



BOARD OF TRUSTEES

Regular Meeting

Minutes

November 3, 2016

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:44 p.m. on Thursday, November 3, 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 June 2016 Board 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. Thomas Monahan, Mr. Joseph Teichman, Dr. Judith DeStefano-Anen, Ms. Danielle Robleski, Mr. Jack Sahradek, Dr. Jon Larson, Executive Vice President Sara Winchester, Vice President Norma Betz, and Associate Vice President Lisa DiBisceglie.

Attendance

The minutes of the September 22, 2016, closed session and public meetings were approved, with an abstention from Mr. Teichman.

Board of Trustees
Minutes Approved

Presentations/Commendations

Dr. Larson commended Mr. Peter Giangrande, Receiving and Inventory Coordinator, for completing the requirements for a Bachelor of Arts Degree in Liberal Studies from Thomas Edison State University. Mr. Giangrande thanked Dr. Larson and the Board for their support.

Commendation

Dr. Larson introduced Ms. Sabrina Mathues, Acting Dean of Academic Services and Outgoing Chair of the Guiding Coalition, who provided the Board with a summary of the Charting our New Course Annual Year-End Report. Ms. Mathues thanked the Board for its support throughout her three-year term as Chair. Dr. Larson thanked Ms. Mathues for the leadership she provided and introduced Dr. Henry Jackson, Executive Director of Academic Success, and Ms. Erica Carboy, College Lecturer II, English, incoming Co-Chairs of the Guiding Coalition.

Presentations

Dr. Larson introduced Mr. Scott Royer, Athletic Trainer/Coordinator, who updated the Board on the success of the fall sports teams. Mr. Royer introduced Mr. Stan Friedman, Men's and Women's Tennis Head Coach, Ms. Emily Steinberg, Ms. Kristi Kawa, Ms. Virginia Hester, and Ms. Meghann Hargis, members of OCC's Women's Tennis team, who competed at the NJCAA tennis finals in Peach Tree, Georgia, where the team finished fifth in the nation. Mr. Friedman and Ms. Steinberg thanked the Board and administration for their support and the opportunity to compete at the tournament.

Finance Committee

Mr. Dasti was pleased to note that the Board will award contracts for the renovation of the Instructional Building and upgrades to the security cameras on campus at today's meeting. Mr. Dasti also noted that the FY2016 College Audit is concluding. He asked Ms. Winchester to provide a brief summary of the significant improvement in the e-Learning program in terms of revenue to expenses. The Audit Report will be presented to the Board for acceptance in December. Upon unanimous roll call vote, the Finance Committee items were approved.

- The statement of income and expenditures as of October 31, 2016, was accepted.
- The following contracts were awarded:
 - A maximum of \$9,726,000 to Benjamin R. Harvey Co., Inc., Ocean, New Jersey, for the renovation of the Instructional Building at Ocean County College.
 - A maximum of \$23,000 to AJR Masonry, LLC, Lanoka Harbor, New Jersey, for construction upgrades to the parking lot area at the Barnegat Bay Partnership site at Ocean County College.
 - The identification of a qualified pool of firms for professional architectural services as needed at Ocean County College.
 - A maximum of \$40,000 to the following vendors 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, Norwell, Massachusetts
 - A maximum of \$45,000 to Elert Associates Networking Division, Inc., Stillwater, New Jersey, 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.
 - A maximum of \$450,000 to Bil-Jim Construction, Jackson, New Jersey, for the second year of a two-year contract for snow removal services at Ocean County College, including the Toms River Campus and the Southern Education Center.

