



## **BOARD OF TRUSTEES**

### **Regular Meeting**

#### **Minutes**

**April 26, 2018**

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:32 p.m. on Thursday, April 26, 2018, 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 2017 reorganization meeting and distributed as required by law.

Public Meeting  
Announcement

Those in attendance were Mr. Thulin, Mrs. Linda Novak, Mr. Jerry Dasti, Mr. Stephan Leone, Mr. Frank Dupignac, Mr. Robert Fall, Mr. Thomas Monahan, Mrs. Joanne Pehlivanian, Mr. John Peterson, Mr. Joseph Teichman, Ms. Melanie Fernandez, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Sara Winchester, Interim Associate Vice President Joseph Konopka, and Vice President Gerald Racioppi.

Attendance

The minutes of the March 22, 2018, Board of Trustees closed session and public meeting were approved with abstentions from Mr. Monahan and Mr. Teichman.

Minutes Approved

#### **Presentations**

Dr. Larson introduced Ms. Laura Rickards, Director, Educational Opportunity Fund (EOF) and Center for Access and Equality, who explained that each year the State recognizes the highest achieving EOF students at the EOF Graduate Achievement Awards. This year, OCC nominated 20 students who were recognized on April 6, 2018, at Georgian Court University for earning Academic Achievement and Outstanding Academic Achievement Awards, one of whom received the Outstanding Achievement Award, presented to the student who best exemplifies the spirit and intent of the EOF program. Ms. Rickards introduced Ms. Megan Miskin, Assistant Director, Educational Opportunity Fund, and Center for Access and Equality; Alissa DeLeo and Cassandra Gonzalez, Distinguished Scholar Award recipients; and Gabriel Awolola and Celenia Hernandez, Academic Achievement Recipients, who each spoke to the Board about their positive experiences in the program.

Presentations

Finance Committee

Mr. Dasti introduced Ms. Winchester, who explained that Policy #5300, Tuition and Fees, is being revised to eliminate the Accuplacer Test fee in an attempt to reduce barriers to enrollment.

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

Ms. Winchester also thanked the County of Ocean for its financial support for the Parking Lot 2 upgrade and roof replacement on the Instructional Building. Dr. Larson and the Trustees added their appreciation to the County for its continued support.

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

➤ The statement of income and expenditures as of March 31, 2018, was accepted.

Income/Expenditures  
Accepted

➤ The following contracts were awarded:

Contracts  
Awarded

- A maximum of \$60,000 to Timothy Peters Plumbing and Heating Company, Inc., Manasquan, New Jersey, for the first year, with a second year contract option, for plumbing services at Ocean County College.
- A maximum of \$100,000 to McCloskey Mechanical Contractors, Inc., Blackwood, New Jersey, for the first year, with a second year contract option, for HVAC maintenance services at Ocean County College.
- A maximum of \$25,000 to TM Painting and Construction, Neptune, New Jersey, for the first year, with a second year contract option, for maintenance and materials for painting services at Ocean County College.
- A maximum of \$20,000 to Scientific Boiler Water Conditioning Company, Linden, New Jersey, for the first year, with a second year contract option, for maintenance and materials for water treatment services at Ocean County College.
- A maximum of \$70,000 to Core Mechanical, Pennsauken, New Jersey, for the first year, with a second year contract option, for chiller maintenance services at Ocean County College.
- A maximum of \$29,000 to DLB Associates Consulting Engineers, P.C., Eatontown, New Jersey, for professional engineering services for the HVAC systems in the Gateway Building and the Jay and Linda Grunin Center at Ocean County College.

