



BOARD OF TRUSTEES

Regular Meeting

Minutes

April 25, 2019

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:31 p.m. on Thursday, April 25, 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. Jerry Dasti, Mrs. Joanne Pehlivanian, Mr. John Peterson, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Sara Winchester, Vice President Joseph Konopka, and Mrs. Connie Bello.

Attendance

The minutes of the March 28, 2019, and April 11, 2019, Board of Trustees closed sessions and public meetings were unanimously approved upon roll call vote.

Minutes Approved

Presentations/Commendations

Dr. Larson introduced Dr. William Rickert, Professor of Mathematics, Advisor to the Tau Iota Chapter of Phi Theta Kappa. He also recognized the other PTK advisors, who are so important to the success of PTK students: Ms. Jennifer Dellner, Professor, English and Literature; Mr. David Rickert, Adjunct Assistant Professor of Social Science; Mrs. Lois Rickert; and Ms. Carolyn Showalter, Assistant Dean for the School of Science, Technology, Engineering, and Mathematics, who reported that the Tau Iota Chapter was recognized once again as a Five-Star Chapter, which is the highest level of achievement possible for a chapter of Phi Theta Kappa. Tau Iota was also recognized as a Gold Chapter for exceeding the requirements for Five Stars as well as a Reach Chapter for having a high percent of invited students to accept membership. Dr. Rickert thanked Ms. Jennifer Fazio, Director of Student Life; Ms. Alison Noone, Assistant Director of Student Life; and Ms. Allison Irwin, Senior Student Services Technician; who provide tremendous support to the chapter.

Presentations

Dr. Rickert introduced Phi Theta Kappa, Tau Iota Chapter President, Marissa Mascaro, Vice President of College Projects Joseph Badami, Vice President of Service Grace Rochette, and Vice President of Scholarship Elizabeth Wymbs. They each thanked the Trustees and Administration for their support and shared their experiences with the chapter. Dr. Larson and the Trustees congratulated the students on their achievements.

Mr. Sean Bips, Advisor to OCC's chapter of Phi Beta Lambda (Future Business Leaders of America), and College Lecturer II in Hospitality, Recreation, and Tourism Management, introduced students Ms. Daiana Conde and Mr. Tzvi Kassover, who shared their experiences at the State competition on April 7, 2019, and thanked the Board, Administration, faculty, and staff for their support. The OCC team placed in every category in which it participated.

Mr. Bips and Ms. Kristyn Stout, College Lecturer II in English, spoke of the Study Abroad trip to Germany. Three students who participated in the trip were present, Isabel Gelay, Caitlyn Halligan, and Kimberly Wheeler, who shared a pictorial presentation of the experience. The students thanked the Board and the Foundation for their support of the Study Abroad program.

Finance Committee

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

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| ➤ The statement of income and expenditures as of March 31, 2019, was accepted. | Income/Expenditures
Accepted |
| ➤ The following contracts were awarded: | Contract
Awarded |
| ➤ A maximum of \$123,630.46 to the following vendors 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 | |
| ➤ A maximum of \$34,898 to Abhzeen Design, Inc., Toms River, New Jersey, for general contractor construction services for the replacement of the exterior ramp on the old Nursing Building to a new ADA-accessible pedestrian ramp at Ocean County College. | |
| ➤ For a contractor to assign, train, and evaluate soccer referees for the National Junior College Athletic Association (NJCAA) soccer conferences for the Region XIX 2019 soccer season. | |
| ➤ A maximum of \$2,126,000 to Frankoski Construction Company, Inc., East Orange, New Jersey, for general construction services for the conversion of the Natatorium to Gymnasium project in the Health and Physical Education Center Building at Ocean County College. | |

