



**BOARD OF TRUSTEES  
AGENDA**

**April 25, 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 MARCH 28 2019, and *Bd. Action*  
APRIL 11, 2019, BOARD OF TRUSTEES CLOSED SESSION AND  
PUBLIC MEETINGS**
- 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, May 30, 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, MAY 30, 2019**

- |  |  |
|--|--|
| 1. <b>International Programs Committee</b><br>(as needed)        | Time: 9:30 a.m.<br>Place: President's Office   |
| 2. <b>Finance Committee</b>                                      | Time: 10:00 a.m.<br>Place: Admin Ground FI Conference Room   |
| 3. <b>Bylaw, Policy, and Curriculum Committee</b><br>(as needed) | Time: 10:00 a.m.<br>Place: Academic Affairs Office   |
| 4. <b>Buildings and Grounds Committee</b>                        | Time: 10:30 a.m.<br>Place: Admin Ground FI Conference Room   |
| 5. <b>Personnel Committee</b>                                    | Time: 10:30 a.m.<br>Place: President's Office  |
| 6. <b>Entire Board</b>   | Time: 11:00 a.m.<br>Place: Boardroom<br>Purpose: Caucus Meeting—Personnel, Pending Litigation, and Collective Bargaining |
| 7. <b>Entire Board</b>   | Time: 12:30 p.m.<br>Place: Boardroom<br>Purpose: <b>Regular Public Monthly Meeting</b>                                   |

XI. **Adjournment**

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



## **BOARD OF TRUSTEES**

### **Regular Meeting**

#### **Minutes**

**March 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, March 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. Jerry Dasti, Mr. Robert Fall, Mr. John Peterson, Mr. Joseph Teichman, Mr. Sean Newman, Mr. Jack Sahradek, 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 February 28, 2019, Board of Trustees closed session and public meetings were approved upon roll call vote with an abstention from Mr. Peterson.

Minutes Approved

#### **Presentations/Commendations**

Ms. Ilene Cohen, Executive Director of Athletics, discussed the Spring Break trip to Myrtle Beach, South Carolina, for the Men's Baseball and Women's Softball teams. Ms. Cohen introduced Baseball players Kyle Lauria, and Matthew Sullivan, and Softball player Mariel Almaria, who each shared their experiences during the trip and thanked the Board and the Foundation for their support.

Presentations

Dr. Larson introduced Mr. Scott Farrell, College Lecturer II, Chemistry, advisor to OCC's chapter of HOSA-Future Health Professionals, who attended the New Jersey State Leadership Conference on March 16 and 17, 2019, with four OCC students. Over 1,000 students attended from institutions across the state and all four OCC students who competed placed in the competition. Mr. Farrell introduced one of the students who represented OCC, Leandra Bourdot, who shared her experience of the competition and thanked the Board, Administration, faculty, staff, and Mr. Farrell for their support.

#### Finance Committee

Mr. Dasti introduced Ms. Winchester, who shared that, at the Board of School Estimate meeting, the County of Ocean increased its support to the college by 3% for 2020 to over \$15,700,000. Mr. Dasti acknowledged the hard work of Ms. Winchester and the Finance Department team. Ms. Winchester expressed appreciation to the County for its continued support of the College.

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

- |   |                                 |
|---|---------------------------------|
| ➤ The statement of income and expenditures as of February 28, 2019, was accepted.   | Income/Expenditures<br>Accepted |
| ➤ The following contracts were awarded:   | Contract<br>Awarded             |
| ➤ A maximum of \$578,000 to Paul Otto Building Company, Cranford, New Jersey, for professional demolition services for the demolition of the College Center at Ocean County College.            |                                 |
| ➤ A maximum of \$70,000 to Mack Industries, Inc., Trenton, New Jersey, for the second year contract option for professional boiler and burner maintenance services at Ocean County College.     |                                 |
| ➤ A maximum of \$70,000 to Core Mechanical, Pennsauken, New Jersey, for the second year contract option for chiller maintenance services at Ocean County College.                               |                                 |
| ➤ A maximum of \$25,000 to TM Painting and Construction, Neptune, New Jersey, for the second year contract option for maintenance and materials for painting services at Ocean County College.  |                                 |
| ➤ A maximum of \$55,000 to SAL Electric Company, Inc., Jersey City, New Jersey, for the second year contract option for professional electrical services and materials at Ocean County College. |                                 |
| ➤ A maximum of \$60,000 to Timothy Peters Plumbing and Heating Company, Inc., Manasquan, New Jersey, for the second year contract option for plumbing services at Ocean County College.         |                                 |

