



BOARD OF TRUSTEES

Regular Meeting

Minutes

December 8, 2016

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:33 p.m. on Thursday, December 8, 2016, 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. Carl V. Thulin, Mrs. Linda Novak, Mr. Jerry Dasti, Mr. Stephan Leone, Mr. Frank Dupignac, Mrs. Joanne Pehlivanian, Ms. Danielle Robleski, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Sara Winchester, Vice President Norma Betz, and Associate Vice President Lisa DiBisceglie.

Attendance

Mr. Sahradnik administered the oath of office to Mr. Frank J. Dupignac, Jr., 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 September 21, 2016, through December 19, 2020. Dr. Larson and the members of the Board congratulated Mr. Dupignac.

Swearing-In of
Mr. Dupignac

The minutes of the November 3, 2016, Board of Trustees reorganization, regular, and closed meetings were approved by a majority vote, with abstentions from Mr. Dupignac and Mrs. Pehlivanian.

Board of Trustees
Minutes Approved

Presentations/Commendations

Mr. Ralph Bertini, Television Production Director, was commended for his outstanding representation of OCC during the NJCAA National Women's Soccer Championship on campus in early November and for the professional courtesy extended to a colleague from Montgomery College.

Commendation

Dr. Larson recognized Ms. Roberta Krantz, Part-Time Director of the Jay and Linda Grunin Center for the Arts, for her exceptional dedication, commitment, and loyalty in service to the arts at Ocean County College from 1974 through 2016 and her selfless devotion to ensuring high quality cultural, artistic, professional, and educational programs for the residents of Ocean County. The trustees joined in expressing appreciation to Ms. Krantz for all of her efforts on behalf of OCC.

Finance Committee

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

- | | |
|---|---|
| ➤ The statement of income and expenditures as of November 30, 2016, was accepted. | Income/Expenditures Accepted |
| ➤ The Ocean County College Report of Audit for the fiscal year ending June 30, 2015, was accepted. Mr. Dasti introduced Mr. Bob Nehila from the auditing firm of Bowman and Company, who reported that he met with the members of the Finance Committee prior to this meeting and was pleased to inform them that the College received a clean, unmodified report. Mr. Dasti commended Ms. Winchester and her staff for their efforts throughout the year and during the auditor's visit. | OCC Audit Accepted |
| ➤ A resolution was adopted to authorize the President to execute an agreement with Ben Hudnall Memorial Trust, associated with Kaiser Permanente, to enter into a partnership to provide e-Learning instruction to Kaiser Permanente employees. | Resolution Adopted to Execute Agreement |
| ➤ The following contracts were awarded: | Contracts Awarded |
| ➤ A maximum of \$60,000 to the following vendors for the purchase of heating, ventilation, and air conditioning (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 \$20,000 to Johnstone Supply, Inc., Kenilworth, New Jersey | |
| ➤ A maximum of \$29,000 to FusionSpark Media, Inc., Langley, Washington, for professional migration and restructuring services for the Barnegat Bay Partnership's website at Ocean County College. | |
| ➤ A maximum of \$40,000 to Berry, Sahradnik, Kotzas, and Benson, P.C., Toms River, New Jersey, for the first year of a two-year agreement for professional legal services at Ocean County College. | |
| ➤ Resolutions were adopted to award the following contracts: | Resolutions Adopted for Contract Awards |
| ➤ To identify a qualified pool of firms for professional engineering services for campus-wide projects as needed at Ocean County College. | |

- To identify a qualified pool of firms for professional construction management services for campus-wide projects as needed at Ocean County College.
 - The following contracts were amended:

	Contracts Amended
--	-------------------

 - An additional \$5,820, for a maximum total of \$26,104, to Suburban Trails, Inc., a Coach USA, Company, New Brunswick, New Jersey, for additional transportation services of OCC athletic teams for sporting events at various locations (contract originally awarded at the July 28, 2016, Board meeting).
 - An additional \$6,000, for a maximum total of \$57,384, to Waukesha-Pierce Industries, Lawrence, Pennsylvania, for additional materials and supplies for the Combined Heat and Power Plant generator at Ocean County College (contract originally awarded at the June 28, 2016, Board meeting).
 - An additional \$74,000, for a maximum total of \$16,853,911.19, to Brockwell and Carrington Contractors, Inc., Towaco, New Jersey, for a change order to install freeze pumps in the Jon and Judith Larson Student Center at Ocean County College (contract originally awarded at the November 4, 2013, Board meeting).
 - The Board rejected the bid proposal received on November 15, 2016, for science-based non-credit courses for Kids on Campus programming at Ocean County College due to bid proposals being non-compliant.

	Bid Proposals Rejected
--	------------------------
 - A resolution was adopted to authorize Ocean County College Counsel to institute any and all necessary legal action against My Restaurant Group, Inc., for its breach of contract and for payment of all commissions due Ocean County College, together with interest, attorney's fees, and cost of suit.

	Resolution Adopted to Institute Legal Action
--	--
- Bylaw, Policy, and Curriculum Committee
- The Board, upon unanimous roll call vote, approved the following recommendations from the Bylaw, Policy, and Curriculum Committee:
- A resolution was adopted to authorize the President of the College to update and amend the Ocean County College Emergency Operations Plan and submit it to the State in accordance with P.L. 2011, Chapter 214.

