests for the College Readiness Now IV Program at Ocean County College (contract originally awarded at the July 27, 2017, Board meeting).
- The Board acknowledged an addendum to add Middlesex County College to the County College Energy Consortium for the purchase of natural gas supply services on behalf of the New Jersey County College Energy Consortium, as authorized at the August 25, 2016, Board meeting.
- The Board approved the scheduling of a sale of surplus items no longer needed by the College.
- A resolution was adopted to authorize the President to execute and deliver a funding agreement with the County of Ocean relating to the construction of a Performing Arts Academy on the campus of Ocean County College.

Contract
AmendedContract
Addendum
AcknowledgedSale of Surplus
Items ApprovedResolution Adopted
to Execute
Agreement

Bylaw, Policy, and Curriculum Committee

In the absence of Mr. Monahan, Chair, Mr. Dasti presented the Bylaw, Policy, and Curriculum Committee items, which were unanimously approved upon roll call vote:

- Revised Policy
 - Policy #5327, Students, Tuition and Fees, Ocean County High School Students
- The following items, as accepted by the College Senate at its meetings on September 21, 2017, and October 5, 2017, were approved:
 - Revised Policy
 - Policy #5152, Students, Academic Standards, Graduation
 - New Certificate
 - Certificate of Completion in Forensic Accounting and Fraud Examination
 - Revised Program
 - Associate in Arts Degree in Performing Arts

Policy Revised

College Senate
Items Approved

Policy Revised

New Certificate

Revised Program

➤ New Courses

New Courses

- ACCT 271, Forensic Accounting
- ACCT 273, Legal Aspects of Financial Fraud
- ACCT 275, Fraud Examination
- ACCT 277, Digital Forensic Analysis

➤ Revised Course

Revised Course

- FYES 155, First-Year Experience Seminar

Buildings and Grounds Committee

Mrs. Novak, chair, reported that the renovation of the Instructional Building continues to move along nicely. Demolition of the College Center and renovation to the old Bookstore and pool will begin next year. Mr. Matthew Kennedy discussed the work that continues with the chilled water plant, which includes attaching the new Health Sciences Building. Mr. Kennedy explained that this work will result in a reduction in utilities costs to the college.

- The Buildings and Grounds Committee Report for November 2, 2017, 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 upon roll call vote.

Personnel Report
Approved

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Thursday, December 7, 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 -
December 2, 2017

President's Report

President's Report

Dr. Larson introduced Ms. Heidi Sheridan, Dean of the School of Arts and Humanities; Ms. Veronica Guevara-Lovgren, Director of Academic Support Services; and Mr. Daniel Keiser, College Lecturer II, Mathematics; who discussed an Accelerated Learning Program for the developmental student population, modeled after a program at Atlantic Cape Community College. Ms. Guevara-Lovgren explained many of the students participating are first-time, full time students. Mr. Kaiser discussed changes to the developmental mathematics courses. Ms. Sheridan discussed a pilot accelerated English course for students enrolled in English I, which adds a one credit Writing Skills Development component. There has been a 95% success rate for students participating in the program.

Ms. Susan O'Connor, reported on the new initiatives funded by the Carl D. Perkins Grant, which increases access to technology and helps improve student retention and graduation rates.

Ms. Patricia Fenn, Assistant Vice President of Continuing and Professional Education, Workforce Development and Community Services, and Ms. Kaitlin Everett, Director of the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant, discussed many of the benefits the grant has afforded OCC and its students over the last three years. Ms. Everett explained the grant will be concluding in March 2018.

Ms. Sheenah Hartigan, Director of Student Services Operations, provided a live demonstration of the new virtual hub and chatbox, launching during the Spring registration period. Ms. Hartigan explained OCC is currently the only community college utilizing chatbox technology and 99% -of questions fielded will be answered.

The following meetings were scheduled:

Meetings
Scheduled

Thursday, December 7, 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 Mr. Thulin's request for public comments, Dr. David Bordelon, Professor of English and Literature, discussed the recent program on campus with John Meecham, especially calling attention to the level of questions asked by our students. The FAOCC called a special meeting regarding how they can assist the college identify important candidate qualifications for search committees. Dr. Larson thanked Dr. Bordelon for this input.

Public Comments

With no further comments from the Board members or the public, the meeting adjourned at 2:17 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President