



**BOARD OF TRUSTEES
AGENDA**

**September 26, 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 AUGUST 22, 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**(Mrs. Joanne Pehlivanian, 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, November 7, 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, OCTOBER 17, 2019**

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

and

THURSDAY, NOVEMBER 7, 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: Annual Reorganization Meeting |

8. 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

August 22, 2019

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:32 p.m. on Thursday, August 22, 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. Kevin Ahearn, Mr. Frank Dupignac, Mrs. Joanne Pehlivanian, Mr. John Peterson, Mr. Steven Zabarsky, Mr. Erick Garcia-Vargas, Mr. Jack Sahradek, Dr. Jon Larson, Executive Vice President Sara Winchester, Vice President Joseph Konopka, Vice President Gerald Racioppi, and Mrs. Connie Bello.

Attendance

Mr. Sahradek administered the trustee oath of office to Mr. Steven Zabarsky, who was appointed by the Ocean County Board of Chosen Freeholders to serve the remainder of the term of Mr. Thomas Monahan, who resigned from the Board in June 2019, through December 19, 2022, and Mr. Erick Garcia-Vargas, who was selected by the Student Life Committee to serve as the student/alumni representative on the Board from July 1, 2019, through June 30, 2020. The trustees welcomed both Mr. Zabarsky and Mr. Garcia-Vargas to the Board.

Swearing-In of
Mr. Steven Zabarsky
and Mr. Erick
Garcia-Vargas

Following the swearing-in, Ms. Carolyn Showalter, Assistant Dean of Science, Technology, Engineering, and Mathematics, presented Mr. Garcia-Vargas with his name plate, which was made by the Makers Club. Ms. Showalter noted that Mr. Garcia-Vargas served as the President of the Makers Club last year and was instrumental in the creation of the name plates for the trustees. Mr. Garcia-Vargas thanked Ms. Showalter not only for the name plate but also for the influence she had on him to become a better student and person.

The minutes of the July 25, 2019, Board of Trustees closed session and public meetings were approved upon majority roll call vote; Mr. Zabarsky abstained from voting.

Minutes Approved

Presentation

Dr. Maureen Reustle, Part-Time Teacher of Humanities, and Mr. Vijay Ramdeen, Science College Lecturer II, led this year's Study Abroad trip to Ireland from August 2 through 10, 2019. Dr. Reustle reported that a great group of cooperative, respectful, and curious students were on this year's trip. OCC alumnus Steve Jackson, who visited Ireland several times, is developing a documentary on the study abroad experience, a short portion of which he played for the trustees. He hopes it will inform prospective participants about the many benefits of studying abroad.

Also in attendance were Brian Carroll and Amana Mechmech, both of whom extolled the program for the personal and educational growth they experienced. In addition to learning about the history and culture of Ireland, the trip instilled confidence and long-lasting friendships were developed among the participants.

Dr. Reustle, Mr. Ramdeen, and the students expressed appreciation for the support received from the trustees and the administration as well as from the OCC Foundation in the form of student scholarships.

Finance Committee

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

- | | |
|---|---------------------------------|
| ➤ The statement of income and expenditures as of July 31, 2019, was accepted. | Income/Expenditures
Accepted |
| ➤ The following contracts were awarded: | Contracts
Awarded |
| ➤ A maximum of \$1,322,292 to Atalian Global Services, East Rutherford, New Jersey, for a three-year contract for custodial services at Ocean County College. | |
| ➤ A maximum of \$109,000 to the following vendors for the first year of an optional two-year contract for bus transportation services for OCC athletic teams for sporting events at various locations, various Student Life trips, and various college activities, performances, and events, as required by Ocean County College: | |
| ➤ Starr Transit Company, Inc., Trenton, New Jersey | |
| ➤ Suburban Trails, Inc., New Brunswick, New Jersey | |
| ➤ A maximum of \$21,000 to Starr Transit Company, Inc., Trenton, New Jersey, for the first year of an optional two-year contract for car and shuttle services for OCC athletic teams for sporting events at various locations, various Student Life trips, and various college activities, performances, and events, as required by Ocean County College. | |
| ➤ A maximum of \$29,970 to Graphic Image, Inc., Milford, Connecticut, for the printing of the Continuing and Professional Education brochures for Spring 2020 and Summer 2020 at Ocean County College. | |

