



**BOARD OF TRUSTEES
AGENDA**

**June 27, 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 MAY 30, 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*(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 to acknowledge, with Regret, the resignation of Mr. Thomas E. Monahan, from the Board of Trustees and to express deep appreciation to Mr. Monahan for his dedicated service to Ocean County College

Bd. Action

- B. Recommend adoption of a resolution in recognition of the outstanding dedication and commitment of Mr. Sean Newman during his one-year term as the student/alumni representative on the Board of Trustees during 2018-2019

Bd. Action

- C. Recommend adoption of a resolution providing for a closed meeting to be held on Thursday, July 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, JULY 11, 2019**

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

and

THURSDAY, JULY 25, 2019

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

May 30, 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, May 30, 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. Frank Dupignac, Mr. Robert Fall, Mrs. Joanne Pehlivanian, Mr. John Peterson, Mr. Joseph Teichman, Mr. Jack Sahradek, Dr. Jon Larson, Executive Vice President Sara Winchester, Vice President Joseph Konopka, and Mrs. Connie Bello.

Attendance

The minutes of the April 25, 2019, Board of Trustees closed session and public meetings were unanimously approved upon roll call vote.

Minutes Approved

Presentations/Commendations

Dr. Larson introduced Ms. Ilene Cohen, Executive Director of Athletics, who shared with the Board the success of the Men's Tennis team this spring. Ms. Cohen introduced Mr. Sean Boyle and Mr. Robbie Fuggi, members of the team, who competed at the NJCAA tennis finals in Peachtree, Georgia, where the team finished fourth in the nation. Mr. Boyle and Mr. Fuggi thanked the Board and administration for their support and the opportunity to compete at the tournament.

Presentations

Ms. Jayanti Tamm, Associate Professor of English and Literature and Advisor to Seascope, OCC's literary magazine, introduced Ms. Jennifer Fazio, Director of Student Life, and Ms. Ashley Larsen, Seascope Editor-in-Chief, who shared with the Trustees the creative process involved with the magazine, which was distributed to the Board members.

Finance Committee

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

- | | |
|---|---|
| ➤ The statement of income and expenditures as of April 30, 2019, was accepted. | Income/Expenditures Accepted |
| ➤ The following contracts were awarded: | Contract Awarded |
| ➤ A maximum of \$49,800 to Bowman and Company, LLP, Voorhees, New Jersey, for the second year contract option for professional auditing services at Ocean County College. | |
| ➤ A maximum of \$300,000 to Success Communications Group, Parsippany, New Jersey, for the second year contract option for media placement agency services at Ocean County College. | |
| ➤ A maximum of \$20,000 to Atlantic Switch and Generator, LLC, Hainesport, New Jersey, for the first year of an optional two-year contract for professional generator preventative maintenance and repair services at Ocean County College. | |
| ➤ A maximum of \$29,540 to Electron Services, Absecon, New Jersey, for the first year of an optional two-year contract for variable frequency drive replacement and repairs at Ocean County College. | |
| ➤ A maximum of \$20,000 to Core Mechanical, Inc., Pennsauken, New Jersey, for the first year of an optional two-year contract for HVAC duct and vent cleaning services at Ocean County College. | |
| ➤ A maximum of \$80,000 to the following vendors for the first year of an optional two-year contract for the operation and maintenance of the energy management system at Ocean County College: | |
| ➤ \$50,000 to Automated Building Controls, Neptune, New Jersey | |
| ➤ \$30,000 to Peterson Service Company, Inc., Medford, New Jersey | |
| ➤ A maximum of \$1,635,000 to Pharos Enterprises, LLC, South Amboy, New Jersey, for general contractor construction services for the renovation of the Security Building to build a Crime Scene Lab at Ocean County College. | |
| ➤ Resolutions were adopted to award the following contracts: | Resolutions Adopted for Contract Awards |
| ➤ A maximum of \$30,000 to Johnson Controls, Inc., Blackwood, New Jersey, for the first year of a two-year contract for chiller maintenance services at Ocean County College. | |

