



BOARD OF TRUSTEES

AGENDA

Reorganization Meeting

**November 2, 2017
12:30 p.m.**

- I. **CALL TO ORDER** (Dr. Larson presiding)
- II. **ANNOUNCEMENT OF PUBLIC MEETING**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **ROLL CALL**
- V. **REORGANIZATION OF THE BOARD OF TRUSTEES**
 - A. **Swearing-in of:**
 - i. **Mrs. Joanne Pehlivanian, who was reappointed by the Ocean County Board of Chosen Freeholders to a four-year term on the Ocean County College Board of Trustees, from November 1, 2017, through December 19, 2021**
 - ii. **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.**

B. **Election of Officers**

Bd. Action

(Mr. Jerry Dasti, Chair of Nominating Committee)

1. **Chairperson (Newly-elected Chairperson assumes chair)**
2. **Vice Chairperson**
3. **Secretary**
4. **Treasurer**

C. **Designation of Committee Membership**

Bd. Action

(As appointed by the Chair)

1. **Buildings and Grounds Committee**

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

2. **Bylaw, Policy, and Curriculum Committee**

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

3. **Finance Committee**

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

4. **Personnel Committee**

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

5. **Executive Committee**

Officers of the Board

6. **Board of School Estimate**
Mr. Carl V. Thulin
Mr. Jerry Dasti
Mr. Stephan Leone, Secretary
7. **New Jersey Council of County Colleges Ambassador**
Mr. Carl V. Thulin
8. **Audit Committee**
Mr. Jerry Dasti
Mr. Stephan Leone
Mrs. Linda Novak
Mr. Carl V. Thulin
Mr. Joe Teichman
9. **Liaison Committee**
Mr. Frank Dupignac
Mr. Stephan Leone
Mrs. Joanne Pehlivanian
10. **Compensation Committee**
Mr. Jerry Dasti, Chairperson
Mr. Stephan Leone
Mrs. Linda Novak
Mr. Carl V. Thulin
11. **Litigation Committee**
Members to be appointed as needed

- D. **Designation of the fourth Thursday of each month for the regular monthly meeting of the Board of Trustees at 12:30 p.m. in the Boardroom of the Administration Building, except as noted:** **Bd. Action**

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

- E. **Designation of the following days for Board Retreats at 12:00 noon in the Boardroom of the Administration Building:** **Bd. Action**

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

- F. **Designation of Depositories (Exhibit A)** **Bd. Action**

VI. **ADJOURNMENT**

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

EXHIBIT "A"
OCEAN COUNTY COLLEGE
SUMMARY OF CASH 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 Rd.
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 US Hwy 9
Freehold, NJ 07728

1. Money Market Account – Ocean County College

UBS FINANCIAL

100 Ocerlook 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
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 N.J. 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



**BOARD OF TRUSTEES
AGENDA**

**November 2, 2017
Immediately Following
Reorganization Meeting**

- I. **CALL TO ORDER**
- II. **ANNOUNCEMENT OF PUBLIC MEETING**
- III. **ROLL CALL**
- IV. **RECOMMEND APPROVAL OF MINUTES OF THE SEPTEMBER 28, 2017, BOARD OF TRUSTEES CLOSED SESSION AND PUBLIC MEETING** **Bd. Action**
- V. **COMMENDATIONS/PRESENTATIONS**
- 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)
 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, December 7, 2017, 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, DECEMBER 7, 2017

- | | |
|---|--|
| 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

Regular Meeting

Minutes

September 28, 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, September 28, 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, Mr. Jerry Dasti, Mr. Stephan Leone, Dr. Judith DeStefano-Anen, Mr. Frank Dupignac, Mr. Robert Fall, Mrs. Joanne Pehlivanian, Ms. Melanie Fernandez, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Sara Winchester, Vice President Gerald Racioppi, and Associate Vice President Lisa DiBisceglie.

Attendance

The minutes of the August 24, 2017, Board of Trustees closed session and public meeting were approved with abstentions from Dr. DeStefano-Anen and Mrs. Pehlivanian.

Minutes Approved

Presentation

Dr. Larson introduced Mr. Richard Trimble, Director of the OCC Military History Institute and former Associate Professor of History. Mr. Trimble established the Institute with his donation of books and artifacts from his personal collection. He thanked Dr. Larson and Mr. Richard Strada, former Executive Vice President of Instruction, for their support and inspiration. The collection is housed in an area on the Library second floor. Mr. Trimble discussed upcoming activities, including a lecture series and student field trips. He also acknowledged a donation of World War II artifacts by Mr. John Renna. Dr. Larson thanked Mr. Trimble for this labor of love and suggested that Mr. Trimble speak with Mr. John Bartlett, Ocean County Freeholder and World War I expert.

