



**BOARD OF TRUSTEES
AGENDA**

**JANUARY 25, 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 DECEMBER 7, 2017, AND JANUARY 17, 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, February 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 REPORTX. NEXT MEETINGS OF THE BOARD OF TRUSTEES ON**THURSDAY, FEBRUARY 22, 2018**

- | | |
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| 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 |

XI. Adjournment

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



BOARD OF TRUSTEES

Regular Meeting

Minutes

December 7, 2017

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:30 p.m. on Thursday, December 7, 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. Mr. Thulin requested a moment of silence in honor of Pearl Harbor Remembrance Day.

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, Mr. Thomas Monahan, Mrs. Joanne Pehlivanian, Mr. John Peterson, Mr. Joseph Teichman, Ms. Melanie Fernandez, Mr. Jack Sahradi, Dr. Jon Larson, Executive Vice President Sara Winchester, Interim Associate Vice President Joseph Konopka, and Vice President Gerald Racioppi.

Attendance

The minutes of the October 31, 2017, and November 2, 2017, Board of Trustees closed sessions and public meetings were approved with an abstention from Dr. DeStefano-Anen on the October 31, 2017, minutes and from Mr. Dupignac, Mr. Monahan, and Mr. Teichman on both minutes.

Minutes Approved

Commendation

Dr. Larson introduced Ms. Denise VanSant-Smith, College Lecturer II of Nursing and Allied Health, and presented her with a FitBit as the grand prize winner of the Holiday Open House Raffle. Ms. VanSant-Smith is currently working on her doctoral degree at Duquesne University, preparing for her dissertation.

Commendation

Finance Committee

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

- | | |
|--|---------------------------------|
| ➤ The statement of income and expenditures as of October 31, 2017, was accepted. | Income/Expenditures
Accepted |
| ➤ Mr. Dasti introduced Mr. Robert Nehila, Bowman and Company, who indicated he met with the Finance Committee prior to this meeting to review the findings of the Ocean County College FY 2017 audit. Mr. Nehila said he received outstanding cooperation from the College during the audit, and he noted how favorably OCC's fiscal stability is as compared to five other New Jersey community colleges audited by Bowman and Company. | |
| Mr. Dasti commended Ms. Winchester for her excellent work; Ms. Winchester, in turn, acknowledged and thanked Ms. Elise Barocas, Controller, and Ms. Mary Lancaster, Director of Financial Reporting, who put forth a tremendous effort as the audit was undertaken. | |
| The Ocean County College Report of Audit for the fiscal year ending June 30, 2017, was accepted. | OCC Audit
Accepted |
| ➤ A resolution was adopted certifying that the Ocean County College Board of Trustees discussed the New Jersey Department of Education's fiscal audit findings of the Carl D. Perkins Grant awarded to the College for the period July 1, 2015, through June 30, 2016, and approves the Corrective Action Plan, with recommendations, to address undisputed Findings 1, 2, and 3; and supports the filing of a Request for Appeal of disputed Finding 4, which will be sent to the New Jersey Department of Education, Office of Fiscal Accountability and Compliance, within ten days of the adoption of this resolution. | Resolution Adopted |
| ➤ The following contracts were awarded: | Contracts
Awarded |
| ➤ A maximum of \$374,121 to Total Video Products, Inc., Mickelton, New Jersey, for the purchase and installation of audio visual equipment as part of the Instructional Building renovation project at Ocean County College. | |
| ➤ A maximum of \$40,805 to Stanley Access Technologies, LLC, Trenton, New Jersey, for the first year of an optional two-year contract for automatic door maintenance, replacement, and repairs at Ocean County College. | |
| ➤ A maximum of \$21,236 to Rise Vision USA, Inc., Lenexa, Kansas, for a one-year agreement for a stock ticker display package for use at Ocean County College. | |