- A maximum of \$110,000 to Conner Strong and Buckelew Companies, LLC, Marlton, New Jersey, for the first year of an optional three-year contract for professional consulting for insurance broker and risk management services at Ocean County College.
- A maximum of \$719,000 to School Alliance Insurance Fund (SAIF), West Windsor, New Jersey, for membership in the School Alliance Insurance Fund for general liability college insurance at Ocean County College.
- A maximum of \$22,500 to PatronManager, LLC, New York, New York, for the first year of a five-year contract for a Box Office Ticketing System for the Theatre and Planetarium at Ocean County College.
- A maximum of \$33,000 to West Publishing Corporation, Eagan, Minnesota, for the purchase of miscellaneous books, Internet database subscriptions, and service fees for use in the Library at Ocean County College.
- A maximum of \$25,000 to Prestige Medical Solutions, Inc., Toms River, New Jersey, for the administration of a Certified Nurse's Aide Long-Term Care course for the Continuing and Professional Education Department at Ocean County College.
- A maximum of \$40,000 to TEC Elevator, Inc., Marmora, New Jersey, for a one-year contract for elevator repair and maintenance services at Ocean County College.
- A maximum of \$27,800 to Weatherproofing Technologies, Inc. (Tremco), Beachwood, Ohio, for a one-year contract for ongoing campus-wide roof repairs at Ocean County College.
- A maximum of \$33,000 to Strategic Account Services, Bristol, Pennsylvania, for a one-year contract for planned maintenance and inspection services for the refrigeration of Office of Information Technology equipment at Ocean County College.
- A maximum of \$30,169.84 to the following vendors for the purchase of a Kubota Utility Vehicle and a power salt spreader for use by the Facilities Department at Ocean County College as follows:
 - \$17,497.16 to Ace Outdoor Power 1, Bayville, New Jersey, for the purchase of a Kubota Utility Vehicle
 - \$12,672.68 to Ace Outdoor Power 3, West Creek, New Jersey, for the purchase and installation of a Salt Spreader
- A maximum of \$41,328 to B&H Photo Video Pro Audio, Inc., New York, New York, for the purchase of 72 Biological Microscopes for use by the Science Department at Ocean County College.
- A maximum of \$86,625 to Instructure, Salt Lake City, Utah, for cloud-based managed data services through the Canvas Learning Management System from April 1, 2019, through June 30, 2021, at Ocean County College.

- A maximum of \$75,000 to Core Mechanical, Inc., Pennsauken, New Jersey, for HVAC maintenance services from July 1, 2019, through June 30, 2020, at Ocean County College.
- A maximum of \$440,183.50 to Krueger International, Inc., Green Bay, Wisconsin, for the purchase and installation of lounge, administrative, classroom, and miscellaneous furniture for use in the new Performing Arts Academy at Ocean County College.
- A maximum of \$95,723.30 to Indiana Furniture Industries, Jasper, Indiana, for the purchase and installation of administrative furniture and instructor chairs for use in the new Performing Arts Academy at Ocean County College.
- A maximum of \$159,817.70 to Spacesaver Storage Solutions, Inc., Fort Atkinson, Wisconsin, c/o Diversified Storage Solutions, Norristown, Pennsylvania, for the purchase and installation of cabinets, shelving, and individual storage compartments for use in the new Performing Arts Academy at Ocean County College.
- A maximum of \$37,353 to Vic Gerard Golf Cars, Inc., Farmingdale, New Jersey, for the purchase of two battery operated, low-speed vehicles for use by the Facilities Department at Ocean County College.
- For the first year with a second-year contract option to CastleBranch, Inc., Wilmington, North Carolina, for employee and student background screening services at Ocean County College through the New Jersey Council of County Colleges Joint Purchasing Consortium.
- A maximum of \$34,000 to Blackbaud, Inc., Charleston, South Carolina, for a one-year contract renewal of the fundraising and relationship management software from October 9, 2019, through October 8, 2020, for use at Ocean County College.
- A maximum of \$67,000 to Ocean County Soil Conservation District, Forked River, New Jersey, for a Barnegat Bay Project Sub-Award together with the Ocean County Soil Conservation District to fund "Jersey Friendly Yards" and "Bay Friendly Stewardship Certification Program" projects at Ocean County College.
- A maximum of \$80,000 to the following vendors for the purchase of instructional and non-instructional science and laboratory supplies for use by the Science Department at Ocean County College:
 - Carolina Biological Supply Company, Burlington, North Carolina
 - Fisher Scientific Company, Inc., Pittsburgh, Pennsylvania
 - Nasco Education, LLC, Fort Atkinson, Wisconsin
 - VWR International, LLC, Radnor, Pennsylvania
- A maximum of \$15,000 to the County of Ocean, Toms River, New Jersey, for a six-month agreement for street sweeping services from July 1, 2019, through December 31, 2019, at Ocean County College.

- For the second year contract option to Examity, Inc., Natick, Massachusetts, for online proctoring services through the New Jersey Council of County Colleges Joint Purchasing Consortium for the e-Learning Department at Ocean County College.
- The following contracts were amended: Contracts Amended
 - An additional \$100,000, for a maximum total of \$2,226,000, to Frankoski Construction Company, Inc., East Orange, New Jersey, for additional general construction services for the conversion of the Natatorium to Gymnasium project in the Health and Human Performance Center at Ocean County College (contract originally awarded at the April 25, 2019, Board meeting).
 - An additional \$63,276, for a maximum total of \$285,439, to Lew Corporation, Mine Hill, New Jersey, for additional professional asbestos abatement as part of the conversion of the Natatorium to the Performing Arts Academy gymnasium in the Health and Human Performance Center at Ocean County College (contract originally awarded at the July 26, 2018, Board meeting).
- The following grant awards were accepted: Grant Awards Accepted
 - A \$465,965 Carl D. Perkins Career and Technical Education Grant from the New Jersey Department of Education for the purpose of developing more fully the academic, career, and technical skills of Ocean County College students through instruction, equipment and supplies, professional development for faculty and students, curriculum assessment and accreditation, with emphasis on those curricula that promote workforce and economic development. Project Manager: Ms. Susan O'Connor, Director of Curriculum Management. Funding Period: July 1, 2019, through June 30, 2020.
 - A \$10,000 grant award from the State of New Jersey, Office of the Secretary of Higher Education, for the Community College Innovation Challenge Special Project Grant, to create a positive media campaign that encourages prospective first-generation college students to explore OCC in person and online. Project Director: Ms. Jan Kirsten, Executive Director of College Relations. Project Period: April 30, 2019, through June 30, 2019.