- A maximum of \$20,000 to Scientific Boiler Water Conditioning Company, Linden, New Jersey, for the second year contract option for maintenance and materials for water treatment services at Ocean County College.
- A maximum of \$65,000 to PIP Printing, Brick, New Jersey, for the second year contract option for campus-wide copy services at Ocean County College.
- A maximum of \$30,000 to Brinkerhoff Environmental Services, Inc., Manasquan, New Jersey, for professional environmental sampling and testing in the Health and Human Performance Center Natatorium Renovation Project at Ocean County College.
- Resolutions were adopted to award the following contracts:

Resolutions  
Adopted for  
Contract Awards

  - A maximum of \$24,126.04 to SHI International Corporation, Somerset, New Jersey, for the renewal of Kaspersky security licenses for use at Ocean County College from May 20, 2019, through June 30, 2020.
  - A maximum of \$35,000 to Jersey Shore Lawn and Sprinkler Construction Company, Inc., Whiting, New Jersey, for professional well equipment service and repairs through the County of Ocean Cooperative Contract.
  - A maximum of \$18,281.09 to Amazon Web Services, Herndon, Virginia, for Cloud computing services from April 1, 2019, through March 31, 2022, at Ocean County College.
  - A maximum of \$45,000 to Teach by Travel, Inc., East Brookfield, Massachusetts, for travel services for the OCC Study Abroad Seminar in Costa Rica from March 14, 2020, through March 22, 2020.
- The following contracts were amended:

Contracts  
Amended

  - An additional \$7,000, for a maximum total of \$32,000, to TM Painting and Construction, Neptune, New Jersey, for additional maintenance and materials for painting services at Ocean County College (contract originally awarded at the April 26, 2018, Board meeting).
  - An additional \$67,000, for a maximum total of \$1,287,502.75, to Pritchard Industries, Inc., Florham Park, New Jersey, for additional pre-opening custodial services and the purchase of cleaning equipment for the H. Hovnanian Health Sciences Building at Ocean County College (contract originally awarded at the April 27, 2017, Board meeting).
  - An additional \$43,250, for a maximum total of \$452,750, to JRS Architect, P.C., Princeton, New Jersey, for additional professional architectural and engineering services for the College Center Building Demolition, Pool Building to Gym Conversion in the Health and Human Performance Center, and Conference Center/Old Bookstore Renovation Project at Ocean County College (contract originally awarded at the January 24, 2019, Board meeting)

- An additional \$2,528.12, for a maximum total of \$35,536.54, to SHI International Corporation, Somerset, New Jersey, for additional licenses and software assurances for the Microsoft Software Campus volume license agreement for use at Ocean County College (contract originally awarded at the January 24, 2019, Board meeting).
- An additional \$15,000, for a maximum total of \$255,000, to Compass Group USA, Inc., by and through its Canteen Vending Services Division, Charlotte, North Carolina, due to an increase in product costs and wage rates for food service management, catering, and vending services at Ocean County College (contract originally awarded at the March 22, 2018, Board meeting)
- A resolution was adopted to authorize an agreement with New Jersey Innovation Institute, NJIT, Newark, New Jersey, to assist with strategies to expand Nursing and Health Sciences programs at Ocean County College. Resolution Adopted to Execute Agreement
- The Board approved the scheduling of a sale of surplus items no longer needed by the College. Sale of Surplus Items Approved
- The Board accepted a \$49,500 grant award from the New Jersey Sea Grant Consortium, to fund a Cooperative Agreement with the Barnegat Bay Partnership at Ocean County College entitled, "Barnegat Bay Model Evaluation Group (MEG)." Project period: February 20, 2019, through February 20, 2020. Project Director: Dr. Stan Hales, Director of the Barnegat Bay Partnership. Grant Award Accepted

#### 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 meeting on March 7, 2019: College Senate Items Approved
  - Revised Programs Revised Programs
    - Associate in Applied Science Degree in Computer Science
    - Associate in Arts Degree in Fine Arts
    - Associate in Science Degree in Graphic Arts, Design, and Media
    - Associate in Science Degree in Homeland Security
    - Associate in Science Degree in Psychosocial Rehabilitation
  - Inactivate Program Inactivate Program
    - Associate in Science Degree in Homeland Security
  - Revised Certificate Revised Certificate
    - Certificate of Completion in Business Studies

## ➤ New Courses

## New Courses

- CSIT 168, Introduction to Python Programming
- CSIT 275, Data Management Analytics
- SCIE 140, Food Science
- SCIE 145, History of Science

## ➤ Revised Courses

## Revised Courses

- ASLN 105, Deaf Culture and History
- ASLN 112, American Sign Language III
- ASLN 115, American Sign Language Grammar and Syntax
- ASLN 121, Interpreting Theory
- ASLN 125, Visual Gestural Communication
- ASLN 162, Translating from ASL into English
- ASLN 165, Translating from English into ASL
- ASLN 201, American Sign Language IV
- ASLN 225, Deaf-Blind Interpreting
- ASLN 230, ASL-to-English Interpreting
- ASLN 235, English-to-ASL Interpreting
- ASLN 260, Interactive Interpreting

- The trustees approved the revision to Policy #2335, Administrative Operations, Institutional Research, Projects

Policy #2335  
Administrative  
Operations,  
Institutional Re-  
search, Projects

- 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

- The New Jersey Symphony Orchestra Concert VIP Reception in the Jon and Judith Larson Student Center on Tuesday, June 25, 2019, from 6:30 p.m. to 8:00 p.m.
- The Ocean County College Foundation Scholarship Celebration on Friday, June 14, 2019, in the Jon and Judith Larson Student Center from 6:00 p.m. to 10:00 p.m.