- A maximum of \$87,100 to Ocean Construction, LLC, Marmora, New Jersey, for professional concrete sidewalk, stairs, and curbing installation, repair, and replacement for the Gateway and Health Sciences Buildings at Ocean County College.
- A maximum of \$2,258,413.13 to Earle Asphalt Company, Farmingdale, New Jersey, for professional contractor services for Parking Lot #2 and Service Road upgrades at Ocean County College.
- Resolutions were adopted to award the following contracts:
 - A maximum of \$42,137.55 to SHI International Corporation, Somerset, New Jersey, for the first year of a three-year contract for the Adobe Creative Cloud software license for use at Ocean County College.
 - A maximum of \$25,997.46 to Dell Marketing, LLP, Round Rock, Texas, for the purchase of Dell computers, parts, and supplies as needed for the Interpreter Training Program at Ocean County College.
 - A maximum of \$24,500 to Ellucian Company, L.P., Fairfax, Virginia, for the e-commerce annual volume fee for all online financial transactions from July 1, 2019, through June 30, 2020, at Ocean County College.
 - A maximum of \$18,000 to Keppler Speakers, Arlington, Virginia, for the Living Out Loud Workshop for the Interpreter Training Program at Ocean County College.
 - To identify a qualified pool of vendors for professional mechanical, electrical, plumbing, and envelope commissioning services to be used on an as needed basis at Ocean County College.
 - To identify a qualified pool of vendors for professional service providers for environmental services to be used on an as needed basis at Ocean County College.
 - To identify a qualified pool of vendors for professional international and domestic support, travel, and consulting services for study abroad programs and overseas campus support to be used on an as needed basis at Ocean County College.
 - To identify a qualified pool of professional American Sign Language Interpreting and Captioning service providers to be used on an as needed basis at Ocean County College.
 - A maximum of \$358,828.88 to Aspire Technology Partners, LLC, Eatontown, New Jersey, for upgrades to the Cisco data/voice/video network from August 22, 2019, through August 21, 2024, at Ocean County College.
 - A maximum of \$24,208 to Ellucian Company, L.P., Fairfax, Virginia, for a twelve-month agreement from September 1, 2019, through August 31, 2020, for the Colleague Projects Accounting software subscription license for use at Ocean County College.

Resolutions
Adopted for
Contract Awards

- A maximum of \$45,000 to Bloomberg Finance, L.P., New York, New York, for a twelve-month agreement from July 1, 2019, through June 30, 2020, for the renewal of electronic trading services for use at Ocean County College.
- For the first year, with second and third year contract options, for the TurnItIn Plagiarism and Writing Software license through the New Jersey Joint Purchasing Consortium, with Ocean County College serving as the lead agent.
- A maximum of \$130,432.40 to Ocean Computer Group, Matawan, New Jersey, for the first year of a five-year agreement for email security software for use at Ocean County College.
- The following contracts were amended:

Contracts
Amended

 - An additional \$4,119.75, for a maximum total of \$41,569.75, to Elert and Associates Networking Division, Inc., Stillwater, Minnesota, for additional expenses associated with the final on-site inspection as part of the upgrades to the CCTV system at Ocean County College (contract originally awarded at the January 24, 2019, Board meeting).
 - An additional \$25,000, for a maximum total of \$1,674,000, to PJM Mechanical Contractors, Inc., Ewing, New Jersey, for unforeseen field conditions found as part of the installation of an extension to the hot and chilled water loop to connect the Central Plant to the Health and Human Performance Center project at Ocean County College (contract originally awarded at the November 1, 2018, Board meeting).
 - An additional \$12,000, for a maximum total of \$72,805, to Stanley Access Technologies, LLC, Trenton, New Jersey, for the replacement of the Planetarium main entrance door, as part of the contract for automatic door maintenance, replacement, and repairs, at Ocean County College (contract originally awarded at the November 1, 2018, Board meeting).
 - An additional \$1,000, for a maximum total of \$69,875.25, to Allied Fire and Safety Equipment Company, Inc., Neptune, New Jersey, for repairs to restore power to the ribbon cable in the fire alarm in the Library Building, as part of the contract for the inspection and service of fire prevention and fire control equipment at Ocean County College (contract originally awarded at the July 26, 2018, Board meeting).
 - An additional \$700, for a maximum total of \$56,900, to Spruce Industries, Inc., Rahway, New Jersey, for additional custodial supplies for use at Ocean County College (contract originally awarded at the August 23, 2018, Board meeting).
- The Board rejected the over-budget bid proposals for the 4th Floor Security Door project in the Gateway Building at Ocean County College, received on August 8, 2019, in accordance with New Jersey Statute 18A:18A-22.d to substantially revise the specifications for the goods or services to be rebid at a future date.

Bid Proposal
Rejected

Bylaw, Policy, and Curriculum Committee

At Mrs. Pehlivanian's request, Dr. Konopka reviewed the many recommendations on the By-law, Policy, and Curriculum Committee agenda, which included new, revised, and terminated policies, a new program option, terminated certificates, and new and revised courses.

