



**BOARD OF TRUSTEES
AGENDA**

**March 28, 2019
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 FEBRUARY 28, 2019, 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, 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, April 25, 2019, 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, APRIL 11, 2019**

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|------------------------|---|
| 1. Entire Board | Time: 12:00 noon
Place: Boardroom
Purpose: Board Retreat |
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and

THURSDAY, APRIL 25, 2019

- | | |
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| 1. International Programs Committee
(as needed) | Time: 9:30 a.m.
Place: President's Office |
| 2. Finance Committee | Time: 10:00 a.m.
Place: Admin Ground FI Conference Room |
| 3. Bylaw, Policy, and Curriculum Committee
(as needed) | Time: 10:00 a.m.
Place: Academic Affairs Office |
| 4. Buildings and Grounds Committee | Time: 10:30 a.m.
Place: Admin Ground FI Conference Room |
| 5. Personnel Committee | Time: 10:30 a.m.
Place: President's Office |
| 6. Entire Board | Time: 11:00 a.m.
Place: Boardroom
Purpose: Caucus Meeting—Personnel, Pending Litigation, and Collective Bargaining |
| 7. 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

February 28, 2019

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:34 p.m. on Thursday, February 28, 2019, 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 2018 reorganization meeting and distributed as required by law.

Public Meeting
Announcement

Those in attendance were Mr. Thulin, Mrs. Linda Novak, Mr. Stephan Leone, Mr. Jerry Dasti, Mr. Kevin Ahearn, Mr. Robert Fall, Mrs. Joanne Pehlivanian, Mr. Joseph Teichman, Mr. Sean Newman, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Sara Winchester, Vice President Joseph Konopka, Vice President Gerald Racioppi, and Mrs. Connie Bello.

Attendance

The minutes of the January 24, 2019, Board of Trustees closed session and public meetings were approved upon roll call vote with abstentions from Mr. Thulin and Mrs. Novak.

Minutes Approved

Presentations/Commendations

Dr. Larson introduced Ms. Ilene Cohen, Executive Director of Athletics, who then introduced Ms. Pascal El-Khoury, who was recognized as the OCC Woman of the Year at the 27th Annual National Girls and Women in Sports Day celebration held on February 3, 2019, at Seton Hall University. Ms. El-Khoury said she was honored to receive the award and thanked the Athletics Department for the nomination.

Commendation

Ms. Cohen shared plans with the trustees to add women's Lacrosse next year and thanked both the Trustees and Administration for their support of the Athletics department. Ms. Cohen then extended an invitation to the Winter Sports Awards Banquet on March 4, 2019.

Dr. Larson welcomed Mr. Gary Beeg, Jr., reporter for The Viking News.

Finance Committee

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 2018 audit. Mr. Nehila said he received outstanding cooperation from the College during the audit and thanked Ms. Winchester and the Finance Department staff for their efforts.

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

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|---|---|
| ➤ The statement of income and expenditures as of January 31, 2019, was accepted. | Income/Expenditures
Accepted |
| ➤ The Ocean County College Report of Audit for the fiscal year ending June 30, 2018, was accepted. | OCC Audit
Accepted |
| ➤ The following contract was awarded: | Contract
Awarded |
| ➤ A maximum of \$144,830 to French and Parrello Associates, Wall Township, New Jersey, for professional engineering design services for Parking Lot #2 and Service Road upgrades at Ocean County College. | |
| ➤ Resolutions were adopted to award the following contracts: | Resolutions
Adopted for
Contract Awards |
| ➤ A maximum of \$67,793 to SHI International Corporation, Somerset, New Jersey, for the purchase of an expansion to the Storage Area Network (SAN) for the Office of Information Technology at Ocean County College. | |
| ➤ A maximum of \$175,000 to Irwin Seating Company, Altamont, Illinois, for the purchase of a retractable seating system for the new Performing Arts Academy at Ocean County College. | |
| ➤ A maximum of \$25,115 to Graphic Image, Inc., Milford, Connecticut, for the printing of the Continuing and Professional Education brochure for Summer 2019 at Ocean County College. | |
| ➤ To identify a qualified pool of contractors for professional athletic game official assigning services for the 2019-20 athletic season at Ocean County College. | |
| ➤ A maximum of \$51,788 to Ready Education, Inc., Montreal, Quebec, Canada, for a two-year contract for a custom mobile application from March 1, 2019, through February 28, 2021, for the Student Life department at Ocean County College. | |

- A maximum of \$80,000 to Fellowship Travel International, Ashland, Virginia, for travel services for the OCC Study Abroad Seminar in Italy from January 5, 2020, through January 17, 2020.
- A maximum of \$70,000 to Universite Internationale de Rabat, Sala Al Jadida, Sale*, Morocco, for travel services for the OCC Study Abroad Seminar in Morocco from July 14, 2019, through July 29, 2019.
- A maximum of \$21,657.82 to Fast Signs, Brick, New Jersey, for internal and external campus signage on an as needed basis at Ocean County College.
- The following contracts were amended:

