



**BOARD OF TRUSTEES  
AGENDA**

**April 7, 2020  
12:30 p.m.**

- I. **CALL TO ORDER**
- II. **ANNOUNCEMENT OF PUBLIC MEETING**
- III. **ROLL CALL**
- IV. **RECOMMEND APPROVAL OF MINUTES OF THE FEBRUARY 27, 2020, Bd. Action  
BOARD OF TRUSTEES CLOSED SESSION AND PUBLIC MEETINGS**
- 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, April 23, 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**

- B. **Recommend adoption of a resolution to move into a closed meeting immediately following this meeting for the purpose of discussing 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**

**Bd. Action**

VIII. **NEXT MEETINGS OF THE BOARD OF TRUSTEES ON****THURSDAY, APRIL 23, 2020**

- |  |  |
|--|--|
| 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,<br>Pending Litigation, and<br>Collective Bargaining |
| 7. <b>Entire Board</b>   | Time: 12:30 p.m.<br>Place: Boardroom<br>Purpose: <b>Regular Public Monthly Meeting</b>   |

IX. **Adjournment**

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



## **BOARD OF TRUSTEES**

### **Regular Meeting**

### **Minutes**

**February 27, 2020**

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:30 p.m. on Thursday, February 27, 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, Mr. Stephan Leone, Mr. Jerry Dasti by phone, Mr. Frank Dupignac, Mrs. Joanne Pehlivanian, 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 January 23, 2020, Board of Trustees closed session and public meetings were unanimously approved upon roll call vote.

Minutes Approved

### Finance Committee

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

- The statement of income and expenditures as of January 31, 2020, was accepted.
- A revised resolution was adopted to approve the FY 2021 capital facilities projects, not to exceed \$5,500,000, 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.

Statement of Income  
and Expenditures  
Accepted

Revised Resolution  
Adopted for FY 2021  
Chapter 12 Funding

➤ The following contracts were awarded:

Contracts  
Awarded

- A maximum of \$61,580 to FM360, LLC, Charlotte, North Carolina, for a two-year contract for consulting services to assist with the implementation of a new computerized maintenance management system for the Facilities Management Department at Ocean County College.
- A maximum of \$92,672.80 to Core Mechanical, Inc., Pennsauken, New Jersey, for the replacement of four existing roof top HVAC units at Ocean County College and the exchange of two units at the Southern Education Center.

➤ Resolutions were adopted to award the following contracts:

Resolutions Adopted  
for Contract Awards

- A maximum of \$161,223 to Apple Computer, Inc., Austin, Texas, for the purchase of Apple computers and Apple Care, a service agreement for parts and labor as needed for the repair of existing computers at Ocean County College.
- A maximum of \$72,000 to Consolidus, LLC, Akron, Ohio, for the second year contract option for a professional promotional online storefront for the purchase of OCC branded items through the New Jersey Council of County Colleges Joint Purchasing Consortium with Ocean County College serving as the lead agency.
- A maximum of \$19,161.59 to Frankoski Construction Company, Inc., East Orange, New Jersey, for general contractor construction services for the removal and reinstallation of the ceiling grid for the renovation of the e-Learning Suite in the Russell Building at Ocean County College.
- A maximum of \$28,214.82 to SHI International Corporation, Somerset, New Jersey, for the renewal of the Microsoft Software Campus volume license agreement from March 1, 2020, to February 28, 2021, at Ocean County College.
- A maximum of \$201,422.54 to Aspire Technology Partners, LLC, Eatontown, New Jersey, for the purchase and installation of a video conferencing system funded by the Title III grant for the Southern Education Center.
- A maximum of \$22,000 to Gerber Tours, Inc., Woodbury, New York, for travel services for the OCC Washington, DC, Tour from April 3, 2020, through April 5, 2020.
- A maximum of \$19,500 to Michael Savarese Associates, Little Silver, New Jersey, for professional architectural services for the reconfiguration of existing office space in the Facilities Department at Ocean County College.
- A maximum of \$29,983 to NCS Pearson, Inc., Bloomington, Minnesota, for online tutoring services for e-Learning students at Ocean County College.

