



**BOARD OF TRUSTEES
AGENDA**

**April 23, 2020
12:30 p.m.**

- I. **CALL TO ORDER**
- II. **ANNOUNCEMENT OF PUBLIC MEETING**
- III. **ROLL CALL**
- IV. **RECOMMEND APPROVAL OF MINUTES OF THE APRIL 7, 2020,
BOARD OF TRUSTEES CLOSED SESSION AND PUBLIC MEETINGS** **Bd. Action**
- V. **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, Associate 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**

VI. **PRESIDENT'S REPORT**

VII. **MISCELLANEOUS**

- A. **Recommend adoption of a resolution providing for a closed meeting to be held on Thursday, May 28, 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**

VIII. **NEXT MEETINGS OF THE BOARD OF TRUSTEES ON**

THURSDAY, MAY 28, 2020

1. **International Programs
Committee**
(as needed)

Time: 9:30 a.m.
Place: President's Office

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| 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 |

IX. **Adjournment**

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



BOARD OF TRUSTEES

Regular Meeting/Retreat

Minutes

April 7, 2020

The regularly scheduled monthly meeting/retreat of the Ocean County College Board of Trustees was called to order at 12:30 p.m. on Thursday, April 7, 2020, by Mr. Carl V. Thulin, Chair, via Webex.

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 an April 3, 2020, notice changing the meeting to take place via Webex, which was distributed as required by law.

Public Meeting
Announcement

Those in attendance were Mr. Thulin, Mrs. Linda Novak, Mr. Stephan Leone, Mr. Jerry Dasti, Mr. Frank Dupignac, Mr. Robert Fall, Mrs. Joanne Pehlivanian, Mr. Joseph Teichman, Mr. Steven Zabarsky, Mr. Jack Sahradian, 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 February 27, 2020, Board of Trustees closed session and public meetings were approved upon roll call vote with abstentions from Mrs. Novak and Mr. Teichman.

Minutes Approved

Finance Committee

Ms. Winchester reported that a college-wide committee was established to explore alternatives for students to obtain textbooks and course materials, with the end result to improve affordability and to reclaim space from the current Bookstore in the Larson Student Center. An analysis revealed that 65% of OCC students currently purchase print textbooks. However, the use of electronic materials is steadily increasing. The Bookstore model being presented by the Finance Committee for approval offers both types of purchases.

It is recommended that Policy #5300, Tuition and Fees, be revised to increase tuition by \$20 per credit, from \$155 to \$175, to include the cost of student textbooks. A full-time student is currently spending between \$563 to \$677 each semester on books; in comparison, a \$20 per credit tuition charge will increase tuition by only \$298 for a full-time student, which will provide significant savings to the students. This new model will also reduce the footprint of the Bookstore, making additional space available for student seating in the cafeteria.

Prior to taking action on the revision to Policy #5300, Tuition and Fees, Mr. Thulin 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 February 29, 2020, was accepted.
- The following contracts were awarded:
 - A maximum of \$20,000 to Core Mechanical, Inc., Pennsauken, New Jersey, for the second-year contract option for HVAC duct and vent cleaning services at Ocean County College.
 - A maximum of \$20,000 to Atlantic Switch and Generator, LLC, Hainesport, New Jersey, for the second-year contract option for professional generator preventative maintenance and repair services at Ocean County College.
 - A maximum of \$100,000 to Custom Care Services, Inc., Wall, New Jersey, for the third-year contract option for professional ground and landscape maintenance services at Ocean County College and the Southern Education Center.
 - A maximum of \$123,630.46 to the following vendors for the second-year contract option for offset printing services at Ocean County College:
 - \$88,416.46 to PIP Printing, Brick, New Jersey
 - \$28,134 to Gangi Graphics, Brick, New Jersey
 - \$7,080 to Kay Printing, Clifton, New Jersey
- Resolutions were adopted to award the following contracts:
 - A maximum of \$150,000 to Nickerson Corporation, Union Beach, New Jersey, for the purchase and installation of gymnasium bleachers for the Health and Human Performance Center at Ocean County College.
 - A maximum of \$29,033 to ACV Enviro, Avenel, New Jersey, for professional chemical waste removal and disposal for the Science Department at Ocean County College.
 - A maximum of \$30,000 to Interact Communications, La Crosse, Wisconsin, for professional marketing agency services to develop and implement a campaign to recruit adult learners for the Fall 2020 semester at Ocean County College.
 - A maximum of \$23,050 to SHI International Corporation, Somerset, New Jersey, for the purchase of five OneScreen Interactive TVs for use by various departments at Ocean County College.