Buildings and Grounds Committee

Mrs. Novak, Chair, introduced Mr. James Calamia, Director of Facilities, who reported that construction on the new Performing Arts Academy continues making great progress. The Student Enrollment Building nears the presentation phase and the College Center Demolition project was approved today. Mrs. Novak commended Mr. Calamia, Mr. Kennedy, and the Facilities Department staff for their hard work on all projects.

- The Buildings and Grounds Committee Report for March 28, 2019, was unanimously accepted upon roll call vote.

Building/Grounds  
Report Accepted



Personnel Committee

Prior to approval of the Personnel Report, Ms. Winchester noted that Ms. Jennifer Barnes requested an opportunity to address the Board regarding the recommendation in the Personnel Report not to renew her employment as College Lecturer II – Political Science. Ms. Barnes provided additional information to the trustees.

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, April 25, 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 -  
April 25, 2019

Dr. Larson introduced a recommendation to adopt a resolution proclaiming May 2019 as Displaced Homemakers Awareness Month at Ocean County College. The resolution was adopted upon unanimous roll call vote.

Resolution  
Adopted to  
Proclaim May  
2019 as Displaced  
Homemakers  
Awareness Month

President's Report

Dr. Larson introduced Ms. Kaitlin Everett, Director, Continuing and Professional Education, Workforce Development, who shared the 2019 CPE Summer Camp Brochure and discussed the importance of summer camps and how they help with recruitment of future students. Ms. Jan Kirsten, Executive Director of College Relations, thanked Mr. Ralph Bertini, Television Production Director; Mr. Scott Bruinooge, Manager, Graphic Design; Mr. Kevin Cupples, Associate Director, Marketing; and Ms. Nicole Howard, Graphic Specialist, for their work on the brochure and getting the information out to the community.

President's  
Report

Mr. Hatem Akl, Interim Associate Vice President of e-Learning and Learning Enterprises, and Dr. Maysa Hayward, Assistant Dean of International Programs, presented a slide show to the trustees on their March visit to Egypt with Dr. Larson.

Dr. Alexa Beshara-Blauth, Executive Director of Institutional Planning, Effectiveness, and Compliance, introduced the new OCC Fact Book, which was distributed to the Trustees and is also available on the OCC website. The Fact Book provides data for a five-year period, from fall 2014 through fall 2018. Dr. Beshara-Blauth thanked Ms. Mary Troy, Assistant Director of Institutional Research, and Mr. Bruinooge, for the great work on the Fact Book.

Dr. L. Stan Hales, Director of the Barnegat Bay Partnership, distributed to the Trustees the Barnegat Bay Partnership's Annual Report, which includes an update on the impact of climate change on the Barnegat Bay. Dr. Hales thanked Mr. Bruinooge for his work on this report.

Dr. Steve Kubow, Acting Associate Vice President for Kean Ocean, shared that Kean University was ranked first in the nation by the Military Friendly Schools survey for its commitment to student veterans, including ease of transition from on-site courses to distance learning for deployed students. Dr. Kubow also reported that summer courses will be offered at the Southern Education Center for Kean Ocean.

Mr. Kenneth Malagiere, Executive Director of the OCC Foundation, reported that Foundation Scholarships will be available through the Hirair and Anna Hovnanian Foundation for the School of Nursing to include all credit and non-credit offerings in the health sciences. He highlighted upcoming events, including the Foundation Scholarship Reception on Wednesday, April 24, and the Annual Scholarship Celebration on Friday, June 14. Both events support the students of OCC.

#### Miscellaneous

The following meetings were scheduled:

Meetings  
Scheduled

<b>Thursday, April 25, 2019</b>	9:30 a.m.	International Programs Committee (As Needed)
	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 1:52 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Jodi Heitmann  
Executive Assistant to the President



## **BOARD OF TRUSTEES**

### **Public Retreat/Meeting**

#### **Minutes**

**April 11, 2019**

A retreat/meeting of the Ocean County College Board of Trustees was called to order by Mr. Carl V. Thulin, Chair, at 12:15 p.m., on Thursday, April 11, 2019, 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 resolution adopted at the November 1, 2018, reorganization meeting and distributed as required by law.

