



**BOARD OF TRUSTEES
AGENDA**

**February 27, 2020
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 JANUARY 23, 2020,
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 to acknowledge, with regret, the resignation of Judge John A. Peterson, from the Board of Trustees and to express deep appreciation to Judge Peterson for his dedicated service to Ocean County College

Bd. Action

- B. Recommend adoption of a resolution providing for a closed meeting to be held on Thursday, March 26, 2020, 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 REPORTX. NEXT MEETINGS OF THE BOARD OF TRUSTEES ON**THURSDAY, MARCH 26, 2020**

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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

January 23, 2020

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:35 p.m. on Thursday, January 23, 2020, 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 2019 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. Robert Fall, Mr. Steven Zabarsky, Mr. Jack Sahradek, Dr. Jon Larson, Executive Vice President Sara Winchester, Vice President Eileen Garcia, Vice President Joseph Konopka, Vice President Gerald Racioppi, and Mrs. Connie Bello.

Attendance

The minutes of the December 12, 2019, and January 9, 2020, Board of Trustees closed session and public meetings were unanimously approved upon roll call vote.

Minutes Approved

Presentation

Dr. Larson introduced Dr. Margaret Maghan, College Lecturer II in Psychology and an intern at Dottie's House, and Ms. Kelli Brikowski, a student in the Ocean County College/Thomas Edison State University Partnership, work-study student for OCC's Veteran and Military Resource Center, and resident/soon-to-be graduate of Dottie's House, who shared the story of her educational journey as a domestic violence survivor with the help of Dr. Maghan. Dr. Larson thanked Dr. Maghan for her support and Kelli for having the courage to speak at today's meeting.

Dr. Larson called attention to the OCC Veteran and Military Resource Center brochure, which was distributed to the Trustees.

Finance Committee

Ms. Winchester explained that Policy #5300, Tuition and Fees, was being revised to increase tuition from \$121 to \$124 per credit. Even with this moderate 2.5% tuition increase, OCC's tuition will continue to remain in the bottom quarter of community college rates. Additionally, it is proposed that the College per credit technology fee and student fee be added to the \$124 per credit tuition, bringing the tuition per credit to \$155.50. The inclusion of fees in tuition will help students receiving aid that does not cover fees and it will provide more transparency to students. Mr. Dasti commended Dr. Larson, Ms. Winchester, and her staff for their continuing efforts to ensure OCC's tuition is affordable for Ocean County residents.

Mr. Fall stated the decline of enrollments is a national phenomenon and Trustees are willing to help to increase enrollment from the community.

Prior to taking action on the revision to Policy #5300, Tuition and Fees, Mr. Dasti called a public hearing in accordance with New Jersey Public Law 94, Chapter 48, for those members of the college community who wished to testify.

Public Hearing

With no comments forthcoming, Mr. Thulin closed the public hearing, and the Board unanimously approved the revision to Policy #5300, Tuition and Fees.

Policy #5300,
Tuition and Fees,
Revised

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

- The statement of income and expenditures as of December 31, 2019, was accepted.
- The Ocean County College FY 2020 Budget was revised to reflect a \$2.5 million decrease as a result of a shortfall in tuition and fees due to lower enrollment. The budget is able to be balanced because of position vacancies that will not be filled unless necessary, a savings in health care premiums this year, and declining utility costs. The OCC FY 2020 Budget was approved.
- The Ocean County College FY 2021 Budget reflects a continued decline in enrollment based on the number of current senior high school students. However, many efforts are underway to recruit students. The OCC FY 2021 Budget was approved.
- The following contracts were awarded:
 - A maximum of \$1,469,000 to Tri-Form Construction, Inc., Metuchen, New Jersey, for general contractor construction services for the Conference Center renovation project at Ocean County College.
 - A maximum of \$80,000 to the following vendors for the second year contract option for the replacement of campus signage on an as needed basis at Ocean County College:
 - North Star Signs, Inc., Fairfield, New Jersey
 - Printing Lab, West New York, New Jersey
 - Fast Signs, Brick, New Jersey