Income/Expenditures
Accepted

Contracts
Awarded

Resolutions Adopted
for Contract Awards

- A maximum of \$30,000 to Home Depot Pro Institutional, Jacksonville, Florida, for a one-year contract for the purchase of custodial supplies from July 1, 2020, through June 30, 2021, for use at Ocean County College.
- A maximum of \$40,000 to Pemberton Electrical Supply Company, LLC, Lumberton, New Jersey, for a one-year contract for the purchase of miscellaneous electrical supplies from July 1, 2020, through June 30, 2021, for use at Ocean County College.
- A maximum of \$40,000 to Atlantic Plumbing Supply Corporation, Toms River, New Jersey, for a one-year contract for the purchase of miscellaneous plumbing supplies from July 1, 2020, through June 30, 2021, for use at Ocean County College.
- A maximum of \$28,000 to Weatherproofing Technologies, Inc. (Tremco), Beachwood, Ohio, for a one-year contract for ongoing campus-wide roof repairs from July 1, 2020, through June 30, 2021, at Ocean County College.
- A maximum of \$75,000 to Core Mechanical, Inc., Pennsauken, New Jersey, for a one-year contract for HVAC maintenance services from July 1, 2020, through June 30, 2021, at Ocean County College.
- A maximum of \$25,840 to Eileen Cusick-Thigpen, Brick, New Jersey, for professional interpreting services for students with disabilities at Ocean County College.
- A maximum of \$35,000 to Jersey Shore Lawn and Sprinkler Construction Company, Inc., Whiting, New Jersey, for a one-year contract for landscape irrigation system winterization services and repairs from March 26, 2020, to March 25, 2021, at Ocean County College.
- For the second-year contract option to Castle Branch, Inc., Wilmington, North Carolina, for employee and student background screening services at Ocean County College.
- A maximum of \$42,983 to NCS Pearson, Inc., Bloomington, Minnesota, for a one-year contract for professional online tutoring services from July 1, 2019, to June 30, 2020, at Ocean County College.
- For five-year agreements for online bookstores as follows to be utilized by New Jersey's community colleges from July 1, 2020, through June 30, 2025, through the NJCCC Joint Purchasing Consortium with Ocean County College serving as the lead agency:
 - Barnes and Noble College Booksellers, LLC, Basking Ridge, New Jersey
 - eCampus.com, Lexington, Kentucky
 - Follett Higher Education Group, Inc., Westchester, Illinois
- For a five-year agreement with Barnes and Noble College Booksellers, LLC, Basking Ridge, New Jersey, to provide bookstore services from July 1, 2020, through June 30, 2025, both on campus and online, at Ocean County College.

- A maximum of \$28,000 to TEC Elevator, Inc., Marmora, New Jersey, for professional elevator repair services and parts replacement for the Grunin Center elevator at Ocean County College (revised Exhibit A-25).
- Resolutions were adopted to award the following contracts to provide contract modeling support, through the Barnegat Bay Partnership at Ocean County College: Resolutions Adopted for Contract Awards
 - A maximum of \$23,520 to Stockton University, Galloway, New Jersey, for the Submerged Aquatic Vegetation Monitoring project in the Barnegat Bay titled “Zostera-Ruppia Competition Mesocosm Experiment.”
 - A maximum of \$24,697.82 to University North Carolina at Wilmington, Wilmington, North Carolina, for the Seagrass Vulnerability to Climate Change project in the Barnegat Bay.
- The following contracts were amended: Contracts Amended
 - An additional \$15,000, for a maximum total of \$45,000, to Amazon Services, LLC, Seattle, Washington, for additional online marketplace products for various departments at Ocean County College through the U.S. Communities Government Purchasing Alliance Contract (contract originally awarded at the June 27, 2019, Board meeting).
 - An additional \$9,287.04, for a maximum total of \$169,751.04, to NJEdge.NET, Newark, New Jersey, for the fourth quarter invoice for campus-wide internet service through the NJEdge.NET Consortium at Ocean County College, the Southern Education Center, and Montclair State University (contract originally awarded at the April 25, 2019, Board meeting).
 - An additional \$6,000, for a maximum total of \$88,416.46, to PIP Printing, Brick, New Jersey, for additional offset printing services at Ocean County College (contract originally awarded at the April 25, 2019, Board meeting).
 - An additional \$15,000 (amended from \$110,000), for a maximum total of \$6,560,000 (amended from \$6,655,000) to Catel, Inc., Bradley Beach, New Jersey, for change orders for professional general contractor services for the construction of a new Student Enrollment Building at Ocean County College (contract originally awarded at the January 9, 2020, Board retreat).
 - The amendment to Tri-Form Construction, Inc., Metuchen, New Jersey, for change orders for general contractor construction services for the Conference Center Renovation Project at Ocean County College was rescinded.
- The contracts of the following OCC Study Abroad programs scheduled for June and July 2020 were rescinded in anticipation of further travel advisories and restrictions and for concern for the health, safety, and welfare of College students: Contracts Rescinded
 - The OCC Study Abroad Seminar in Switzerland from July 11, 2020, through July 19, 2020, to Teach by Travel, Inc., Brookfield, Massachusetts (contract originally awarded at the December 12, 2019, Board meeting).

