



BOARD OF TRUSTEES

Regular Meeting

Minutes

December 6, 2018

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:30 p.m. on Thursday, December 6, 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 2018 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. Thomas Monahan, Mrs. Joanne Pehlivanian, Mr. John Peterson, Mr. Joseph Teichman, Mr. Sean Newman, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Sara Winchester, Interim Associate Vice President Joseph Konopka, and Vice President Gerald Racioppi.

Attendance

Mr. Sahradnik administered the oath of office to Mr. Monahan and Mrs. Novak, who were reappointed by the Ocean County Board of Chosen Freeholders to four-year terms on the Ocean County College Board of Trustees, from October 17, 2018, through December 19, 2022. Mr. Thulin, Dr. Larson, and the trustees congratulated Mr. Monahan and Mrs. Novak on their reappointments.

Swearing-In of
Mr. Monahan
and
Mrs. Novak

The minutes of the November 1, 2018, Board of Trustees closed session and public meetings were approved upon majority roll call vote, with abstentions from Mrs. Novak, Mr. Dupignac, Mr. Monahan, and Mr. Teichman.

Minutes Approved

Presentations

Dr. Larson presented Mr. Joe Rua, Institutional Research Analyst, with a certificate from the Association for Institutional Research. Upon the recommendation of Dr. Larson, Mr. Rua received a Data and Decisions Academy Presidential Scholarship, through which he completed two courses, Longitudinal Tracking for Institutional Research and Designing IR Research.

Commendations/
Presentations

Assistant Professor of American Sign Language Kathleen Basilotto introduced Ms. Danielle DiSessa, a second-year student in the Interpreter Training Program. Ms. DiSessa represented OCC at the Invitation Only Forum presented by NJ Deaf News in November. Ms. DiSessa was invited to sit on the dais to discuss how to improve communications and bridge culture issues between members of the Deaf community and police officers, especially in emergency situations. Professor Basilotto said it was quite an honor for Ms. DiSessa to participate in this forum.

Ms. Jennifer Fazio, Director of Student Life, shared with the trustees a very special project recently undertaken by the Makers Club. It was brought to the attention of club members that some students were experiencing difficulty with hitting a single letter on keyboards. A commercial product is available to address the problem at a cost of \$200 to \$300 for each keyboard. The Makers Club, in collaboration with the Computer Science Club, devised a solution for the students at a cost of under \$5. All of the students, including those in attendance at the meeting, Shannon Chapter, B'rynn McCormick, Erick Garcia-Vargas, and Kyle Sosnicki, were commended by the trustees, who were most impressed with their innovation and creativity.

Finance Committee

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

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| ➤ The statement of income and expenditures as of October 31, 2018, was accepted. | Income/Expenditures
Accepted |
| ➤ The Board approved a revision to the Ocean County College FY 2019 Budget. Ms. Winchester explained the budget adjustment reflects the \$250,000 allocation from the State for the Community College Opportunity Grant. This funding will be utilized to promote and implement the grant program, which will cover the cost of college tuition for students who are deemed eligible. | Revision to the
Budget
OCC FY 2019 |
| ➤ The following contracts were awarded: | Contracts
Awarded |
| ➤ A maximum of \$161,800 to Industrial Cooling Corporation, Metuchen, New Jersey, for upgrades and renovations to the HVAC system in the Theatre and Black Box Center in the Grunin Center at Ocean County College. | |
| ➤ A maximum of \$65,000 to Johnstone Supply, Inc., Kenilworth, New Jersey, for the first year of an optional two-year contract for the purchase of heating, ventilation, and air conditioning (HVAC) supplies and materials for use at Ocean County College. | |
| ➤ A maximum of \$134,520 to Leepfrog Technologies, Inc., Coralville, Iowa, for a two-year contract for the installation, setup, training, and annual license fee of a curriculum management system for use at Ocean County College. | |
| ➤ Resolutions were adopted to award the following contracts: | Resolutions
Adopted for
Contract Awards |