Income/Expenditures
Accepted

Revised OCC
FY 2020 Budget
Approved

OCC FY 2021
Budget Approved

Contracts
Awarded

- Resolutions were adopted to award the following contracts:
- Resolutions Adopted
for Contract Awards
- A maximum of \$27,033.53 to SHI International Corporation, Somerset, New Jersey, for the license renewal and technical support of the CommVault software subscription at Ocean County College.
 - A maximum of \$76,856.54 to Krueger International, Inc., Green Bay, Wisconsin, c/o Bellia Office Furniture, Inc., Woodbury, New Jersey, for the purchase and installation of conference, administrative, and miscellaneous furniture for use by various departments at Ocean County College:
 - For the authorization of a one-year contract option with Economic Modeling, LLC (EMSI), Moscow, Idaho, for professional economic modeling program services through the New Jersey County College Joint Purchasing Consortium.
 - For the purchase of the following custodial supplies on an as needed basis at Ocean County College:
 - A maximum of \$24,988.80 to Bioshine, Inc., Spotswood, New Jersey, for trash can liners and toilet paper from January 23 through June 30, 2020.
 - A maximum of \$20,000 to Scoles Floorshine Industries, Farmingdale, New Jersey, for paper towels from September 26, 2019, through June 30, 2020.
 - A maximum of \$28,784.80 to AspirEDU, Inc., Tampa, Florida, for the renewal of the web subscription of professional student retention analytics from January 24, 2020, through January 23, 2021, for the e-Learning Department at Ocean County College.
 - A maximum of \$25,000 to Office Basics, Inc., Boothwyn, Pennsylvania, for the purchase of copy paper through the National Cooperative Purchasing Alliance (NCPA) for use at Ocean County College.
 - For travel services for the OCC Study Abroad Seminar in Morocco from June 4, 2020, through June 18, 2020, as follows:
 - A maximum of \$25,300 to University Internationale de Rabat, Sale, Morocco
 - A maximum of \$9,700 to Fellowship International Travel, Ashland, Virginia
 - A maximum of \$100,110 to Ellucian Company, LP, Fairfax, Virginia, for professional support services for the implementation and support of new Colleague Customer Relationship Management subscription software from February 1, 2020, through June 30, 2020, at Ocean County College.
 - A maximum of \$2,781,449 to Ellucian Company, LP, Fairfax, Virginia, for a five-year agreement for maintenance and support of existing and new modules of Colleague subscription software and cloud software from July 1, 2020, through June 30, 2025, at Ocean County College.