- The OCC Study Abroad Seminar in Morocco, from June 4, 2020, through June 18, 2020, to Universite Internationale de Rabat, Sale, Morocco, and Fellowship Travel International, Ashland, Virginia (contract originally awarded at the January 23, 2020 Board meeting).
- The Board accepted a \$161,910 grant award from the New Jersey Department of Labor and Workforce Development, to fund Growing Apprenticeships in Nontraditional Sectors (GAINS), to prevent attrition, increase graduation, and build Ocean County College Apprenticeships. Project period: April 1, 2020, through March 31, 2021. Project Director: Dr. Joseph Konopka, Vice President of Academic Affairs. Grant Award Accepted
- The Board accepted a \$69,346 grant award from the New Jersey Department of Human Services, Division of Mental Health and Addiction Services, to fund recovery supports to prevent and reduce substance abuse on college campuses in New Jersey. Project period: January 1, 2020, through September 30, 2020. Project Directors: Ms. Katie Hueth, Prevention Education Coordinator; Dr. Kathryn Pandolpho, Director, Counseling and Student Development. Grant Award Accepted

Bylaw, Policy, and Curriculum Committee

Mrs. Pehlivanian introduced Dr. Konopka, who thanked all involved in making the smooth transition to all-remote instruction in response to the COVID-19 virus. Academic Affairs, e-Learning, Student Affairs, and Finance all worked together to meet the needs of the students and faculty. Any minor issues that resulted from the transition were quickly addressed and resolved as each academic school has a designated point person to expedite resolutions. Dr. Konopka also commended faculty members, lecturers, and adjunct faculty for their innovative instruction through videos, virtual student gatherings, and overall exceptional efforts. He is confident the Spring semester will proceed smoothly.

- The following items, as accepted by the College Senate at its meeting on March 5, 2020, were approved unanimously upon roll call vote: College Senate Items Approved
 - Revised Policy Revised Policy
 - Policy #5144, Students, Withdrawal, Refund
 - Revised Certificate Revised Certificate of Completion
 - Holistic Health and Wellness Certificate of Completion
 - New Course New Course Approved
 - STSC 160, Student Success Seminar for Engineering Majors

➤ Revised Courses

Revised Courses

- CSIT 115, Introduction to Computer Game Development
- CSIT 126, Intermediate Spreadsheets and Database
- CSIT 144, Introduction to Operating Systems Using UNIX
- CSIT 160, Introduction to Visual Basic
- CSIT 166, Programming II
- CSIT 168, Introduction to Python Programming
- CSIT 173, Game Programming with Open GL
- CSIT 176, Computer Organization and Architecture
- CSIT 184, Networking Essentials
- CSIT 185, Networking I
- CSIT 186, Networking II
- FREN 191, Elementary French I
- FREN 192, Elementary French II
- GRMN 191, Elementary German I
- GRMN 192, Elementary German II
- HHAW 120, Philosophies and Paradigms of Healthcare
- HHAW 220, Oriental Theories in Health and Medicine
- ITAL 100, Elementary Italian I
- ITAL 102, Elementary Italian II
- RUSS 101, Elementary Russian I
- RUSS 102, Elementary Russian II

Buildings and Grounds Committee

Mrs. Novak shared that, while the campus remains closed, it is staffed continuously with two security guards and two custodians to keep the campus safe and clean. The Performing Arts Academy still operates under a temporary Certificate of Occupancy until the construction is closed out. The new auxiliary gym has received a full CO and will be available for both PAA and OCC students when the campus reopens. In addition, work on the parking lot renovations continues unimpeded since there is no traffic on campus. RFPs for the design of the new Administration Building are due soon, will be reviewed, and may be presented for approval at the June meeting.

- The Buildings and Grounds Committee Report for April 7, 2020, was unanimously accepted upon roll call vote.

Building/Grounds
Report Accepted

Personnel Committee

Mr. Leone expressed appreciation on behalf of the Personnel Committee to the administration, faculty, and staff for continuing instruction and College business functions during this time of uncertainty.

The Personnel Report was unanimously approved upon unanimous roll call vote.

Personnel Report
Approved

President's Report

Dr. Larson expressed pride in the College administration, faculty, and staff as they met the challenges that resulted from moving to an all-remote environment. With all of the many accomplishments, OCC has a wonderful story to share about its ability to easily and successfully transition fully online because of its advanced technology and already strong online presence. This message will be marketed widely, especially to students who may have planned to go away for college this fall and may now think about staying close to home.

President's Report

Dr. Racioppi shared that the Admissions staff continues to work with high school students through the Pathways Program, assisting them with applications, selection of class schedules, and financial aid possibilities. Additionally, OCC has the ability to communicate directly with high school students to share information about the College and encourage their attendance.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Thursday, April 23, 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 -
April 23, 2020

Upon a separate unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held immediately following this meeting for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution Adopted
for Closed Meeting –
After Public Meeting

The following meetings were scheduled:

Meetings
Scheduled

Thursday, April 23, 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

With no further comments from the Board members or the public, the meeting adjourned at 1:15 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President