- The Board approved the following new policy: New Policy
 - Policy #3004, Personnel, All Employees, New Jersey First Act
- The following items, as accepted by the College Senate at its meetings on August 1, and 15, 2019, were approved unanimously upon roll call vote: College Senate
Items Approved
 - New Policy New Policy
 - Policy #5164, Students, Academic Standards, Census Reporting
 - Revised Policies Revised Policies
 - Policy #5142, Students, Withdrawal, General Requirements
 - Policy #5154, Students, Academic Standards, Grades and Scholastic Honors
 - Policy #5163, Students, Academic Standards, Absences
 - Terminated Policy Terminated Policy
 - Policy #5162, Students, Academic Standards, Class Attendance
 - New Program Option New Program
Option
 - Associate in Science Degree in Business Administration, Supply Chain Management Option
 - Terminated Certificates Terminated
Certificates
 - Criminal Justice Certificate of Proficiency
 - Legal Secretary Certificate of Proficiency
 - Personal Training Certificate of Proficiency
 - Physical Therapy Aide Certificate of Proficiency
 - Sports Management Certificate of Proficiency
 - Teacher Aide Certificate of Completion
 - Theatre Production Certificate of Proficiency
 - New Course New Course
 - BUSN 249, Operations Management

➤ Revised Courses

Revised Courses

- DANC 241, Dance Repertory I
- DANC 242, Dance Repertory II
- DANC 243, Dance Repertory III
- DANC 244, Dance Repertory IV
- MECH 150, Introduction to Hydraulics and Pneumatics
- MNFG 102, Manufacturing Processes

- The Board approved the temporary suspension of Policy #8600, Campus Safety and Security, Alcohol and Substance Abuse, during the hours of the following events:

Policy
Suspended

- The Carluccio, Leone, Dimon, Doyle, and Sacks, L.L.C., Client Appreciation Reception on Thursday, September 19, 2019, at 6:00 p.m. in the Planetarium at Ocean County College.
- The Barnegat Bay Sailing Hall of Fame Induction Ceremony and Cocktail Reception on Saturday, November 9, 2019, at 6:00 p.m. in the Gymnasium of the Health and Human Performance Center at Ocean County College.

Buildings and Grounds Committee

Mrs. Novak, Chair, reviewed the status of some of the many projects on campus. The Performing Arts Academy is moving along, and work continues on changing the pool to a gymnasium for use by both PAA and OCC students. Initial architectural designs for the new administration building will be received next month, and the County Road Department will be completing asphalt work on campus. College funding is being set aside to establish a cycle for renewal and replacement of security cameras throughout the campus over the next several years.

- The Buildings and Grounds Committee Report for August 22, 2019, was unanimously accepted upon roll call vote.

Building/Grounds
Report AcceptedPersonnel Committee

Ms. Winchester presented the Personnel Report and its addendum, which were unanimously approved as submitted upon roll call vote.

Personnel Report
ApprovedMiscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Thursday, September 26, 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 -
September 26, 2019President's Report

Dr. Rosann Bar, Dean of the School of Business and Social Sciences, and Business College Lecturer IIs Stephanie Kroeger and Dr. Kathy Toy reported on initiatives being pursued in the

President's
Report

accounting area. In an effort to attract and retain students, accounting courses are being developed and matched up as stackable credentials, which will provide the opportunity for students who begin with noncredit continuing education courses to easily move to certificate programs and on to the completion of an associate degree. The success and popularity of the Bloomberg lab was also discussed; 65 students have completed the Financial Market Analysis Certificate program since the terminals were received through Perkins funding in January 2018.

Dr. Kate Pandolpho, Director of the Counseling Center, and Ms. Susan Ebeling-Witte, Student Intervention Specialist, presented information about suicide, a tough issue to talk about but one that is a major public health issue, especially among college students. It is a concern that demands attention, conversation, training, and awareness of warning signs.

The Board unanimously adopted a resolution to proclaim September 2019 as Suicide Prevention Awareness Month at Ocean County College and to encourage the College community to participate in the activities presented by the Counseling Center during the month to increase knowledge about suicide and its prevention.

Two OCC events were announced: The Fall 2019 Colloquium on Thursday, August 29, 2019, at 9:00 a.m. and Patriot Day on Wednesday, September 11, 2019, at 11:15 a.m.

The Summer-Fall 2019 edition of Ocean Views was distributed to trustees. Ms. Kim Malony, Alumni and Advancement Director, called attention to the many student and alumni profiles. The publication was mailed to over 35,000 OCC alumni, donors, and community members. Appreciation was expressed to Ms. Nicole Howard, Graphic Specialist, Mr. Kevin Cupples, Associate Director of Marketing, and Ms. Juliet Kaszas-Hoch, Staff Writer, for their contributions to this outstanding publication.

Dr. Larson, Mr. Hatem Akl, Interim Associate Vice President of e-Learning and Learning Enterprises, and Dr. Maysa Hayward, Assistant Vice President of International Programs, will be in Egypt from September 3 to 15, 2019, to continue discussions and advance programs with OCC's partner institutions.

Dr. Racioppi spoke about OCC's new student engagement app. Directions on how to download the app can be found on the back cover of the new 2019-2020 Student Handbook; there have already been 1,300 downloads. Reaction from the students has been extremely positive.

Dr. Jessica Adams, Associate Dean of Kean Ocean, reported that over 1,000 students have been registered to date for the fall semester, and another registration day is scheduled next week. The graduate student population has reached 130 students. Collaboration continues between OCC and Kean as new programs are being developed.

Miscellaneous

The following meetings were scheduled:

Meetings
Scheduled

Thursday, September 26, 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 comments from the Board members or the public, the meeting adjourned at 2:11 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Assistant to the President and
Secretary to the Board