- A maximum of \$55,000 to SAL Electric Company, Inc., Jersey City, New Jersey, for the first year, with a second year contract option, for professional electrical services and materials at Ocean County College.
- A maximum of \$76,947 to Bartash Printing, Inc., Philadelphia, Pennsylvania, for the printing of the Continuing and Professional Education brochures for Fall 2018, Spring 2019, and Summer 2019 at Ocean County College.
- A maximum of \$48,500 to Bowman and Company, LLP, Voorhees, New Jersey, for the first year, with a second year contract option, for professional auditing services at Ocean County College.
- A maximum of \$25,508 to Brinkerhoff Environmental Services, Inc., Manasquan, New Jersey, for professional environmental sampling and testing in the Health and Human Performance Center for the pool renovation project at Ocean County College.
- Resolutions were adopted to award the following contracts:
  - To authorize the subcontract agreement, “Brick Plaza Stormwater Demonstration Project,” with the Brick Township Municipal Utilities Authority, for the period of February 15, 2018, through June 30, 2018, administered through the Barnegat Bay Natural Estuary Program at Ocean County College.
  - A maximum of \$25,573.18 to B&H Photo Video Pro Audio, Inc., New York, New York, for the purchase of cameras and broadcast supplies for use in the TV Studio at Ocean County College.
  - A maximum of \$25,000 to W.B. Mason Company, Inc., Secaucus, New Jersey, for the purchase of copy paper through the Educational Systems Commission of New Jersey Cooperative Pricing System for use at Ocean County College.
  - A maximum of \$31,360.50 to NJEdge.net, Newark, New Jersey, for the third year of a four-year contract for Horizon View/VM Ware Virtualization software and support for use at Ocean County College.
  - A maximum of \$21,275.13 to FastSigns TLO Enterprises, Inc., Brick, New Jersey, for the design and installation of new, and removal of existing, alumni banners at Ocean County College.
  - A maximum of \$23,789.98 to Dell Marketing, LLP, Round Rock, Texas, for the purchase of End of Life Support for Power Edge Servers for the Office of Information Technology at Ocean County College.
  - A maximum of \$331,283 to Ellucian Company, LP, Fairfax, Virginia, for software maintenance and technical support of Colleague Datatel administrative programs at Ocean County College.

Resolutions  
Adopted for  
Contract Awards

- |  |   |
|--|---|
| <p>➤ The following contracts were amended:</p> <ul style="list-style-type: none"> <li>➤ An additional \$20,000, for a maximum total of \$50,000, to KBD Supply, LLC, Brick, New Jersey, for additional custodial paper products for use at Ocean County College (contract originally awarded at the April 27, 2017, Board meeting).</li> <li>➤ An additional \$1,188.38, for a maximum total of \$560,447.35, to Krueger International, Inc., Green Bay, Wisconsin, c/o Bellia Office Furniture, Inc., Woodbury, New Jersey, for the purchase and installation of additional furnishings for the new Health Sciences Building at Ocean County College (contract originally awarded at the June 29, 2017, Board meeting).</li> <li>➤ An additional \$47,000, for a maximum total of \$664,285, to Louis Berger Group, Inc., Toms River, New Jersey, for additional professional site construction management services for the Instructional Building renovations at Ocean County College (contract originally awarded at the March 30, 2015, Board meeting).</li> <li>➤ An additional \$47,000, for a maximum total of \$97,000, to Bahr and Sons Electrical Contractors, Inc., Ocean, New Jersey, for the Instructional Building electrical renovations at Ocean County College (contract originally awarded at the April 27, 2017, Board meeting).</li> <li>➤ An additional \$125,000, for a maximum total of \$10,390,040, to Benjamin R. Harvey Company, Inc., Ocean, New Jersey, for the Instructional Building renovations at Ocean County College (contract originally awarded at the November 3, 2016, Board meeting).</li> </ul> | <p>Contracts Amended</p>  |
| <p>➤ A resolution was adopted to authorize the President to enter into a lease and associated agreements between Ocean County College and Community Medical Center/Robert Wood Johnson Barnabas Health to operate a Wellness Center in the Health Sciences Building at Ocean County College.</p>   | <p>Resolution Adopted to Enter Into a Lease and Associated Agreements</p> |
| <p>➤ A resolution was adopted to accept funding from the County of Ocean for the upgrade and rework of College Parking Lot 2 and to replace the roof on the Instructional Building at Ocean County College.</p>  | <p>Resolution Adopted to Accept Funding from the County of Ocean</p>      |
| <p>➤ A resolution was adopted to approve the establishment of an additional Ocean County College location in Egypt, and authorizes the President to sign a Memorandum of Understanding with the Supreme Council of Universities in the Arab Republic of Egypt wherein:</p> <ul style="list-style-type: none"> <li>• 2 + 2 partnerships will be established between Ocean County College and seven Egyptian Governmental Universities – Alexandria University, Cairo University, Ain Shams University, Helwan University, Beni Suef University, Assiut University, and Minia University;</li> <li>• Upon completion of an associate degree, graduates of Ocean County College in Egypt will be guaranteed admission to a bachelor's degree program with junior status at Egypt's Governmental Universities;</li> </ul>  | <p>Resolution Adopted to Approve Establishment of Additional Location</p> |