- A maximum of \$251,300 to CDM Smith, Inc., Edison, New Jersey, for professional ecological engineering consulting services for the Toms River Watershed Restoration and Protection Plan project through the Barnegat Bay Partnership at Ocean County College.
- A maximum of \$245,588 to CDM Smith, Inc., Edison, New Jersey, for professional ecological engineering consulting services for the Cedar Creek, Oyster Creek, and Forked River Watershed Restoration and Protection Plan project through the Barnegat Bay Partnership at Ocean County College.
- The following contracts were amended: Contracts Amended
 - An additional \$11,219.71, for a maximum total of \$674,219.71, to Paul Otto Building Company, Cranford, New Jersey, to close out the College Center demolition project at Ocean County College (contract originally awarded at the March 28, 2019, Board meeting).
 - An additional \$140,000, for a maximum total of \$2,398,413.13, to Earle Asphalt Company, Farmingdale, New Jersey, for change orders for the professional contractor services for Parking Lot #2 and Service Road upgrades at Ocean County College (contract originally awarded at the August 22, 2019, Board meeting).
 - An additional \$13,280, for a maximum total of \$1,012,788.85, to RSC Architects, Hackensack, New Jersey, for additional Architectural and Engineering Design Services for the Audio/Visual Systems of the new Performing Arts Academy at Ocean County College (contract originally awarded at the April 13, 2017, Board retreat).
 - An additional \$2,000, for a maximum total of \$20,000, to Keppler Speakers, Arlington, Virginia, for travel expenses due to the weather-related rescheduling of the Living Out Loud workshop for the Interpreter Training Program at Ocean County College (contract originally awarded at the August 22, 2019, Board meeting).
 - An additional \$150,000, for a maximum total of \$507,456, to Ellucian Company, LP, for implementation of additional software for Colleague administrative programs and technical support at Ocean County College (contract originally awarded at the April 25, 2019, Board meeting).
 - An additional \$70,000, for a maximum total of \$1,753,000 to Pharos Enterprises, LLC, South Amboy, New Jersey, for change orders for the renovation of the Security Building to build a Crime Scene Lab at Ocean County College (contract originally awarded at the May 30, 2019, Board meeting).
- A resolution was adopted to approve the FY 2021 capital facilities projects, not to exceed \$3,500,000, to be used for the construction of a new Administration Building, and to direct appropriate College officials to seek financial support from the State of New Jersey through Chapter 12 funding and the County of Ocean. Resolution Adopted for FY 2021 Chapter 12 Funding

Bylaw, Policy, and Curriculum Committee

Dr. Konopka shared additions and revisions to programs and courses continue in order to keep curriculum current. Opportunities for courses to run simultaneously on the main campus and at the Southern Education Center utilizing the installation of conferencing technology will help prevent cancelations of under-enrolled class sections. A signing ceremony will be scheduled to announce a 3+1 program with New Jersey City University.

Dr. Konopka also explained OCC is working diligently with senior partner institutions to offer more joint programs on the main campus and at the SEC. Meetings with power company Orsted continue regarding New Jersey's first offshore windfarm. OCC and Atlantic Cape Community College are working together to determine how to best serve the educational needs to prepare residents to work in the field of renewable energy.

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| ➤ The following items, as accepted by the College Senate at its meetings on December 5, 2019, and January 16, 2020, were approved unanimously upon roll call vote: | College Senate
Items Approved |
| ➤ Revised Policy | Revised Policy |
| ➤ Policy #5165, Students, Academic Standards, College Skills Assessment Program | |
| ➤ Revised Programs | Revised Programs |
| ➤ Associate in Arts Degree in Liberal Arts – English Option 2020-2021 | |
| ➤ Associate in Arts Degree in Performing Arts – Music Option 2020-2021 | |
| ➤ New Courses | New Courses |
| ➤ BUSN 240, Travel Seminar: Marketing Across Cultures | |
| ➤ THTR 201, Improv Comedy | |
| ➤ Revised Courses | Revised Courses |
| ➤ ARTS 205, Modern Art | |
| ➤ ARTS 206, American Art | |
| ➤ COMM 202, Intercultural Communication | |
| ➤ COMM 272, Public Relations and Publicity | |
| ➤ ENGL 215, The Graphic Novel | |
| ➤ ENGL 262, Digital and Electronic Literature | |
| ➤ FILM 190, World Cinema | |
| ➤ FILM 192, Introduction to Film Genres | |
| ➤ FILM 200, Understanding Film | |
| ➤ FILM 202, From Literature to Film | |
| ➤ FILM 242, Women in Film | |
| ➤ HHAW 101, Alternative Therapies in Health and Wellness | |
| ➤ RELG 193, World Religions | |

➤ Revised Courses and Name Changes

Revised Courses
and Name Changes

- MUSC 160, College Choir I to Vocal Ensemble I
- MUSC 161, College Choir II to Vocal Ensemble II
- MUSC 260, College Choir III to Vocal Ensemble III
- MUSC 261, College Choir IV to Vocal Ensemble IV

Buildings and Grounds Committee

Mrs. Novak, Chair, introduced Mr. Matthew Kennedy, Assistant Vice President of Facilities Management and Construction, who shared the Performing Arts Academy officially opened January 6, 2020, with the auxiliary gym project nearing completion. The groundbreaking for the new Student Enrollment Building and Conference Center is scheduled to take place in March, and the design for the new Administration Building is being finalized. The design of the new Boardroom will allow plenty of seating space for those attending the public Board meetings. Parking Lot 2 and Service Road upgrades continue and an expansion to the Grunin Center Lobby is under consideration.