- A maximum of \$65,000 to the following vendors for the second year of an optional two-year contract for the purchase of heating, ventilation, and air conditional (HVAC) supplies and materials for use at Ocean County College:
 - A maximum of \$40,000 to Industrial Controls Distributors, LLC, Eatontown, New Jersey
 - A maximum of \$25,000 to Johnstone Supply, Inc., Kenilworth, New Jersey
- A maximum of \$35,406.33 to Laerdal Medical Corporation, Wappingers Falls, New York, for the purchase of simulation laboratory equipment, software, and hardware, including a protection plan, for use by the Nursing Department at Ocean County College.
- A maximum of \$90,100 to Bloomberg Finance, LP, New York, New York, for the purchase of electronic trading hardware and software for use at Ocean County College.
- Resolutions were adopted to award the following contracts:
 - A maximum of \$28,000 to Weatherproofing Technologies, Inc. (Tremco), Beachwood, Ohio, for campus-wide roof repairs as needed at Ocean County College.
 - A maximum of \$22,840 to ACME Drapemaster, Inc., Edison, New Jersey, for the purchase and installation of replacement window treatments for the Gateway Building at Ocean County College.
 - A maximum of \$17,565 to University of North Carolina at Wilmington, Wilmington, North Carolina, for a Barnegat Bay Partnership Seagrass Vulnerability to Climate Change in Barnegat Bay Project with a sub-award from the University of North Carolina at Wilmington.
 - A maximum of \$49,207.10 to Beyer Ford, LLC, Morristown, New Jersey, for the purchase of two sport utility vehicles with towing packages for use by the Security Department at Ocean County College.
 - A maximum of \$610,805.82 to Aspire Technology Partners, LLC, Eatontown, New Jersey, for the purchase and installation of Cisco data/voice/video network and related hardware and software components as part of the Instructional Building renovation and Health Sciences Building projects, and an upgrade to the Cisco data/voice/video network infrastructure at Ocean County College.
 - A maximum of \$30,655, to Fromkin Brothers, Inc., Edison, New Jersey, for emergency flooring replacement on the first floor of the Gateway Building at Ocean County College.
 - A maximum of \$26,400, to AspirEDU, Inc., Tampa, Florida, for professional student retention analytics for online courses for the e-Learning department at Ocean County College.

Resolutions
Adopted for
Contract Awards

➤ The following contracts were amended:

Contracts
Amended

- An additional \$79,968, for a maximum total of \$192,863, to Rosetta Stone, Ltd., Harrisonburg, Virginia, to provide one-year Advantage for Higher Education Licenses for learning language software for e-Learning programs at Ocean County College (contract originally awarded at the September 28, 2017, Board meeting).
- An additional \$50,000, for a maximum total of \$75,000, to Cleary Giacobbe Alfieri and Jacobs, LLC, Matawan, New Jersey, for additional professional legal services at Ocean County College (contract originally awarded at the February 23, 2017, Board meeting).
- An additional \$500, for a maximum total of \$23,640, to Patron Technology, New York, New York, for training services for the Box Office Ticketing System for the Theatre and Planetarium at Ocean County College (contract originally awarded at the June 29, 2017, Board meeting).
- An additional \$2,800, for a maximum total of \$930,800, to RSC Architects, Hackensack, New Jersey, for additional architectural services for the Performing Arts Academy Building at Ocean County College (contract originally awarded at the April 13, 2017, Board retreat).

➤ The Board approved an amendment to expand the existing pool of qualified contractors for construction-related services, approved at the June 29, 2017, Board meeting, to be used as needed at Ocean County College.

Amendment
Approved

➤ The Board accepted a \$10,000 grant award from FirstEnergy Foundation, to fund transportation and meals for Ocean County high school student group visits on campus as part of the College Readiness Program. Project Period: July 1, 2017, through June 30, 2018. Project Director: Dr. Henry Jackson, Executive Director of Academic Success.

Grant Award
Accepted

Bylaw, Policy, and Curriculum Committee

Mr. Monahan, Chair, introduced Dr. Konopka, who presented the Bylaw, Policy, and Curriculum Committee items, which were unanimously approved upon roll call vote:

➤ The following items, as accepted by the College Senate at its meetings on September 28, 2017, and November 16, 2017, were approved:

College Senate
Items Approved

➤ Revised Course, Course Code, and Name Change

Revised Course,
Course Code, and
Name Change

➤ FYES 155, First Year Experience, to STSC 155, College Success Seminar

The following programs will be revised to reflect this change, effective with the 2018-19 academic year:

- a. Associate in Arts Degree in Liberal Arts
- b. Associate in Applied Science Degree in Web Marketing
- c. Associate in Science Degree in Business Administration
- d. Associate in Science Degree in Business Administration – Health Administration Option
- e. Associate in Science Degree in General Studies
- f. Associate in Science Degree in Public Service

➤ Revised Courses

Revised Courses

- AHMT 110, Medical Terminology
- ENGL 091, Reading and Writing I
- ENGL 095, Reading and Writing II
- MATH 195, Precalculus I and II for Science, Math, Computer Science, and Engineering Majors
- MUSC 120, Applied Music I
- MUSC 121, Applied Music II
- MUSC 220, Applied Music III
- MUSC 221, Applied Music IV
- MUSC 177, Ear Training and Sight Singing I
- MUSC 181, Theory of Music I
- MUSC 182, Theory of Music II
- POLI 185, Principles of Public Administration
- SOCI 182, Death and Dying
- SOCI 231, Social Problems
- SOCI 282, Sociology of the Family
- SOCI 285, Drugs and Society