- The host Egyptian Governmental Universities will recruit and enroll students on behalf of Ocean County College;
  - The host Egyptian Governmental Universities will provide the American Community College in Egypt with the necessary classroom space, laboratories, technology, security and physical plant upkeep and maintenance to assist in expanding opportunities in Egypt for academic success.
- A resolution was adopted to authorize the appropriate College officials to enter into and execute an agreement for International Higher Education Support Services from April 26, 2018, through April 26, 2020. Resolution Adopted to Execute an Agreement
- A budget modification was approved to the \$390,264 Carl D. Perkins Career and Technical Education Grant from the New Jersey Department of Education for the purpose of developing more fully the academic, career, and technical skills of Ocean County College students through instruction, equipment and supplies, professional development for faculty and students, curriculum assessment and accreditation, with emphasis on those curricula that promote workforce and economic development. Project manager: Ms. Susan O'Connor, Director of Curriculum Management. Funding period: July 1, 2017, through June 30, 2018. Grant Budget Modification Approved
- The following grant awards were accepted: Grant Awards Accepted
- A \$12,500 grant award from Disability Rights New Jersey (DRNJ), to create a comprehensive service structure to be managed by the Office of Disability Services staff and supported by staff at Kean University supporting the needs of veterans, especially those identifying as disabled. Project Director: Ms. Gina Zippo-Mazur, Coordinator of Disabilities Services. Project Period: April 1, 2018, through September 30, 2018.
- A \$150,500 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, 2018, through June 30, 2019.

#### Bylaw, Policy, and Curriculum Committee

Mr. Monahan, Chair, introduced Dr. Konopka, who presented the Bylaw, Policy, and Curriculum Committee items. Dr. Konopka shared that program and course revisions continue in accordance with the New Jersey Presidents' Council Academic Issues Committee. He also noted that the recently approved new Graphic and Design program currently has seven students enrolled.

- The following items, as accepted by the College Senate at its meeting on April 19, 2018, were approved unanimously as amended upon roll call vote: College Senate Items Approved

➤ Revised Programs

## Revised Programs

- Associate in Arts Degree in Liberal Arts
- Associate in Science Degree in General Studies
  - Associate in Science Degree in General Studies, Business Concentration
  - Associate in Science Degree in General Studies, Computer Studies Concentration
  - Associate in Science Degree in General Studies, Health and Physical Education Concentration
  - Associate in Science Degree in General Studies, Humanities Concentration
  - Associate in Science Degree in General Studies, Math Concentration
  - Associate in Science Degree in General Studies, Science Concentration
  - Associate in Science Degree in General Studies, Social Science Concentration

➤ Revised Certificate

## Revised Certificate

- Certificate of Completion in Forensic Accounting and Fraud Examination

➤ New Course

## New Course

- PHIL 210, Introduction to Formal Logic

➤ Revised Courses

## Revised Courses

- ENGL 222, Native American Literature (title change to “Indigenous American Literature”)
- HEHP 188, Introduction to Nutrition
- MATH 280, Differential Equations

- The Board approved the temporary suspension of Policy #8600, Campus Safety and Security, Alcohol Substance Abuse, for the Center for Faculty Excellence, Creativity, and Innovation Year-End Celebration on Thursday, May 10, 2018, from 3:00 p.m. to 6:00 p.m., in the Gateway Building.

Policy  
Suspended

## Buildings and Grounds Committee

Mrs. Novak, Chair, expressed the Trustees' appreciation to the Freeholders for their support of the College. She extended an invitation to the ribbon cutting ceremony for the Hovnanian Health Sciences Building on May 9, 2018, at 5:00 p.m. In addition, the Instructional Building renovation nears completion. Mr. Leone requested discussion at the next meeting regarding an elevator to connect the upper and lower campuses.