Presentation

Finance Committee

The following Finance Committee items were unanimously approved upon roll call vote:

- | | |
|---|---------------------------------|
| ➤ The statement of income and expenditures as of August 31, 2017, was accepted. | Income/Expenditures
Accepted |
| ➤ The following contracts were awarded: | Contracts
Awarded |
| ➤ A maximum of \$52,000 to the following vendors for the second year of a two-year contract for the purchase of professional promotional items to be used by various departments at Ocean County College: | |
| ➤ Rising Star Distribution, Inc., Ocean, New Jersey | |
| ➤ Aramark Work Apparel Group, Norwell, Massachusetts | |
| ➤ A maximum of \$20,000 to the following vendors for the first year of an optional two-year contract for transportation services for OCC athletic teams for sporting events at various locations, various Student Life trips, and various college activities, performances, and events: | |
| ➤ Stout's Charter Service, Inc., Trenton, New Jersey | |
| ➤ Chariot Transportation Company, Inc., d/b/a Alberts Transportation, Mount Laurel, New Jersey | |
| ➤ A maximum of \$92,152 to Blackbaud, Inc., Charleston, South Carolina, for the purchase of fundraising and relationship management software for use at Ocean County College. | |
| ➤ Resolutions were adopted to award the following contracts: | Resolutions
Adopted |
| ➤ To identify a qualified pool of vendors for professional ecological engineering consulting services for the Barnegat Bay Partnership at Ocean County College. | |
| ➤ To identify a qualified pool of vendors for professional international support, travel, and consulting services for study abroad programs and overseas campus support for Ocean County College. | |
| ➤ A maximum of \$15,037.88 to Butler Office Interiors, Toms River, New Jersey, for the purchase and installation of furniture for use in the Board Room Lobby at Ocean County College. | |
| ➤ A maximum of \$33,846.30 to Lexmark Enterprise Software, LLC, Shawnee, Kansas, for the maintenance license renewal for Document Imaging/Image Now software for use at Ocean County College. | |
| ➤ A maximum of \$503,120 to Kiosk Creative, LLC, Novato, California, for professional enrollment marketing consulting services for the e-Learning department at Ocean County College. | |

- A maximum of \$273,900 to Aspire Technology Partners, LLC, Eatontown, New Jersey, for the purchase of Cisco data/voice/video network and related hardware and software equipment for use at Ocean County College.
- A maximum of \$24,499.74 to College Board - OALS, New York, New York, for the purchase of Advanced Placement Summer Institute book bundles for Advanced Placement Summer program classes for use by the Continuing and Professional Education Department and 2018 Ocean County high school graduate names for use by the Admissions Office at Ocean County College.
- A maximum of \$20,000 to Data Recognition Corporation, Maple Grove, Minnesota, for the purchase of high school equivalency assessment testing materials for use by the Testing Center at Ocean County College.
- A maximum of \$112,895 to Rosetta Stone, Ltd., Harrisonburg, Virginia, for the purchase of learning language software for e-Learning programs at Ocean County College.
- The following contracts were amended:

	Contracts Amended
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 - An additional \$150,000, for a maximum total of \$10,265,040, to Benjamin R. Harvey Company, Inc., Ocean, New Jersey, for the Instructional Building renovations at Ocean County College (contract originally awarded at the November 3, 2016, Board meeting).
 - An additional \$2,700.72, for a maximum total of \$559,258.97, to Krueger International, Inc., Green Bay, Wisconsin, c/o Bellia Office Furniture, Inc., Woodbury, New Jersey, for the purchase and installation of additional laboratory furnishings for the New Health Sciences Building at Ocean County College (contract originally awarded at the June 29, 2017, Board meeting).
 - An additional \$50,000, for a maximum total of \$125,000, to Success Communications Group, Parsippany, New Jersey, for additional media placement agency services at Ocean County College (contract originally awarded at the June 29, 2017, Board meeting).
 - An additional \$110,714, for a maximum total of \$656,564, to Cambridge Construction Management, Inc., Clinton, New Jersey, for additional professional construction management services for the new Health Sciences Building at Ocean County College (contract originally awarded at the March 30, 2015, Board meeting).
 - An additional \$28,284, for a maximum total of \$413,313, to Ellucian Company, LP, Fairfax, Virginia, for additional software maintenance and technical support of Colleague Datatel administrative programs at Ocean County College (contract originally awarded at the April 27, 2017, Board meeting)
- The Board acknowledged a contract award for the purchase of electric generation supply service through the New Jersey County College Electric Consortium.

	Contract Acknowledged
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➤ The following grant awards were accepted:

Grant Awards
Accepted

- A \$3,620.40 grant award from the New Jersey Department of Law and Public Safety, through the County of Ocean, for the purchase of 200 traffic cones and 20 traffic barrels.
- A \$47,690 grant award from the Ocean County Department of Human Services, to fund the administration of High School Equivalency Assessment tests. Project period: July 1, 2017, through June 30, 2018. Project Director: Ms. Lorie Trachtenberg, Director of Testing.

