



**BOARD OF TRUSTEES  
AGENDA**

**FEBRUARY 22, 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 JANUARY 25, 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 providing for a closed meeting to be held on Thursday, March 22, 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, MARCH 22, 2018**

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

XI. **Adjournment**

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



## **BOARD OF TRUSTEES**

### **Regular Meeting**

### **Minutes**

**January 25, 2018**

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:32 p.m. on Thursday, January 25, 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. Robert Fall, Mr. Thomas Monahan, Mr. John Peterson, Ms. Melanie Fernandez, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Sara Winchester, Interim Associate Vice President Joseph Konopka, and Vice President Gerald Racioppi.

Attendance

The minutes of the December 7, 2017, and January 17, 2018, Board of Trustees closed sessions and public meetings were approved with abstentions from Mr. Dasti and Dr. DeStefano-Anen on the January 17, 2018, minutes.

Minutes Approved

### 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.

Public Hearing

Ms. Winchester explained that Policy #5300, Tuition and Fees, is being revised to increase tuition from \$116 to \$119 per credit, with no increase to course fees, and a decrease to the e-Learning out-of-county rate to be more competitive and, hopefully, attract more distance learning students. Even with this slight tuition increase, OCC's tuition will continue to remain in the bottom quarter of community college rates.

With no comments forthcoming, Mr. Thulin closed the public hearing, and the Board unanimously approved:

Policy #5300,  
Tuition and Fees,  
Revised/Budget  
Approved

- The revision to Policy #5300, Tuition and Fees
- The Ocean County College FY 2019 Budget

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

Income/Expenditures  
Accepted

- The statement of income and expenditures as of December 31, 2017, was accepted.

- The following contracts were awarded:

Contracts  
Awarded

- A maximum of \$759,177 to Frankoski Construction Company, Inc., East Orange, New Jersey, for professional construction services for the Hub renovation project in the Administration Building at Ocean County College.
- A maximum of \$64,989 to Integrated Systems and Services, Inc., Eatontown, New Jersey, for the purchase, installation, and configuration of an upgrade to the Electronic Access Control System for use by the Security Department at Ocean County College.
- A maximum of \$244,350 to Multimedia Solutions Corporation, Edgewater, New Jersey, for professional redesign services for the website at Ocean County College.
- A maximum of \$418,700 to T&M Associates, Toms River, New Jersey, for professional engineering services for a redesign and construction administration and management of the hot and chilled water loop extension from the Central Plant to select buildings on campus at Ocean County College.
- A maximum of \$53,682 to Natural Languages, LLC, Jersey City, New Jersey, for the second year of an optional two-year contract for professional interpreting services for students with disabilities at Ocean County College.
- A maximum of \$60,000 to Kimmel Bogrette Architecture + Site, Inc., Blue Bell, Pennsylvania, for professional architectural and engineering services for a redesign of the Mill Creek Sailing Center at Mill Creek County Park in Bayville, New Jersey.
- A maximum of \$376,150 to JRS Architect, P.C., Princeton, New Jersey, for professional architectural and engineering services for the conversion of the Pool to a Gymnasium, old Bookstore to a Conference Center, and the demolition of the College Center at Ocean County College.

- Resolutions were adopted to award the following contracts:

Resolutions  
Adopted for  
Contract Awards

- A maximum of \$32,358.70 to Dell Marketing, LLP, Round Rock, Texas, for the renewal of the Microsoft software license agreement for use at Ocean County College.

- A maximum of \$34,572 to Lexmark Enterprise Software, LLC, Lenexa, Kansas, for the purchase of retention policy manager software for Image Now for use at Ocean County College.
- A maximum of \$80,000 to Teach by Travel, Inc., East Brookfield, Massachusetts, for travel services for the OCC Study Abroad Seminar in Ireland from August 3, 2018, through August 11, 2018.
- The following contracts were amended: Contracts Amended
  - An additional \$6,900, for a maximum total of \$606,801, to Cambridge Construction Management Inc., Clinton, New Jersey, for revisions to the schematic estimate for a new Performing Arts Academy facility at Ocean County College (contract originally awarded at the June 1, 2017, Board meeting).
  - An additional \$86,585, for a maximum total of \$617,285, to Louis Berger Group, Inc., Toms River, New Jersey, for continued professional construction management services for the Instructional Building renovation at Ocean County College (contract originally awarded at the March 30, 2015, Board meeting).
  - An additional \$10,000, for a maximum total of \$763,250, to Kimmel Bogrette Architecture + Site, Inc., Blue Bell, Pennsylvania, for continued professional architectural and engineering consulting services for the new Health Sciences Building at Ocean County College (contract originally awarded at the February 23, 2015, Board meeting).