Income/Expendi-
tures Accepted

Contracts
Awarded

- Resolutions were adopted to award the following contracts:
 - A maximum of \$62,000 to Mall Chevrolet, Inc., Cherry Hill, New Jersey, for the purchase of two 12-to-15 passenger vans for use by the Athletics and Student Life Departments 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 \$62,378.20 to YSI, Inc., Yellow Springs, Ohio, for the purchase of computer hardware to repair and upgrade the existing network of long-term water quality monitoring systems of the Barnegat Bay.
 - A maximum of \$27,741.60 to Aspire Technology Partners, LLC, Eatontown, New Jersey, for the purchase of Cisco data/voice/video network and related hardware for use at Ocean County College.
 - A maximum of \$24,050 to PEG, LLC, Barnegat, New Jersey, for professional ADA-compliant interpreter services at Ocean County College.
- The following contract was extended:
 - An additional \$17,000 to Berry, Sahradnik, Kotzas, and Benson, P.C., Toms River, New Jersey, for a three-month extension of the second year of a two-year agreement for professional legal services at Ocean County College for the period covering November 3, 2016, through February 3, 2017 (contract originally awarded at the May 26, 2016, Board meeting).
- The following contracts were amended:
 - An additional \$12,600, for a maximum total of \$23,550, to Tri-County Termite and Pest Control, Inc., Carneys Point, New Jersey, for additional pest control services on the Toms River Campus at Ocean County College (contract originally awarded at the May 23, 2016, Board meeting).
 - An additional \$5,000, for a maximum total of \$22,500, to DLB Associates Consulting Engineers, PC, Eatontown, New Jersey, for additional professional engineering services for the lighting of the athletic field at Ocean County College (contract originally awarded at the June 28, 2016, Board meeting).
 - An additional \$20,280, for a maximum total of \$50,310, to The College Board-OALS, New York, New York, for the purchase of Accuplacer Tests for use by the Testing Center at Ocean County College (contract originally awarded at the July 28, 2016, Board meeting).

Resolutions
Adopted for
Contract Awards

Contract
Extended

Contracts
Amended

- The Board acknowledged the following contract awards 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: Contract Acknowledged
 - South Jersey Energy Company, Folsom, New Jersey
 - Direct Energy Business Marketing, LLC, dba Direct Energy Business, Iselin, New Jersey
 - Compass Energy Gas Services, LLC, Louisville, Kentucky
- The Board rejected the bid proposals received on October 14, 2016, for interpreter services at Ocean County College due to bid proposals being noncompliant or over budget. Bid Proposals Rejected
- The following grant awards were accepted: Grant Awards Accepted
 - A \$50,120 grant award from the State of New Jersey, through Ocean County PIC, to fund the administration of High School Equivalency Assessment tests. Project Period: July 1, 2016, through June 30, 2017. Project Director: Ms. Lorie Trachtenberg, Director of Testing.
 - A \$28,560 grant award from the U.S. Department of Labor Workforce Innovation and Opportunity Act to offer a program to assist out-of-school youth between the ages of 16 and 24 along a path towards educational and employment success through work readiness training, potential internships, and wraparound services. Project period: September 1, 2016, through August 31, 2017. Project Director: Ms. Patricia Fenn, Assistant Vice President of CPE, Workforce Development.

Bylaw, Policy, and Curriculum Committee

The Board, upon unanimous roll call vote, approved the following recommendations from the Bylaw, Policy, and Curriculum Committee:

- The following 2016-2017 Ocean County College Advisory Committees were approved: 2016-2017 Advisory Committees Approved
 - Addiction 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
 - 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

➤ New Policy

- Policy #2332, Administration, Administrative Operations, Reporting of On-Campus Criminal and Fire Events

➤ Revised Policy

- Policy #2120, Administration, Organization, Lines of Responsibility

➤ The following items, as accepted by the College Senate at its meetings on September 28, 2016, and October 19, 2016, were approved:

College Senate
Items Approved

➤ New Certificate

- Certificate of Proficiency in Accounting

➤ Revised Certificate

- Middle Eastern Studies Certificate in Proficiency

➤ Revised Programs

- Associate in Applied Science Degree in American Sign Language – English Interpreting
- Associate in Arts Degree in Global Studies

➤ New Courses

- ACCT 263, Cost Accounting
- ACCT 265, Auditing
- ASLN 103, American Sign Language II
- ASLN 112, American Sign Language III
- ASLN 125, Visual Gestural Communication
- ASLN 162, Translating from American Sign Language into English
- ASLN 165, Translating from English into American Sign Language
- PHIL 225, Traditional Philosophy of East Asia

➤ Revised Courses (Template changes only to meet State requirements)

- ARTS 181, ART from Prehistory to Middle Ages
- ARTS 182, Art from Renaissance to Modern World
- ARTS 206, American Art
- CHEM 283, Organic Chemistry I
- CHIN 102, Elementary Chinese II
- CHIN 201, Intermediate Chinese I
- CHIN 202, Intermediate Chinese II
- CSIT 165, Programming I
- DANC 145, Dance Appreciation