- A maximum of \$17,918.15 to Villa Roma, Callicoon, New York, for guest room accommodations and meals for the attendees of the Student Leadership Conference from January 8, 2020, through January 10, 2020.
- The following contracts were amended: Contracts Amended
  - An additional \$7,800, for a maximum total of \$1,020,588.85, to RSC Architects, Hackensack, New Jersey, for additional Architectural and Engineering Design Services for supplemental lighting layout design for the Black Box Theatre at the Performing Arts Academy at Ocean County College (contract originally awarded at the April 13, 2017, Board retreat).
  - An additional \$1,140, for a maximum total of \$46,140, to Bloomberg Finance, LP, New York, New York, for an increase to the electronic trading system services for use at Ocean County College (contract originally awarded at the August 22, 2019, Board meeting).
  - An additional \$13,290.50, for a maximum total of \$20,868,045.50, to Wallace Brothers, Inc., Brick, New Jersey, for additional general contractor construction services for the Performing Arts Academy at Ocean County College (contract originally awarded at the May 10, 2018, Board retreat).

#### Bylaw, Policy, and Curriculum Committee

Dr. Konopka reviewed new and revised programs and courses recommended for approval in an effort to keep OCC's curricula current. He shared that OCC will receive a \$170,000 grant award for apprenticeship programs, which will open up opportunities to the adult market. The OCC/ New Jersey City University articulation signing ceremony is scheduled for Monday, March 2, 2020, to extend baccalaureate and master's degree options to students. Meetings continue with Community Medical Center for a pilot apprenticeship program for eligible CMC employees.

- The following items, as accepted by the College Senate at its meetings on December 5, 2019, and February 6, 2020, were approved unanimously upon roll call vote: College Senate Items Approved
  - Revised Policy and Name Change Revised Policy And Name Change
    - Policy #5180, Students, Classes and Instruction, Cheating and Plagiarism to Students, Classes and Instruction, Academic Integrity
  - New Courses New Courses
    - ENVI 241, Environmental Sustainability
    - PSYC 240, Travel Seminar: The Person and Environment

## ➤ Revised Courses

## Revised Courses

- ACCT 121, Fundamentals of Accounting
- ACCT 162, Principles of Accounting II
- ACCT 261, Intermediate Accounting I
- ACCT 262, Intermediate Accounting II
- ACCT 266, Federal Income Tax Accounting
- BUSN 151, Introduction to Human Resource Management
- BUSN 170, Small Business Management
- BUSN 267, Real Estate Law
- BUSN 271, Principles of Management
- EDUC 178, Introduction to the Education of Exceptional Students
- HHAW 200, Food and Healing: A Holistic Approach to Nutrition
- HHAW 221, Principles of Energy Movement
- HHAW 222, Holistic Design
- HRTM 110, Introduction to Hospitality
- HRTM 120, Marketing for Hospitality and Tourism
- HRTM 124, Quality Guest/Customer Service
- HRTM 214, Supervision and Human Resource Management
- HRTM 225, Legal Aspects of Hospitality

## ➤ Terminated Course

## Terminated Course

- BUSN 126, Word Processing

- The Board approved the temporary suspension of Policy #8600, Campus Safety and Security, Alcohol and Substance Abuse, for the Ocean County College Foundation Scholarship Celebration on Friday, June 12, 2020, in the Health and Human Performance Center from 6:00 p.m. to 10:00 p.m.

Policy #8600  
Suspended

Buildings and Grounds Committee

Mr. Matthew Kennedy, Assistant Vice President of Facilities Management and Construction, reported that landscaping and irrigation for the Performing Arts Academy is due to be completed in the spring together with repaving to Parking Lot 2 and curb concrete work. In addition, a student ADA parking lot will be constructed behind Building #4. Mr. Kennedy also reported that the groundbreaking for the Student Enrollment Building is scheduled to take place on March 26, 2020, and the groundbreaking for the new Administration Building will occur in October of this year.

- The Buildings and Grounds Committee Report for February 27, 2020, was unanimously accepted upon roll call vote.