Contracts
Amended

 - An additional \$20,000, for a maximum total of \$60,805, to Stanley Access Technologies, LLC, Trenton, New Jersey, for the replacement of four additional doors for the Nursing Building renovation at Ocean County College (contract originally awarded at the November 1, 2018, Board meeting).
 - An additional \$1,621, for a maximum total of \$222,163, to Lew Corporation, Mine Hill, New Jersey, for additional professional asbestos abatement as part of the conversion of classrooms to Anatomy and Physiology Labs in the Nursing Building at Ocean County College (contract originally awarded at the July 26, 2018, Board meeting).
 - An additional \$20,500, for a maximum total of \$812,500, to Kimmel Bogrette Architecture and Site, Inc., Blue Bell, Pennsylvania, for additional professional architectural and engineering services for the H. Hovnanian Health Sciences Building at Ocean County College (contract originally awarded at the February 23, 2015, Board meeting).
 - An additional \$115,000, for a maximum total of \$339,000, to Success Communications Group, Parsippany, New Jersey, for additional media placement agency services at Ocean County College (contract originally awarded at the July 26, 2018, Board meeting).
 - An additional \$2,800, for a maximum total of \$37,450, to Elert and Associates Networking Division, Inc., Stillwater, Minnesota, for additional cameras for the Testing Center as part of the upgrades to the CCTV system at Ocean County College (contract originally awarded at the January 24, 2019, Board meeting).
- The contract awarded at the April 26, 2018, Board meeting to Bartash Printing, Inc., Philadelphia, Pennsylvania, for the printing of the Continuing and Professional Education brochures for Summer 2019 was rescinded. Bartash Printing, Inc., announced it has closed its doors after 66 years of service.

Rescission of
Contract Award

Bylaw, Policy, and Curriculum Committee

In the absence of Mr. Monahan, Chair, Dr. Konopka presented the Bylaw, Policy, and Curriculum Committee items. The following items were approved as submitted upon unanimous roll call vote:

- The following items, as accepted by the College Senate at its meetings on February 7, and February 20, 2019: College Senate
Items Approved
 - Revised Policies Revised Policies
 - Policy #5152, Students, Academic Standards, Graduation
 - Policy #5161, Students, Academic Standards, Math Placement
 - Policy #5165, Students, Academic Standards, College Skills Assessment Program
 - New Program Options New Program
Options
 - Associate in Arts Degree in Liberal Arts – Education Option
 - Associate in Arts Degree in Liberal Arts – English Option
 - Associate in Arts Degree in Liberal Arts – History Option
 - Associate in Arts Degree in Liberal Arts – Psychology Option
 - Revised Programs Revised Programs
 - Associate in Applied Science Degree in Business Administration
 - Associate in Science Degree in Engineering
 - Associate in Science Degree in Environmental Studies
 - Associate in Science Degree in General Studies – Social Science Concentration
 - Associate in Science Degree in Hospitality, Recreation, and Tourism Management
 - Revised Program Options Revised Program
Options
 - Associate in Applied Science Degree in Business Administration – Paralegal Studies Option
 - Associate in Applied Science Degree in Technical Studies – Computer Technology Option
 - Associate in Applied Science Degree in Technical Studies – Industrial/Technical Option
 - Associate in Arts Degree in Digital Mass Media – Broadcast/Production Option
 - Associate in Arts Degree in Digital Mass Media – Journalism Option
 - Associate in Science Degree in Computer Science – Game Development and Design Option
 - Terminated Program Option Terminated Program
Option
 - Associate in Applied Science Degree in Business – Web Marketing Option