- The Buildings and Grounds Committee Report for January 23, 2020, was unanimously accepted upon roll call vote.

Building/Grounds
Report Accepted

Personnel Committee

The Personnel Report was unanimously approved, with an abstention from Mr. Leone on the change of status of Jennifer Blair as Temporary Administrative Assistant.

Personnel Report
Approved

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Thursday, February 27, 2020, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution Adopted
for Closed Meeting -
February 27, 2020

President's Report

Dr. Larson introduced Dr. Ali Botein-Furrevig, Director, Center for Holocaust, Genocide, and Human Rights Education, whose article, "Lessons from the Holocaust: Educating Students on Moral Choices and Responsible Citizenship," will appear in the Sunday, January 26, 2020, Ocean and Monmouth editions of the Asbury Park Press, as well as in papers in Northern New Jersey and Rockland County, New York. Dr. Botein-Furrevig discussed the importance of the issues we face globally and how she is working with Dr. Henry Jackson, Executive Director of Academic Success, to present lessons of the Holocaust to Ocean County high school students. Dr. Larson commended Dr. Botein-Furrevig for her work.

President's
Report

Dr. Larson shared OCC's 2021-2025 Strategic Plan, under the direction of Dr. Alexa Beshara-Blauth, Executive Director, Institutional Planning, is on track to be implemented for July 1, 2020. The twelve-member Core Planning Team has crafted a plan and developed draft statements for the Mission, Vision, and Guiding Principles, which were shared at a Spring Colloquium workshop.

Dr. Larson introduced Dr. Jessica Adams, Associate Dean for Kean Ocean, who then introduced Ms. Taylor Shubsda, Faculty Support Services Manager. In addition to supporting Kean Ocean faculty, Ms. Shubsda will assist with articulation agreements.

Dr. Adams reported Kean Ocean enrollment is up 2.5% to date from last year and SEC class sizes are increasing. Additional programs and opportunities will be added at the SEC.

The State of New Jersey recently passed a bill requiring licensure to practice recreational therapy. Kean University is the only senior institution in New Jersey to offer a degree in Therapeutic Recreation. Kean's Emergency Medical Services Training is an approved American Heart Association and Emergency Care and Safety Institute training center. As part of the Yoga Teacher Training program, Kean Ocean will offer free yoga classes on Mondays. The first cohort from the OCC/Ain Shams/Kean University program are on target to graduate in May from Kean University.

Mr. Ken Malagiere, Executive Director, OCC Foundation, reported the Foundation received 169 applications for the semester and awarded five new scholarships in Continuing and Professional Education thanks to the Hirair and Anna Hovnanian Foundation.

The 200 Club of Ocean County will be honored with the 2020 Humanitarian Organization of the Year Award on June 12, 2020, at the Annual Scholarship Celebration.

Miscellaneous

The following meetings were scheduled:

Meetings
Scheduled

Thursday, February 27, 2020	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

Following Mr. Thulin's request for public comments, Dr. David Bordelon, Professor of English and Literature, and FAOCC Chief Negotiator, said he was pleased to hear the mention of windfarm education. He asked the Trustees' help in reaching a settlement to the FAOCC contract. Mr Leone explained that the Board is committed to a fair compromise.

Public Comments

With no further comments from the Board members or the public, the meeting adjourned at 1:31 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President