- A maximum of \$100,000 to Custom Care Services, Inc., Wall, New Jersey, for the second year contract option, amended to include the H. Hovnanian Health Sciences Building, which was under construction at the time of the advertised bid, for professional ground and landscape maintenance services at Ocean County College and the Southern Education Center.
- Resolutions were adopted to award the following contracts:
 - A maximum of \$357,456 to Ellucian Company LP, Fairfax, Virginia, for software maintenance and technical support of Colleague Datatel administrative programs from July 1, 2019, through June 30, 2020, at Ocean County College.
 - A maximum of \$41,055.96 to Sirsi Corporation, Lehi, Utah, for the installation and training of SirsiDynix Symphony SaaS Subscription software for the Library at Ocean County College.
 - A maximum of \$24,500 to Amazon Services LLC, Seattle, Washington, for the purchase of online marketplace products for various departments at Ocean County College through the U.S. Communities Government Purchasing Alliance Contract.
 - A maximum of \$40,000 to Atlantic Plumbing Supply Corporation, Toms River, New Jersey, for the purchase of miscellaneous plumbing supplies for use at Ocean County College.
 - A maximum of \$40,000 to Pemberton Electrical Supply Company, LLC, Lumberton, New Jersey, for the purchase of miscellaneous electrical supplies for use at Ocean County College.
 - A maximum of \$25,000 to Pedroni Fuel Company, Vineland, New Jersey, for the purchase and delivery of unleaded plus gasoline fuel and low sulfur diesel fuel for use at Ocean County College.
 - A maximum of \$25,000 to NetQ Multimedia Company, Freehold, New Jersey, for hardware, software, maintenance, and technical support services of the campus-wide wireless network at Ocean County College.
 - For the first year with a second year contract option to Consolidus, Akron, Ohio, for the purchase of professional promotional items through the New Jersey Council of County Colleges Joint Purchasing Consortium Cooperative Contract to be used by New Jersey member County Colleges.
 - For the second year contract option to Hurst Review Services, Inc., Brookhaven, Mississippi, and Ascend Technologies, Leawood, Kansas, for the purchase of tests, study guides, and miscellaneous supplies through the New Jersey Council of County Colleges Joint Purchasing Consortium Cooperative Contract, for use by New Jersey member County Colleges.

Resolutions
Adopted for
Contract Awards

- For the second year contract option to Ascend Technologies, LLC, Leawood, Kansas, and the College Board, New York, New York, for the purchase of tests, study guides, and miscellaneous supplies through the New Jersey Council of County Colleges Joint Purchasing Consortium Cooperative Contract for use by New Jersey member County Colleges.
- A maximum of \$21,483 to CollegeNet, Inc., Portland, Oregon, for the renewal of the annual licensing fee for the 25Live Software System at Ocean County College.
- A maximum of \$315,000 to Dell Marketing, LLP, Round Rock, Texas, for the purchase of Dell computers, renewal of software support and maintenance, and purchase of parts and supplies as needed for the repair of existing computers at Ocean County College.
- A maximum of \$160,464 to NJEdge.NET, Newark, New Jersey, for the annual dues and a one-year contract for campus-wide internet service through the NJEDGE.NET Consortium for use at Ocean County College, the Southern Education Center, and Montclair State University.
- A maximum of \$32,297.25 to NJEdge.NET, Newark, New Jersey, for the fourth year contract for Horizon View/VM Ware Virtualization Software and support for use at Ocean County College.
- A maximum of \$300,000 to the following vendors for the purchase of tests, study guides, and miscellaneous supplies through the New Jersey Council of County Colleges Joint Purchasing Consortium with Ocean County College serving as the lead agency:
 - \$150,000 to The College Board, New York, New York
 - \$100,000 to Ascend Technologies, LLC, Leawood, Kansas
 - \$50,000 to Hurst Review Services, Inc., Brookhaven, Mississippi
- A maximum of \$72,000 to Consolidus, LLC, Akron, Ohio, for a one-year contract 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.
- The following contract was extended:
 - An additional \$9,000, for a maximum total of \$34,000, to Pedroni Fuel Company, Vineland, New Jersey, for a three-month contract extension for the purchase and delivery of unleaded plus gasoline fuel and low sulfur diesel fuel for use at Ocean County College.

Contract
Extended

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| ➤ The following contracts were amended: | Contracts Amended |
| ➤ An additional \$32,112, for a maximum total of \$1,305,024, to Ellucian Company, L.P., Fairfax, Virginia, for the annual inflation adjustment for professional management information services at Ocean County College (contract originally awarded at the June 28, 2018, Board meeting). | |
| ➤ An additional \$85,000, for a maximum total of \$663,000, to Paul Otto Building Company, Cranford, New Jersey, for modifications to field conditions discovered for the demolition of the College Center at Ocean County College (contract originally awarded at the March 28, 2019, Board meeting). | |
| ➤ An additional \$8,000, for a maximum total of \$116,500, to Settembrino Architects, Red Bank, New Jersey, for additional architectural and engineering services to add a rooftop Heating, Ventilation, and Air Conditioning (HVAC) package to the Security Building renovation project at Ocean County College (contract originally awarded at the June 28, 2018, Board meeting) | |
| ➤ An additional \$15,000, for a maximum total of \$75,000, to Timothy Peters Plumbing and Heating Company, Inc., Manasquan, New Jersey, for additional plumbing services at Ocean County College (contract originally awarded at the April 26, 2018, Board meeting). | |
| ➤ The contract awarded at the March 28, 2019, Board meeting to Amazon Web Services, Herndon, Virginia, for Cloud computing services was rescinded. Ocean County College procured an updated contract through NJEdge.NET Consortium below the Board of Trustees approval threshold of \$17,500. | Rescission of Contract Award |
| ➤ The Board accepted a \$150,000 grant award from the New Jersey Department of Children and Families, Division on Women, to provide funding for services to meet the needs of displaced homemakers in Ocean County by fostering the development of career and employment skills and educational opportunities so clients and their families can become economically self-sufficient. Project Director: Dr. Kate Pandolpho, Director of Counseling and Student Development Services. Project Period: July 1, 2019, through June 30, 2020. | Grant Award Accepted |
| ➤ The Board accepted an amendment to increase to \$445,702 the FY 2019 Carl D. Perkins Career and Technical Education Grant from the New Jersey Department of Education and a budget modification for the purpose of purchasing basic supplies and equipment for programs such as Engineering, Computer Science, Nursing, and Graphic Design, to be purchased and received before April 30, 2019. Project Manager: Ms. Susan O'Connor, Director of Curriculum Management. Funding Period: July 1, 2018, through June 30, 2019. | Amendment to Accept Grant Increase |