Bylaw, Policy, and Curriculum Committee

In the absence of Mr. Monahan, Chair, Dr. DiBisceglie 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 7, and September 21, 2017, were approved:

College Senate
Items Approved

➤ New Program

New Program

- Associate of Applied Science Degree in Web Marketing

➤ New Program Option

New Program Option

- Associate of Science Degree in Business Administration, Health Administration Option

➤ Revised Program

Revised Program

- Associate in Science Degree in Business Administration

➤ New Course

New Course

- HEHP 138, Introduction to Health Administration

➤ Revised Courses

Revised Courses

- COEM 220, Video Location Production
- COEM 230, Audio Recording for the Electronic Media
- COEM 232, Advanced Audio Mixing Techniques
- MUSC 101, Music Fundamentals
- MUSC 131, Introduction to Guitar Instruction I
- MUSC 132, Introduction to Guitar Instruction II
- MUSC 150, Introduction to Keyboard Instruction I
- MUSC 151, Introduction to Keyboard Instruction II

- The Board approved the temporary suspension of Policy #8600, Campus Safety and Security, Alcohol Substance Abuse, during the hours of the following events: Policy Suspended
 - A reception in honor of the Performing Arts Academy partnership at 2:00 p.m. to 3:00 p.m. in the Gallery of the Jay and Linda Grunin Center for the Arts on Thursday, September 28, 2017.
 - A dinner for the recipient of the Foundation Scholarship Celebration Auction item: "Dinner with a View Party," in the Gateway 5th Floor, the evening of November 1, 2017.

Buildings and Grounds Committee

Mr. Matthew Kennedy, Assistant Vice President, Facilities, reported a portion of the service road will be closed off to prepare for the demolition of the College Center and renovation to the pool area. The Performing Arts Academy school bus route was discussed, and Mr. Kennedy shared the status of the Instructional Building renovations and Health Sciences Building construction. An outside vendor will be selected to certify campus compliance with ADA rules.

- The Buildings and Grounds Committee Report for September 28, 2017, was unanimously accepted upon roll call vote. Building/Grounds Report Accepted

Personnel Committee

Mr. Leone, Chair, presented the Personnel Report, which included a four-year Support Staff Association Agreement that was recently agreed upon by both parties, 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, November 2, 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 - November 2, 2017

President's Report

President's Report

Dr. Larson introduced Dr. Henry Jackson, Executive Director of Academic Success, and Ms. Maureen Conlon, Assistant Director of Web Services, Co-Chairs of the Guiding Coalition, who provided the Board with a summary of the Charting our New Course Annual Year-End Report. Dr. Jackson thanked the Board for its continued support, Ms. Conlon, and all Strategy Team members, while sharing highlights from the eight strategies. Ms. Conlon discussed plans for the upcoming year. Dr. Larson thanked Dr. Jackson, Ms. Conlon, Ms. Alexa Beshara-Blauth, Executive Director of Institutional Planning, and Ms. Anna Regan, Executive Director of Academic Advising.

Dr. Larson introduced Mr. Hatem Akl, Chief Information Officer, Dr. Maysa Hayward, Dean of Instructional Outreach, and Mr. Salim Hussien, Director of International Partnerships, who provided an update on their recent successful trip to Egypt. This trip included faculty and student training for Cohort 1 and student and parent orientations for Cohort 2 at Ain Shams University, and a three-day training session for faculty of the Arab Academy for Science, Technology, and Maritime Transport. Dr. Hayward explained that 24 scholarships were secured for students in the Ain Shams University second cohort, doubling the amount offered to the first cohort.

Dr. Larson discussed the upcoming trip to Egypt, which will include discussions of new initiatives with investors of international private universities regarding locations in the New Capital. Mr. Thomas Gialanella, Director of School Relations, will also be travelling to Egypt with Dr. Donald Jacobs, CEO, and Mr. Michael Speziale, PLS 3rd Learning, to demonstrate the Network for School Success program to the Egyptian Department of Education. Meetings with Dr. Ellie Fogarty, OCC's liaison to the Middle States Commission on Higher Education, have begun regarding international campus locations. Dr. Larson explained visits will be available to interested Trustees, faculty, and staff in the future.

Dr. Steve Kubow, Acting Associate Vice President of Kean Ocean, announced the promotion of Dr. Jessica Adams to Associate Dean of Kean Ocean. An additional four to seven new full-time faculty members are expected to accommodate new programs. New student enrollment has increased 10-20%. The contract of Dr. Dawood Farahi, President, Kean University, has been extended by three years. The Kean Nursing program will host an ACEN nursing accreditation visit in October.

Mr. Dupignac thanked Ms. Heather Barberi, Executive Director, Ocean County College Foundation, for her years of service. Ms. Barberi thanked everyone around the room for the wonderful experience OCC.

The following meetings were scheduled:

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.	Regular Public Monthly Meeting

Following Mr. Thulin's request for public comments, Dr. David Bordelon, Professor of English and Literature, discussed the importance of supportive services for students, including academic, tutoring, and counseling, in order for proper funding allocation, when available.

Public Comments

With no further comments from the Board members or the public, the meeting adjourned at 1:24 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President