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| <ul style="list-style-type: none">➤ New Certificate<ul style="list-style-type: none">➤ Certificate of Completion in Digital Photography➤ Terminated Certificate<ul style="list-style-type: none">➤ Certificate of Completion – Teacher’s Aide➤ New Courses<ul style="list-style-type: none">➤ BUSN 115, Introduction to Supply Chain Management➤ CSIT 163, Introduction to C++➤ ENGL 228, Indian Literature in Translation➤ PHOT 101, History of Photography➤ PHOT 195, Light Room and Photoshop for Photographers➤ Revised Courses and Course Codes<ul style="list-style-type: none">➤ COCG 165, Graphics Portfolio, to GRPH 281➤ CPH 181, Basic Digital Photography, to PHOT 181➤ CPH 187, Experimental Digital Photography, to PHOT 187➤ CPH 188, Intermediate Digital Photography, to PHOT 188➤ CPH 207, Photojournalism, to PHOT 207➤ CPH 280, Advanced Digital Photography, to PHOT 280➤ Revised Courses<ul style="list-style-type: none">➤ MUSC 178, Ear Training and Sight Singing II➤ MUSC 181, Theory of Music I➤ Obsolete Courses<ul style="list-style-type: none">➤ ANTH 238, Native American Travel Seminar➤ ANTH 250, Archaeological Field School➤ ARTS 159, Visual Literacy➤ ARTS 174, Creative Arts for Children➤ BUSN 147, Keyboarding/Document Processing I➤ BUSN 148, Keyboarding/Document Processing II➤ BUSN 290, Real Estate Principles➤ CSIT 109, Information Technology➤ ENGL 280, American Poets: Voices and Visions➤ EDUC 290, Education Internship➤ ENSL 003, ESL Elementary English III➤ FIRE 155, Hazardous Materials Incident Analysis➤ HEHP 103, Track and Field➤ HEHP 104, Badminton➤ HEHP 107, Softball➤ HEHP 108, Golf | <p>New Certificate</p> <p>Terminated Certificate</p> <p>New Courses</p> <p>Revised Courses and Course Codes</p> <p>Revised Courses</p> <p>Obsolete Courses</p> |
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- HEHP 109, Tennis
 - HEHP 211, Karate II
 - HEHP 226, Women's Health
 - HIST 268, Jewish History and Culture
 - HIST 282, Modern Israel
 - HOSP 110, Introduction to Hospitality Management
 - HOSP 112, Events Planning
 - HOSP 120, Food, Beverage, and Labor Cost Control
 - HSRV 100, Introduction to Developmental Disabilities
 - HSRV 291, Principles of Social Work
 - HUMN 297, Honors Topics in the Humanities
 - LAAW 210, Medical Legal Ethics
 - LATN 201, Intermediate Latin I
 - LATN 202, Intermediate Latin II
 - MATH 001, Basic Mathematics
 - MATH 147, Business Mathematics I
 - MATH 149, Mathematics of Finance
 - MUSC 250, Intermediate Keyboard Instruction I
 - MUSC 251, Intermediate Keyboard Instruction II
 - PHIL 198, Introduction to Business Ethics
 - PSYC 171, Child Rearing
 - THTR 198, Stagecraft II
- The trustees approved the revision to Policy #3111B, Personnel, Academic Staff and Faculty, General
- Policy #3111B
Personnel,
Academic Staff
and Faculty,
General

Buildings and Grounds Committee

Mrs. Novak, Chair, introduced Mr. Matthew Kennedy, Assistant Vice President of Facilities Management and Construction, who reported that the bridge to the new Performing Arts Academy continues to move along nicely. The roof repairs to the Instructional Building are nearly complete. Mrs. Novak commended Mr. Kennedy and the Facilities Department staff for the work on the plans for the new Student Enrollment Building.

- The Buildings and Grounds Committee Report for February 28, 2019, was unanimously accepted upon roll call vote.
- Building/Grounds
Report Accepted

Personnel Committee

Mr. Leone noted that the trustees were updated on the status of both the Adjunct Faculty Association and Faculty Association contract negotiations.

The Personnel Report was then 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, March 28, 2019, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution Adopted
for Closed Meeting -
March 28, 2019

President's Report

Dr. Ali Botein-Furrevig, Director of the Center for Holocaust, Genocide, and Human Rights Education, discussed programs offered by the center for the Spring semester, including the Holocaust Remembrance Week Program, the theme of which pertains to the second generation effect on victims and perpetrators. All activities are open to the public.

President's
Report

Dr. Larson introduced Ms. Jan Kirsten, Executive Director of College Relations, who discussed the Summer/Fall Edition of "Ocean Views." Ms. Kirsten thanked Mr. Scott Bruinooge, Manager of Graphic Design, and Ms. Juliet Kaszas-Hoch, e-Learning Adjunct Assistant Professor of English, for their outstanding work on this publication, which is available online and was mailed to 24,000 alumni. Ms. Kirsten introduced Ms. Kimberly Malony, Alumni and Advancement Director, who will work closely with College Relations and the OCC Foundation.

Dr. Jessica Adams, Associate Dean of Kean Ocean, provided an update on her recent trip to Egypt where she met with the students who are graduating from OCC in May and continuing on with their studies through Kean University. She also shared additional Minor degree options are now available through the Kean Ocean program in Economics, Women and Gender Studies, Jewish Studies, and Social Media.

Dr. Steve Kubow, Acting Associate Vice President for Kean Ocean, explained an Assistant Dean of Nursing will be joining Kean this spring, whose top priority will be the joint BSN nursing degree program. Dr. Larson values the Kean Ocean partnership and looks forward to continued program expansion.

Mr. Kenneth Malagiere, Executive Director of the OCC Foundation, explained that applications for Fall 2019 scholarships are now available. He highlighted upcoming events, including "Robert Eric's Piano Man: A Tribute to Billy Joel," on Saturday, March 30, and the Annual Scholarship Celebration on Friday, June 14. Both events support the students of OCC. Dr. Larson commended Mr. Malagiere and his team for their superb work on behalf of the students at OCC.

Mr. Fall expressed sorrow on the passing of Mr. William Hoey, Superintendent of the Ocean County Vocational Technical School.

Miscellaneous

The following meetings were scheduled:

Meetings
Scheduled

Thursday, March 28, 2019	9:30 a.m.	International Programs Committee
	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, Mr. Robert Pedone, former Adjunct Professor of English, thanked the Trustees for allowing him to address the Board with concerns regarding his salary for past semesters when he taught full-time. Mr. Leone explained that the appropriate administrative departments will review his concerns and report back to the Board for its recommendation.

Public Comments

With no further comments from the Board members or the public, the meeting adjourned at 1:20 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President