➤ The following 2018-2019 Ocean County College Advisory Committees were approved:

2018-2019
Advisory
Committees
Approved

- Addictions and Human Services Advisory Committee
- American Sign Language/English Interpreting Advisory Committee
- Business Advisory Committee
- Computer Studies Advisory Committee
- Criminal Justice Advisory Committee
- Education Advisory Committee
- Engineering Advisory Committee
- Equity Advisory Committee
- Fine and Performing Arts Advisory Committee
- Fire Science Advisory Committee
- Health and Human Performance Advisory Committee

- Homeland Security Advisory Committee
- Hospitality, Recreation, and Tourism Management Advisory Committee
- Media and Communications Advisory Committee
- Nursing Advisory Committee
- Paralegal Advisory Committee
- Sailing Advisory Committee

Buildings and Grounds Committee

Mrs. Novak, chair, requested an update from Mr. Matthew Kennedy, Assistant Vice President of Facilities Management and Construction, who reported that there are currently 33 to 35 projects underway on campus, and all are on target. After January 1, there will be a dramatic change to the campus resulting from the many projects, especially with regard to traffic patterns. However, assurance was provided by Mr. Kennedy that the end results will justify the inconveniences that will be experienced during the upcoming months.

- The Buildings and Grounds Committee Report for December 7, 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, January 25, 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 - January 25, 2018

President's Report

President's Report

Dr. Larson called attention to the new, larger projection screens on the Board Room walls, and commended Mr. Kevin Braendley, Instructional Technical Systems Manager, and other IT staff for their work. Additional improvements to the room will be undertaken in the near future.

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 the first joint meeting of the Kean Ocean Advisory Committee was recently held, and it proved to be quite productive. These advisory meetings will continue on a regular basis.

Dr. Larson wished a happy holiday season to all in attendance.

Miscellaneous

The following meetings were scheduled:

Meetings
Scheduled

Thursday, January 25, 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

With no further comments from the Board members or the public, the meeting adjourned at 12:47 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President



BOARD OF TRUSTEES

Public Retreat/Meeting

Minutes

January 17, 2018

A retreat/meeting of the Ocean County College Board of Trustees was called to order by Mr. Carl V. Thulin, Chair, at 12:10 p.m., on Wednesday, January 17, 2018, 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 public notice on January 9, 2018, and distributed as required by law.

Public Meeting
Announcement

Those in attendance were: Mr. Carl V. Thulin, Mrs. Linda Novak (by phone), Mr. Stephan Leone, Mr. Frank Dupignac, Mr. Thomas Monahan, Mr. John Peterson, Mr. Joseph Teichman, Dr. Jon Larson, and Executive Vice President Sara Winchester.

Attendance

Miscellaneous

At 12:12 p.m., a resolution was adopted, upon unanimous roll call vote, to move into a closed session to discuss personnel matters, 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.

Resolution
Adopted for
Closed Session

The public meeting resumed at 1:12 p.m.

Public Meeting
Resumed

Personnel Committee

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

Personnel Report
Approved

Discussion Items

Ms. Winchester shared with the trustees the parameters on which the OCC FY 2018 budget was developed: a \$3 per credit increase in student tuition from \$116 to \$119, with no increase to course fees. Even with this increase, OCC will most likely retain its favorable position among all New Jersey community colleges in terms of tuition. The OCC FY 2018 budget will be recommended for approval at the January Board meeting.

OCC FY 2018
Budget

Ms. Winchester also reviewed proposed FY 2018 revenue and expenditures. Mr. Leone requested a comprehensive report regarding the efforts being made to recruit students as well as the results realized, which will be provided at an upcoming Board meeting.

Dr. Larson shared that, thanks to funding from the OCC Foundation, 87 students from the Lakewood High School senior class were bussed to campus for a full-day program, which was facilitated by Dr. Henry Jackson, Executive Director of Academic Success. The Foundation also provided lunch to the students during their visit. Similar programs are scheduled with additional school districts.

The next meetings of the Board are scheduled for:

Meetings
Scheduled

Thursday, January 25, 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 Monthly Public Meeting

With no further business or comments from the trustees or the public, the meeting adjourned at 1:38 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President