



**BOARD OF TRUSTEES
AGENDA**

**May 28, 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 23, 2020,
BOARD OF TRUSTEES CLOSED SESSION AND PUBLIC MEETINGS** **Bd. Action**
- V. **PRESENTATIONS/ COMMENDATIONS**
- VI. **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**VII. PRESIDENT'S REPORT****VIII. MISCELLANEOUS**

- A. Recommend adoption of a resolution providing for a closed meeting to be held on Thursday, June 25, 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. **NEXT MEETINGS OF THE BOARD OF TRUSTEES ON****THURSDAY, JUNE 25, 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 |

X. **Adjournment**

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



BOARD OF TRUSTEES

Regular Meeting

Minutes

April 23, 2020

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:39 p.m. on Thursday, April 23, 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 a resolution adopted at the November 2019 reorganization meeting and distributed as required by law. Also, given the current healthcare crisis, a notice was publicized on May 18, 2020, indicating this meeting would be held via Webex, as provided for by New Jersey Public Law 2020, Chapter 11, approved on March 20, 2020, for public bodies to conducting meetings by electronic means during periods of emergency.

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 Sahradnik, 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 April 7, 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:

- The statement of income and expenditures as of March 31, 2020, was accepted.
- The following contract was awarded:
 - A maximum of \$85,000 as follows for the second-year contract option for the operation and maintenance of the energy management system at Ocean County College:
 - \$50,000 to Automated Building Controls, Neptune, New Jersey
 - \$35,000 to Peterson Service Company, Inc., Medford, New Jersey

Income/Expenditures
Accepted

Contracts
Awarded

- | | |
|---|--|
| <p>➤ Resolutions were adopted to award the following contracts:</p> <ul style="list-style-type: none">➤ A maximum of \$25,000 to de Rouville's Boat Shop, Bayville, New Jersey, for the maintenance, repairs, and winterization for the fleet of boats used by the sailing team at Ocean County College.➤ A maximum of \$19,974.79 to Heartland ECSI, Corapolis, Pennsylvania, for the processing, issuance, and reissuance of IRS 1098-T forms to students at Ocean County College.➤ A maximum of \$19,170 to North Star Signs, Inc., Fairfield, New Jersey, for the purchase and installation of signage for the Performing Arts Academy at Ocean County College.➤ A maximum of \$24,634.26 to Pocket Nurse, Monaca, Pennsylvania, for the purchase of instructional and non-instructional medical and laboratory supplies through the National Cooperative Purchasing Alliance (NCPA) for use by various departments at Ocean County College.➤ For a seven-month extension of the contract to SchoolSculptures with Kevin Reese, LLC, Washington, District of Columbia, to fund the "Mobilizing Our Community" projects for students at Ocean County College.➤ A maximum of \$49,680 to SHI International Corporation, Somerset, New Jersey, for the purchase of chromebooks for student use due to the Coronavirus pandemic at Ocean County College.➤ A maximum of \$486,186.88 to Krueger International, Inc., Green Bay, Wisconsin, for the purchase and installation of administrative and classroom furniture and Light-line Wall Systems in the new Student Enrollment Building through the Cooperative contract ESCNJ (Middlesex Regional Education Services Commission) at Ocean County College.➤ A maximum of \$217,174.20 to Krueger International, Inc., Green Bay, Wisconsin, for the purchase and installation of administrative and classroom furniture and Light-line Wall Systems in the new Student Enrollment Building at Ocean County College. | <p>Resolutions Adopted
for Contract Awards</p> |
| <p>➤ The following contract was amended:</p> <ul style="list-style-type: none">➤ An additional \$39,850, for a maximum total of \$99,850, to Kimmel Bogrette Architecture + Site, Inc., Blue Bell, Pennsylvania, to provide civil engineering services for site and permit applications for the Mill Creek Sailing Center building project as the previous permits have expired (contract originally awarded at the January 25, 2018, Board meeting). | <p>Contract
Amended</p> |
| <p>➤ The Board approved the scheduling of a sale of surplus items no longer needed by the College.</p> | <p>Sale of Surplus
Items Approved</p> |

Bylaw, Policy, and Curriculum Committee

Mrs. Pehlivanian introduced Dr. Konopka, who shared, beginning with the fall semester, Academic Affairs will shift focus towards offering programs in different formats and modalities. He also discussed the move to remote instruction provided an opportunity to explore options with synchronous education and the inclusion of more technology in classrooms. Should the College need to continue with remote instruction in the fall, options are being discussed regarding virtual science lab requirements. Dr. Konopka expressed the need for all faculty, lecturers, and adjuncts to be comfortable with remote instruction and opportunities to ensure continued academic excellence in all OCC courses.