Bylaw, Policy, and Curriculum Committee

In the absence of Mr. Monahan, Chair, Dr. Konopka presented the Bylaw, Policy, and Curriculum Committee items. The following item was approved as submitted upon unanimous roll call vote:

➤ 2019-2022 Academic Master Plan

2019-2022
Academic Master
Plan

Mr. Thulin commended Dr. Konopka for his report to the Trustees on the Academic Master Plan at the April 11, Board Retreat. Dr. Konopka thanked the Trustees for their support and explained the plan will be updated as necessary.

Buildings and Grounds Committee

Mrs. Novak, Chair, introduced Mr. Michael Bruno, Associate Director of Facilities Planning, who provided updates on several Facilities projects that are currently underway.

- The Buildings and Grounds Committee Report for April 25, 2019, was unanimously accepted upon roll call vote.

Building/Grounds
Report Accepted

Personnel Committee

Prior to approval of the Personnel Report, Mr. Leone noted that Ms. Kimberle Samarelli, Adjunct Professor, requested an opportunity to address the Board regarding the negotiation of the Adjunct Faculty Contract. On behalf of the Adjunct Faculty Association, Ms. Samarelli shared it was a pleasure working with Ms. Winchester on the five-year contract. Mr. Leone, in turn, expressed appreciation for the mutual respect exhibited by both parties during the negotiating process.

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

Personnel Report
Approved

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Thursday, May 30, 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 -
May 30, 2019

President's Report

Dr. Kate Pandolpho, Director of Counseling and Student Development, introduced Ms. Eileen Burdge, Community Services Specialist, who discussed the success of the Displaced Homemakers Program. Ms. Burge thanked Ms. Tara Van Hest, Part-Time Community Services Technician, who will be leaving her position this month, and introduced Ms. Carmen Leyva, a Displaced Homemaker student who shared her experience with the program. Dr. Larson thanked Ms. Burge and Ms. Van Hest for their efforts with the students in the program.

President's Report

Ms. Heidi Sheridan, Dean of the School of Arts and Humanities, invited the Trustees to join the Arts on Campus Walk-Through following today's meeting, which includes student artwork and literary quotations displayed on the third floor of the Instructional Building. Ms. Sheridan thanked everyone involved who helped make this possible, including Dr. Gerald Racioppi, Vice President of Student Affairs; Ms. Jennifer Fazio, Director of Student Life; Mr. Scott Bruinooge, Manager of Graphic Design; and Mr. Kenneth Malagiere, Executive Director, OCC Foundation.

Commencement week is approaching:

- Nurses Pinning Ceremony – Tuesday, May 21, 7:00 p.m., Grunin Center for the Arts Theatre
- Awards Ceremony – Wednesday, May 22, 7:00 p.m., Grunin Center for the Arts Theatre
- Commencement, Thursday, May 23, 6:00 p.m., on the Gateway Lawn

Dr. Larson informed all present a Town Hall Meeting is scheduled for Tuesday, May 7, at 2:30 p.m. Student attendance at this event is encouraged.

Mr. Kenneth Malagiere, Executive Director, OCC Foundation, discussed the Foundation Scholarship Reception, held on April 24, 2019. This was a wonderful event that brought together student scholarship recipients and donors. He highlighted upcoming events, including the Annual Scholarship Celebration on Friday, June 14, and the 6th Annual Alumni, Students, and Staff picnic at the Lakewood Blue Claws game on Friday, August 9.

Miscellaneous

The following meetings were scheduled:

Meetings
Scheduled

Thursday, May 30, 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 1:26 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President