	Resolution Adopted to Authorize and Amend Emergency Operations Plan
--	---
 - Revised Policies
 - Policy #4166, Business, Expenditures, Travel and Expense Reimbursement
 - Policy #6130.1, Community Relations, College and Community Groups, Use of Facilities and Equipment, Charges and Fees

- The following items, as accepted by the College Senate at its meeting on November 16, 2016, were approved: College Senate
Items Approved
 - Revised Program
 - Associate in Science Degree in Computer Science
 - Revised Program Option
 - Associate in Science Degree in Computer Science, Information Technology Option
 - Terminated Program Option
 - Associate in Science Degree in Computer Science, Information Systems Option
 - New Certificate
 - Legal Secretary Certificate of Proficiency
 - New Courses
 - ASLN 121, Interpreting Theory
 - ASLN 201, American Sign Language IV
 - ASLN 265, Specialized Sign Language
 - HIND 101, Elementary Hindi I
 - HIND 102, Elementary Hindi II
 - IRSH 101, Elementary Irish I
 - IRSH 102, Elementary Irish II
 - Obsolete Courses
 - ACAD 155, Student Success
 - ENVI 154, Introduction to Oceanography
 - Revised Courses (Template changes only to meet State requirements)
 - ANTH 133, Introduction to Anthropology
 - ANTH 134, Cultural Anthropology
 - ENGL 235, Literature and Myth
 - ENGL 240, Women in Literature
 - ENGL 244, Women's Lives
 - ENGL 253, British Literature Through 1785
 - ENGL 256, World Literature 1600 to Present
 - ENGL 257, The Short Story
 - GEOG 161, World Physical Geography
 - GEOG 162, Human Geography
 - HIST 275, History and Culture of China
 - NURS 174, Nutrition

- NURS 175, Nursing I
 - NURS 176, Nursing II
 - NURS 273, Nursing III
 - NURS 274, Nursing IV
 - NURS 275, Contemporary Nursing
 - PSYC 173, Child Psychology
 - PSYC 175, Cross Cultural Psychology
 - PSYC 270, Psychology of Gender
- The Board approved the temporary suspension of Policy #3074, Alcohol- and Drug-Free Workplace, and Policy #5246.1, Campus Life, Drugs, for the Ocean County College Foundation 100 Women Campaign's Networking Reception scheduled from 5:30 to 7:30 p.m. on Wednesday, January 25, 2017, in the Gateway Building.

Policies
Suspended

Buildings and Grounds Committee

- The Buildings and Grounds Committee Report for December 8, 2016, was unanimously approved.

Building/Grounds
Report Accepted

Mr. Matthew Kennedy, Assistant Vice President of Facilities, noted that there will be disruption on campus as a result of the many facilities projects underway, but it will be manageable. He shared the following:

- The service road behind the Instructional Building will be impassable, except for emergency vehicles, during the expected two-year renovation of the building. The adjacent sidewalks will also be unavailable.
- Work continues on the new Health Sciences Building; it is on budget and progressing according to schedule.
- Preliminary review work continues for the construction of the Performing Arts Academy.

Personnel Committee

Mr. Leone, Chair, presented the Personnel Report, which was unanimously approved upon roll call vote. He noted that the search for a Provost/Vice President of Academic Affairs is ongoing. Applications continue to be received, and qualified candidates are being interviewed.

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 26, 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 -
January 26, 2017

The following meetings were scheduled:

Meetings
Scheduled

Thursday, January 12, 2017

12:00 noon

Board Retreat

Thursday, January 26, 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

President's Report

Dr. Larson said his written report is lengthy and includes information about many wonderful activities and accomplishments at OCC. He acknowledged the many individuals who are actively participating to make this institution the best it can be.

Dr. Larson informed the Board that, in accordance with a recently enacted law and the new College policy adopted last month, a Security Department report will be attached to his report every month for the trustees' information. The report will be a summary of all crimes, fires, and other emergencies that occurred on campus during the previous month.

President's
Report

Dr. Larson introduced Dr. Steve Kubow, Acting Associate Vice President of Kean Ocean, who reported that the number of Kean Ocean students continues to increase; for the first time, the number of full-time equivalent students exceeds 800. He also noted that Kean University is preparing for its accreditation visit next year.

On behalf of Kean University, Dr. Kubow expressed his appreciation to the trustees for their steady and strong support. In response, Dr. Larson particularly thanked Dr. Kubow for his leadership and resolve in ensuring the success of the Kean Ocean program. Mr. Leone also thanked Dr. Kubow for attending the OCC Board meetings and sharing information with them. The trustees appreciate his presence at the meetings.

Mr. Leone and three trustees attended the joint meeting recently held for members of the OCC Board of Trustees and the OCC Foundation. He and Mrs. Novak commended the efforts of Ms. Heather Barberi in coordinating the meeting, which all attendees found to be energetic, creative, and productive. Although the focus of the College and Foundation strategic plans is different, discussions will continue to identify ways in which one can complement the other.

Following the request by Mr. Thulin for public comments, Dr. David Bordelon, Associate Professor of English and President of the Faculty Association, addressed the Board about the connection between experienced teachers and student achievement; the more experience a teacher has, the more successful the student is. He noted that there has been a significant drop in the number of full-time faculty in the English Department between the early 2000s and 2016, yet the student population has remained relatively the same. During that period, the use of adjunct faculty has increased dramatically. Dr. Bordelon expressed his opinion that, despite the fiscal challenges the College may face, it is very important to retain and full-time faculty in order to ensure the best learning experiences for students.

Public Comments

Mr. Leone responded that the Board considers teaching the most important element of the educational system. However, he noted that Dr. Bordelon did not mention the Lecturer IIs, whose importance to the College and the students cannot be underrated. OCC relies on all teaching personnel, full-time faculty, Lecturer IIs, and adjunct faculty, to provide quality instruction to its students.

With no further comments from the Board members or the public, the meeting adjourned at 1:14 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President