Bylaw, Policy, and Curriculum Committee

In the absence of Mr. Monahan, Chair, Dr. Konopka presented the Bylaw, Policy, and Curriculum Committee items. Dr. Konopka thanked the Trustees for their support of students and commented on the wonderful year-end events celebrating student achievements. 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 April 18, May 2, and May 16, 2019, were approved unanimously upon roll call vote: College Senate Items Approved

- New Policy New Policy
 - #5030, Students, General, Death of a Student
- Revised Policies Revised Policies
 - #5132, Students, Registration, General Requirements
 - #5144, Students, Withdrawal, Refund
 - #5165, Students, Academic Standards, College Skills Assessment Program
- Revised Programs Revised Programs
 - Associate in Arts Degree in Digital Mass Media – Broadcast/Production Option
 - Associate in Arts Degree in Digital Mass Media – Journalism Option
 - Associate in Arts Degree in Fine Arts
 - Associate in Arts Degree in Global Studies
 - Associate in Arts Degree in Liberal Arts
 - 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
 - Associate in Arts Degree in Performing Arts
 - Associate in Arts Degree in Performing Arts – Arts Administration Option
 - Associate in Arts Degree in Performing Arts – Dance Option
 - Associate in Arts Degree in Performing Arts – Music Option
 - Associate in Science Degree in Engineering 2019-2020
 - Associate in Science Degree in Psychosocial Rehabilitation 2019-2020
- New Courses New Courses
 - MUSC 139, Introduction to Jazz Performance
 - PSYC 250, Introduction to Quantitative Analysis in the Social Sciences
- Revised Course Revised Course
 - MUSC 142, 143, 242, 243, Jazz Band I-IV
- Revised Course and Name Change Revised Course and Name Change
 - THTR 296, Theatre in London to Travel Seminar: Theatre in London

Buildings and Grounds Committee

Mrs. Novak, Chair, congratulated Mr. Matthew Kennedy, Assistant Vice President of Facilities, and his team, for the beautiful commencement ceremony set up. Mr. Kennedy explained the summer projects underway, which include the demolition of the College Center and renovations to the Service Road and Parking Lot 2.

- The Buildings and Grounds Committee Report for May 30, 2019, was unanimously accepted upon roll call vote.

Building/Grounds
Report Accepted

Personnel Committee

Mr. Leone, Chair, presented the Personnel Report, which was unanimously approved as presented.

Personnel Report
Approved

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Thursday, June 27, 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 -
June 27, 2019

President's Report

Dr. Larson introduced Ms. Jan Kirsten, Executive Director of College Relations, who shared with the trustees the new Employee Welcome and Orientation Video, developed by Ms. Kirsten, Mr. Ralph Bertini, Television Production Director, Ms. Lisa Gruber, Assistant Director of Employee Pensions and Benefits, and Ms. Christina Matuszewski, Senior Human Resources Technician. The video was developed in accordance with OCC's Strategic Plan, Strategy #5, and utilizes new closed captioning software to meet ADA requirements.

President's Report

Dr. L. Stan Hales, Director of the Barnegat Bay Partnership, shared with the trustees the BBP received \$1.2 million in funding to be used around the Barnegat Bay for various projects. Dr. Larson thanked Dr. Hales for the hard work being done to protect the Bay.

Mr. Kenneth Malagiere, Executive Director, OCC Foundation, reminded trustees of the upcoming Scholarship Celebration on June 14, 2019, and thanked Ms. Sherri Bray, Manager, Special Events and Development, for the hard work involved in getting ready for this wonderful event.

Dr. Larson introduced Dr. Jessica Adams, Associate Dean of Kean Ocean, who discussed new degree programs for both the Toms River campus and Southern Education Center. Dr. Adams introduced Dr. Dawn Kozlowski, Associate Executive Director, Kean University, who is working with Dr. Teresa Walsh, Dean, Nursing and Health Sciences, towards finalizing the generic BSN degree.

Miscellaneous

The following meetings were scheduled:

Meetings
Scheduled

| | | |
|--------------------------------|------------|--|
| Thursday, June 27, 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

Dr. David Bordelon, Professor of English and Literature, distributed copies of "Pen," a collection of student academic writing. He discussed the benefits of students working closely with faculty, as it fosters the production of high-quality work, as evidenced by the publication.

Public Comments

With no further comments from the Board members or the public, the meeting adjourned at 1:28 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President