Dr. Konopka commended Dr. Teresa Walsh, Dean of Nursing and Health Sciences, who has been doing an exceptional job in staying in touch with the Board of Nursing with regard to Nursing program online instruction, as well as Ms. Donna Rosinski-Kauz, Director of Library Services, for continuing to provide great leadership during the campus closure.

- The following items, as accepted by the College Senate at its meeting on April 9, 2020, were approved unanimously upon roll call vote: College Senate
Items Approved
- New Program Option New Program Option
 - Associate in Arts Degree in Liberal Arts – Photography Option
- Revised Course and Course Title Revised Course and
Course Title
 - CSIT 163, Introduction to C++ to Introduction to Programming Using C++

Buildings and Grounds Committee

Mrs. Novak shared that asphalt work on Parking Lot 2 is underway. Work on the Performing Arts Academy punch list continues. Progress on the Student Enrollment Building, Conference Center, and Crime Scene Lab moves along nicely. Discussion regarding the Grunin Center Lobby expansion is on hold.

- The Buildings and Grounds Committee Report for April 23, 2020, was unanimously accepted upon roll call vote. Building/Grounds
Report Accepted

Personnel Committee

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

President's Report

Dr. Larson continues to be proud of the College administration, faculty, and staff as OCC maintains a virtual remote learning environment. While OCC had some challenges in the transition, there have been no reported struggles by students or educators within OCC, Egypt, and partner high school dual enrollment programs. Thanks were also extended to senior administrators who have worked tirelessly in this effort. President's Report

Ms. Winchester provided an update on the CARES Act Recovery Grant funding plan. Half of the grant awarded to the College will go directly to assist students with critical food, health care, housing, and other emergency needs as a result of the campus closure, while the remaining funds will be used to cover costs associated with the negative financial impact of the virus on College operations.

Dr. Larson acknowledged Mrs. Connie Bello, Assistant to the President, and Mrs. Jodi Heitmann, Executive Assistant to the President, for the extraordinary effort in continuing to support the President's Office and Board of Trustees during the campus closure.

Ms. Jan Kirsten, Executive Director of College Relations, shared current marketing plans highlighting the inclusion of books and most fees in tuition, which will result in savings to students: "Compassion Campaign," and "Free College Tuition." The campaigns will be shared via Cable TV, on social media platforms, the OCC App, and the OCC Foundation website.

Dr. Racioppi reported Student Affairs is currently focused on enrolling students for summer and fall courses and discussed the outreach efforts specifically aimed towards current Ocean County high school seniors.

Dr. Garcia shared e-Learning has been working with department deans to duplicate master course shells for face-to-face courses with online content should the need for continued remote instruction for the remainder of the summer sessions and the fall semester. Dr. Garcia provided an update on the Egypt programs, which continue with remote learning.

Mr. Kenneth Malagiere, Executive Director, OCC Foundation, expressed the Foundation's appreciation to Dr. Larson, administration, faculty, and staff for leadership to the College community through these challenging times. In addition to CARES Act funding, the Foundation will continue to support students. The Scholarship Celebration has been postponed to August 7. If it is not possible to host in-person, an alternate virtual event will be created.

Dr. Larson introduced Dr. Steve Kubow, Acting Associate Vice President for Kean Ocean, who shared Kean University will hold a virtual commencement due to the Coronavirus. All Kean courses for upcoming summer sessions will be held online. A decision for fall 2020 has not been determined, with alternative plans being discussed. In addition, Kean University received word that full accreditation has been awarded through 2025. Also, approval was received by the New Jersey Board of Nursing for the joint BSN degree program.

Dr. Jessica Adams, Associate Dean for Kean Ocean, reported Kean enrollments for the fall are up from last year. Discussions regarding Pass/Fail option are underway for students enrolled in the Egyptian program, and the importance of keeping the cohorts on track.

Dr. Kubow announced Kean University received \$6 million in CARES Act funding for Kean Union and Kean Ocean students. Dr. Larson offered congratulations on Kean's accreditation news.

Miscellaneous

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

Resolution Adopted
for Closed Meeting -
May 28, 2020

The following meetings were scheduled:

Meetings
Scheduled

Thursday, May 28, 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

Mr. Leone echoed congratulations to Dr. Larson, administration, faculty, and staff for the continued support to students during these difficult times.

Dr. Larson acknowledged and thanked Mr. JR Ross, CIO, for his technological expertise in scheduling, coordinating, and ensuring the success of this virtual Board meeting.

With no further comments from the Board members or the public, the meeting adjourned at 1:53 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President