- ECON 151, Macroeconomic Principles
- ECON 152, Microeconomic Principles
- ENGL 211, Introduction to Poetry
- ENGL 212, Introduction to Drama
- ENGL 223, African-American Literature
- ENGL 237, Multicultural Fairy and Folk Tales
- FILM 190, World Cinema
- HIST 181, World Civilization I
- HIST 182, World Civilization II
- HIST 191, African-American History
- MATH 158, Algebraic Modeling

- Revised Courses (Template changes with additional updates)
 - ANTH 237, Indians of North America
 - ARTS 205, Modern Art
 - ASLN 100, Basic American Sign Language I
 - ASLN 104, Fingerspelling
 - ASLN 105, Deaf Culture History
 - ASLN 115, American Sign Language Syntax Grammar
 - ASLN 225, Deaf Blind Interpreting
 - ASLN 230, ASL-to-English Interpreting
 - ASLN 235, English-to-ASL Interpreting
 - ASLN 260, Interactive Interpreting
 - BIOL 161, General Biology I
 - CHIN 100, Elementary Chinese I
 - COMM 154, Fundamentals of Public Speaking
 - CSIT 110, Computer Literacy
 - ENGL 151, English I
 - ENGL 152, English II
 - ENGL 222, Native American Literature
 - ENGL 242, Women in Film
 - ENGL 251, American Literature Through the Civil War
 - ENGL 252, American Literature Post Civil War
 - ENVI 152, Environmental Science
 - HIST 173, United States History to 1877
 - HIST 174, United States History from 1877
 - INFO 110, Library Research Skills and Information Literacy
 - MATH 151, A Survey of Mathematics
 - MATH 156, Introduction to Statistics
 - MATH 161, College Algebra for Science, Mathematics, Computer Science, and Engineering Majors
 - MATH 171, Finite Mathematics
 - MATH 181, Introduction to Probability
 - PSYC 172, General Psychology
 - SCIE 105, Forensic Science
 - SOCI 181, Introduction to Sociology

- The Board approved the temporary suspension of Policy #3074, Alcohol- and Drug-Free Workplace, and Policy #5246.1, Campus Life, Drugs, during the evening hours of the following special events to be held at Ocean County College:
 - A reception honoring retiring Harbor House Board Members in the Auditorium of the Novins Planetarium on Thursday, December 1, 2016, from 6:00 p.m. to 8:30 p.m.
 - A VIP reception presented by Investors Bank for the Hotel California concert to benefit students of Ocean County College in the Gallery of the Jay and Linda Grunin Center for the Arts on Saturday, March 18, 2017, from 6:00 p.m. to 7:30 p.m.

Policies
Suspended

Buildings and Grounds Committee

Mrs. Novak explained that the plans for the Administration Building first floor renovation were reviewed and the Instructional Building renovations will begin immediately after today's meeting, which will be completed in 2018.

- The Buildings and Grounds Committee Report for November 3, 2016, was unanimously approved.

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, December 8, 2016, 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 8, 2016

The following meetings were scheduled:

Meetings
Scheduled

Thursday, December 8, 2016	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 invited everyone to attend the Veterans Day ceremony that will be held on Friday, November 11, at noon at the Veterans Memorial on the College mall.

President's
Report

Dr. Larson introduced Dr. Steve Kubow, Acting Associate Vice President of Kean Ocean, who mentioned that Kean Ocean will host the Kean University Board of Trustees meeting on Saturday, December 3, in the Gateway Building 5th floor conference room at 11:00 a.m. He also thanked all who attended the Kean Ocean 10th Anniversary celebration program.

Dr. David Bordelon, Associate Professor of English and Literature and President of the Faculty Association, thanked the trustees for continuing with the Town Hall meetings. He also commended the faculty for their diligence and creativity and explained that, at a recent mathematics conference at Rowan University, there was one Rowan faculty member present, but OCC was represented by five faculty members. In addition, Dr. Bordelon called attention to the Harry Potter display in the Library, which speaks to students today. Mr. Leone thanked Dr. Bordelon for bringing news of the faculty to the Board members.

Public Comments

Dr. Larson thanked Ms. Robleski for her participation as a judge of the College's Halloween costume contest and also for her insightful comments during the Town Hall meeting held on October 27.

With no further comments from the Board members or the public, the meeting adjourned at 1:17 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President