Building/Grounds  
Report Accepted

Personnel Committee

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

Personnel Report  
Approved

The trustees adopted, upon unanimous roll call vote, 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. The resolution follows:

Resolution  
Adopted for Judge  
John A. Peterson

**WHEREAS**, Judge John A. Peterson, Jr., was appointed by the Governor to the Ocean County College Board of Trustees in October 2017, and he faithfully served the College in an outstanding manner since then; and

**WHEREAS**, on November 5, 2019, Judge Peterson was elected to serve as the Mayor of Seaside Park, New Jersey, effective January 2020, which required him to submit his resignation from the Board of Trustees in accordance with New Jersey law; and

**WHEREAS**, the members of the Board of Trustees wish to publicly acknowledge Judge Peterson upon his departure from the Board; and

**WHEREAS**, during his tenure, Judge Peterson served on the Finance Committee, the Building and Grounds Committee, and the International Programs Committee, providing guidance on issues related to OCC's fiscal stability, physical plant operations, and international partnerships; and

**WHEREAS**, as a member of the Board of Trustees, Judge Peterson's contributions of time, energy, and expertise have had a significant impact on the continued growth and excellence of Ocean County College in its goal to be recognized as one of the finest community colleges in the nation;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Ocean County College acknowledges, with regret, the resignation of Judge John A. Peterson, Jr., from the Board, while, at the same time, pays tribute to him for his dedicated service to the College; and

**BE IT FURTHER RESOLVED** that the Board of Trustees expresses its deep appreciation to Judge Peterson for his friendship and counsel and wishes him continued success in all of his future endeavors.

#### Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide 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.

Resolution Adopted  
for Closed Meeting -  
March 26, 2020

#### President's Report

Dr. Larson introduced Ms. Ilene Cohen, Executive Director of Athletics, who then introduced Hailey Dries, who was recognized as the OCC Woman of the Year at the 28<sup>th</sup> Annual National Girls and Women in Sports Award Luncheon, held on February 9, 2020, at Seton Hall University. Ms. Dries said she was honored to receive the award and thanked the Athletics Department for the nomination.

President's Report



Ms. Cohen then introduced members of the Women's Basketball team, Shaunna Bruker and Simi Clapman, who shared their experiences at OCC and with the team. Ms. Cohen and the students thanked the Trustees for their support. Mr. Thulin thanked Ms. Cohen for her hard work with the Athletics Department.

Dr. Racioppi and Dr. Anthony Trump, Director of Admissions and Enrollment, reported on the state of enrollment and shared recruitment initiatives to increase enrollment. In addition to scheduled visits at all 19 county high schools, the Admissions staff has met with Wawa, Six Flags, and the Ocean County One-Stop Career Center to recruit non-traditional students through corporate engagement and strategic partnerships with employers.

Dr. Garcia reported e-Learning continues to work closely with Academic Affairs to update course content as well as with school deans in order to utilize Open Educational Resources to reduce textbook costs for students.

Dr. Larson shared OCC will host a panel discussion recognizing the 100<sup>th</sup> anniversary of the 19<sup>th</sup> amendment on Tuesday, March 3, 2020, with Ms. Linda Bowden, Regional President of PNC Bank; Dr. Susan Cole, President of Montclair State University; and Former Lt. Governor Kim Guadagno, President and CEO of Fulfill. The event will be moderated by Ms. Anjali Mehrotra, President of the New Jersey Chapter of the National Organization of Women. Dr. Larson thanked Ms. Christine O'Neill, Executive Assistant to Dr. Konopka, who initiated and coordinated the event, and expressed appreciation for support from Mr. Mark Wilson, Executive Director of Cultural Programs and Partnerships; Dr. Konopka; and Ms. Jan Kirsten, Executive Director of College Relations.

Dr. Stephen Kubow, Acting Associate Vice President for Kean Ocean, introduced Dr. Karen Moosvi, Kean University's new Director of Nursing, and Mr. Vito Zajda, Director and VA Certifying Official for Kean's Office of Veteran Services. Dr. Kubow shared that Kean University has been named a Top Military Friendly University. A large portion of Kean's veteran population attends Kean Ocean.

### Miscellaneous

The following meetings were scheduled:

Meetings  
Scheduled

<b>Thursday, March 26, 2020</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 1:32 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Jodi Heitmann  
Executive Assistant to the President