Public Meeting  
Announcement

Those in attendance were: Mr. Thulin, Mrs. Linda Novak (by phone), Mr. Jerry Dasti, Mr. Kevin Ahearn, Mr. Thomas Monahan, Mrs. Joanne Pehlivanian, Mr. John Peterson, Mr. Jack Sahradi, Dr. Jon Larson, Executive Vice President of Finance and Administration Sara Winchester, and Mrs. Connie Bello, Assistant to the President and Secretary to the Board.

Attendance

#### Miscellaneous

At 12:16 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 12:57 p.m.

Public Meeting  
Resumed

Joining the trustees for the public meeting were Dr. Joseph Konopka, Vice President of Academic Affairs; Dr. Rosann Bar, Dean of the School of Business and Social Sciences; and Ms. Heidi Sheridan, Dean of the School of Arts and Humanities. Also in attendance was Mr. Thomas Gialanella, Executive Director of School Relations.

Presentations

Dr. Konopka introduced the updated 2019-2022 Academic Master Plan, which was revised to align with the College's Strategies for Success and its updated mission, vision, and guiding principles, all of which resulted from a comprehensive analysis of the College beginning in 2013. This revised Academic Master Plan incorporates strategies from the overall strategic plan, with an emphasis on Strategy #2, Building Resilience through Innovation, Reinvention, and New Programs.

Ms. Sheridan described the process used for the development of the new plan. Research was undertaken, historical College documents were reviewed, and the academic plans of other institutions were examined in order to identify a plan design that would best serve Academic Affairs and the College. Individuals from across the campus contributed to the revision of the Master Plan.

The goals of the Academic Plan, each with a number of clearly described objectives, are:

- Build on Strategic Planning Documents to Establish Priorities
- Improve Academic Student Success
- Deliver Innovative Curricula Programs and Assess Current Programs
- Enhance Academic Support Systems
- Develop New and Enhance Current Partnerships

Dr. Bar discussed the Academic Plan indices, the first of which lists the mission and goals of each of the Academic Affairs departments as well as the specific strategies to which those goals are mapped.

The second index lists all current programs, new programs, and certificates as well as programs and certificates under development and planned for the future. This listing is a living document as it will be consistently revised as programs and certificates are updated for the benefit of the students.

Finally, the last index is a listing of all OCC articulation agreements with four-year colleges and universities as well as with local high schools and the Ocean County Vocational Technical School. This document, too, will be changed as new articulation agreements are signed.

Dr. Konopka stressed the need to ensure that the changing mission of the community college is recognized. The mission is not only to provide transfer opportunities for students but it also must prepare students to be job-ready. To fulfill this mission, Academic Affairs must be innovative, always creating and implementing new student pathways.

Mrs. Novak suggested that a review of the Library might be undertaken. A redesign of the learning space and a campaign to highlight the many available resources would increase student utilization. She also inquired about the efforts being made to address the need for remedial education. Dr. Konopka responded that he will provide the trustees with a report on the new multiple measures approach that will be used in the fall semester.

The trustees thanked Dr. Konopka, Dr. Bar, and Ms. Sheridan for their presentation and for the extensive work that was done to update the Academic Master Plan. The new plan will be recommended for formal approval at the April 25, 2019, Board meeting.

Mr. Gialanella reported on several of the initiatives currently underway through the New Jersey Network for School Success. During this academic year, 18 Ocean County high school districts are participating in the Ocean County College Professional Development Academy. The Academy completed eight workshops, which brought 700-800 kindergarten through twelfth-grade teachers to the campus, some of whom had never visited OCC.

The Advanced Placement (AP) Seminar Series brought AP teachers from throughout the county to OCC over four days, with each day focusing on a different academic content area. These seminars encouraged communication among the teachers and provided professional development to improve instruction.

Many positive comments have been received about the College and the professional development program. The teachers are finding much value in the workshops being offered.

In addition, the pilot of Magpie, the software program developed with PLS 3<sup>rd</sup> Learning, was recently rolled out to focus groups for feedback. The development of core software for model curriculum is being finished. The unique part of this software is the professional development, which will be individualized for teachers based on their needs.

Mr. Gialanella also spoke briefly about the Early College Program, the Pathways Program, the STEM Steering Committee, and the Mentorship Program.

Dr. Larson thanked Mr. Gialanella for his collaborative efforts with the Ocean County schools. The College is forming stronger partnerships with the public schools as a result of his outreach.

The next meetings of the Board are scheduled for:

Meetings  
Scheduled

Thursday, April 25, 2019	9:30 a.m.	International Programs Committee (As Needed)
	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 business or comments from the trustees or the public, the meeting adjourned at 1:48 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Connie Bello  
Assistant to the President