#### Bylaw, Policy, and Curriculum Committee

Mr. Monahan, Chair, introduced Dr. Konopka, who presented the Bylaw, Policy, and Curriculum Committee item. Dr. Konopka thanked Ms. Heidi Sheridan, Dean of Arts and Humanities, for her efforts in the development of this new Graphic Arts Program. Mrs. Novak shared her appreciation for the Graphic Arts Program, which is long overdue and much needed.

- The following item, as accepted by the College Senate at its meeting on January 18, 2018, was approved unanimously upon roll call vote: College Senate Items Approved
  - New Program New Program
    - Associate in Science Degree in Graphic Arts, Design, and Media

Buildings and Grounds Committee

Mrs. Novak, Chair, called attention to the new façade on the Instructional Building, which blends well on the existing campus. She requested an update from Mr. Matthew Kennedy, Assistant Vice President of Facilities Management and Construction, who reported that there are currently 32 projects underway on campus, and all are on target. Mr. Kennedy noted that the Health Science and Instructional Buildings are expected to be opened this summer and be fully operational at the start of the Fall semester. He asked for patience while the projects to demolish the College Center and convert the old Bookstore to a conference center and the pool to gym are underway. Mrs. Novak shared that tours of the Health Sciences Building will be available to Trustees after the February 22 Board meeting.

- The Buildings and Grounds Committee Report for January 25, 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 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, February 22, 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 -  
February 22, 2018

President's Report

President's Report

Dr. Larson called attention to his ten-page report, which is filled with remarkable accomplishments by so many people on campus.

The New Jersey Council of County Colleges has unanimously approved the appointment of Dr. Aaron Fichtner as the next President of the NJCCC upon the retirement of Dr. Lawrence Nespoli. Dr. Larson will extend an invitation to Dr. Fichtner to visit OCC and attend our Commencement ceremony.

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 that Kean Ocean plans to expand its on-site staff with the addition of three full-time staff positions, including a second Registrar, and five new full-time faculty members. There is also interest in expanding program offerings to include social work.

Mr. Leone recently noticed a Kean University billboard on the Atlantic City Expressway which did not include mention of Kean Ocean. Ms. Jan Kirsten, Executive Director of College Relations, explained two billboards promoting Kean Ocean are currently being produced and funded by Kean University. Dr. Larson commended the partnership between OCC and Kean University.

Mrs. Novak commended Dr. Larson's Colloquium program, which was a wonderful encapsulation of everything that is currently happening at the College.

Mr. Fall reported that Mr. Kenneth Malagiere, Executive Director, OCC Foundation, was out in the community today at the Long Beach Island Rotary Club Meeting, presenting much of the information included in Dr. Larson's President's Report. He shared that presentations will continue to be held in the community. Dr. Larson thanked Mr. Fall and all members of the Foundation Board who continue to support the College in the community. Mr. Leone thanked Mr. Fall for spearheading the effort with the Foundation Board.

#### Miscellaneous

The following meetings were scheduled:

Meetings  
Scheduled

<b>Thursday, February 22, 2018</b>	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, Ms. Heidi Sheridan, Dean of Arts and Humanities, recognized Ms. Fernandez for having passed the Educational Interpreter Performance Assessment Certification, which allows her to interpret in K-12 educational settings. The Trustees and Dr. Larson congratulated Ms. Fernandez on this accomplishment.

Public Comments

Dr. David Bordelon, Professor of English and Literature, commended the faculty and the administration for continuing to teach and lead through the turmoil at the end of the Fall semester.



With no further comments from the Board members or the public, the meeting adjourned at 12:55 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Jodi Heitmann  
Executive Assistant to the President