- The Buildings and Grounds Committee Report for April 26, 2018, 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. June Clare Phillips and Mr. Joseph Lee requested an opportunity to discuss the elimination of the Lab Technician positions. Ms. Phillips and Mr. Lee shared their thoughts on the importance of computer assistance to students, specifically calling attention to non-traditional student needs. Dr. Larson assured Ms. Phillips and Mr. Lee that the students will not be neglected. Dr. Konopka echoed Dr. Larson's comments and explained that services will actually be expanded.

Mr. Leone thanked Ms. Phillips and Mr. Lee for their comments. He then presented the Personnel Report, which was unanimously approved 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 31, 2018, 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 31, 2018

President's Report

President's Report

Ms. Eileen Burdge, Community Services Specialist, discussed the success of the Displaced Homemakers Program, introduced Ms. Tara Van Hest, Part-Time Community Services Technician, and Ms. Charlotte Colangelo and Ms. Honi Fosbre, Displaced Homemaker students, who shared their experiences with the program. Ms. Van Hest also shared a written statement from Ms. Jill Stroehlein, OCC alumni who is currently working towards her Bachelor's Degree in Social Work at Richard Stockton University. Dr. Larson thanked Ms. Burge and Ms. Van Hest for their efforts with the students in the program. Mr. Leone remarked the student testimonials were very moving and that the Trustees are dedicated to this program.

Mr. Kenneth Malagiere, Executive Director, OCC Foundation, discussed the Foundation Scholarship Reception, held on April 25, 2018. This was a wonderful event that brought together student scholarship recipients and donors, highlighting students' achievements.

Dr. Larson introduced Dr. Steve Kubow, Acting Associate Vice President of Kean Ocean, and Dr. Jessica Adams, Associate Dean of Kean Ocean. Dr. Kubow reported a productive meeting regarding the Nursing program was held on the Kean Union campus. Also, Dr. Dawood Farahi, President of Kean University, authorized a Director of Nursing position for the joint 3 + 1 program on the Kean Ocean campus. Additional health sciences programs are being considered for Kean Ocean at both the Toms River and SEC campuses.

Ms. Jan Kirsten, Executive Director of College Relations, provided an update to the report on marketing which was shared at the March 29, 2018, Board meeting. She explained that the billboard ads in Southern Ocean County and the NJ Transit Bus advertising wrap are visible in the community and funded by Kean Union.

Mrs. Novak requested a focus on increased outreach to county high schools in order to continue promotion of OCC to graduating students. Dr. Larson invited Mrs. Novak to attend an upcoming Superintendents' Roundtable meeting.

Dr. Larson introduced a recommendation to adopt a resolution proclaiming May 2018 as Displaced Homemakers Awareness Month at Ocean County College. The resolution was adopted upon unanimous roll call vote.

Resolution  
Adopted to  
Proclaim May  
2018 as Displaced  
Homemakers  
Awareness Month

Dr. Larson reported that the Supreme Council of Universities in the Arab Republic of Egypt approved a Memorandum of Understanding between OCC and the Supreme Council to begin the American College in Egypt. OCC and Ain Shams University will serve as the prototype beginning this fall, with the remaining six Egyptian universities to follow. An International Program Committee of Trustees has been formed, which will meet on a regular basis. Mr. Dasti commended Dr. Larson and the members of the administration for their efforts in these initiatives.

#### Miscellaneous

The following meetings were scheduled:

Meetings  
Scheduled

<b>Thursday, May 10, 2018</b>	12:00 noon	Board Retreat
<b>Thursday, May 31, 2018</b>	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, informed the Trustees that he co-presented at the Best Practices Conference on April 20, 2018, at Middlesex County College. Dr. Bordelon discussed the importance of increasing the number of tenure-track faculty at OCC and offering new and existing faculty competitive salaries.

Public Comments

Dr. Ali Botein-Furrevig, Associate Professor of English and Literature and Director of the Ocean County College Center for Holocaust, Genocide, and Human Rights Education, discussed the Holocaust Remembrance Week Program, the theme of which pertains to the second generation effect on victims and perpetrators. All activities are open to the public.



With no further comments from the Board members or the public, the meeting adjourned at 1:28 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Jodi Heitmann  
Executive Assistant to the President