- A maximum of \$20,300 to Safe-T EMS and Safety Training, LLC, Morganville, New Jersey, for agency fees associated with health training courses offered through the Continuing and Professional Education Department at Ocean County College.
- A maximum of \$17,500 to FSS Consultants, Three Bridges, New Jersey, for fees associated with the food handler and manager training course offered through the Continuing and Professional Education Department at Ocean County College.
- 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 \$25,000 to Eckerd Youth Alternatives, Inc., Clearwater, Florida, for service learning workshops to be offered through the Continuing and Professional Education Department at Ocean County College.
- A maximum of \$25,000 to Waters and Sims Employment Services, Inc., Red Bank, New Jersey, for employment counseling services to be offered through the Continuing and Professional Education Department at Ocean County College.
- A maximum of \$25,000 to Mental Health Association in New Jersey, Springfield, New Jersey, for youth peer outreach support services to be offered through the Continuing and Professional Education Department at Ocean County College.
- A maximum of \$26,400 to AspirEDU, Inc., Tampa, Florida, for professional student retention analytics for online courses for the e-Learning department at Ocean County College.
- A maximum of \$30,967.51 to SHI International Corporation, Somerset, New Jersey, for the license renewal and technical support of the CommVault software subscription at Ocean County College.
- A maximum of \$29,700.18 to Dell Marketing, LLP, Round Rock, Texas, for the renewal of the Microsoft software license agreement for use at Ocean County College.
- A maximum of \$125,000 to Hegazy and Associates, Houston, Texas, for a one-year contract for international human resource and payroll services in conjunction with Ocean County College's projects and activities in Egypt.
- A maximum of \$34,000 to Straub Motors, Inc., Keyport, New Jersey, for the purchase of two electronic vehicles for use by the Facilities Department at Ocean County College.
- The following contracts were amended:
 - An additional \$5,681.31, for a maximum total of \$30,681.31, to Johnstone Supply, Inc., Kenilworth, New Jersey, for additional heating, ventilation, and air conditioning

Contracts
Amended

- (HVAC) supplies and materials for use at Ocean County College (contract originally awarded at the December 7, 2017, Board meeting).
- An additional \$57,000, for a maximum total of \$1,195,960, to Wallace Brothers, Inc., Brick, New Jersey, for new flooring as part of the construction of two new Anatomy and Physiology Labs as part of the Nursing Building renovations at Ocean County College, due to the removal of unexpected asbestos floor tile (contract originally awarded at the September 27, 2018, Board meeting).
 - An additional \$170,542, for a maximum total of \$220,542, to Lew Corporation, Mine Hill, New Jersey, for additional professional asbestos and lead paint removal as part of the College Center demolition project at Ocean County College (contract originally awarded at the July 26, 2018, Board meeting).
 - An additional \$99,000, for a maximum total of \$224,000, to Success Communications Group, Parsippany, New Jersey, for additional media placement agency services at Ocean County College (contract originally awarded at the July 26, 2018, Board meeting).
 - An additional \$10,000, for a maximum total of \$53,377.60, to T&G Industries, Inc., d/b/a TGI Office Automation, Brooklyn, New York, for additional service fees for the one-year service contract and the first year of a four-year lease for campus-wide copier services at Ocean County College (contract originally awarded at the May 31, 2018, Board meeting).
 - The following contract was extended:

	Contract Extended
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 - A one-year extension to the Pearson Education, Inc., Old Tappan, New Jersey, contract through June 30, 2019, for the purchase of Skill Builder Software for e-Learning programs at Ocean County College (contract originally awarded at the February 22, 2018, Board meeting).
 - The contract awarded at the November 1, 2018, Board meeting to EACM Corporation, Sea Bright, New Jersey, for upgrades and renovations to the HVAC system for the Black Box Theatre and the Main Stage Theatre in the Grunin Center at Ocean County College was rescinded. EACM Corporation withdrew its bid claiming the pricing provided in bid submittal was incorrect.

	Rescission of Contract Award
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 - The Board rejected the bid proposals received on November 8, 2018, for general contractor construction services for the College Center Building Demolition, Pool Building to Gym Conversion in the Health and Performance Center, and Conference Center/Old Bookstore Renovation project at Ocean County College, in accordance with New Jersey Statute 18A:18A-22.d to substantially revise the specifications for the goods or services to be rebid at a future date.

	Bid Proposals Rejected
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- A resolution was adopted to authorize the College President to execute a final project closeout and settlement agreement with Hessert Corporation, Marlton, New Jersey, contingent upon the receipt of all required warranties, in an amount not to exceed \$735,668.40, subject to review and approval by Ocean County College counsel, bringing the final contract total to \$15,090,465.

Resolution Adopted
to Authorize the
President to Execute
Final Project
Closeout

Bylaw, Policy, and Curriculum Committee

At the request of Mr. Monahan, Chair, Dr. Konopka presented the Bylaw, Policy, and Curriculum Committee items. Revisions to two policies will provide students with a clearer understanding of the general registration period as well as more flexibility when they find it necessary to add or drop courses. Additionally, a number of degree programs were revised to reflect the recent legislation requiring no more than 60 credits to earn an associate degree. The following items were approved as submitted upon unanimous roll call vote:

- A revision of the Ocean County College 2018-2019 Academic Calendar to change the last day of classes of the Summer 2019 Second Five-Week Session from Wednesday, July 31, 2019, to Thursday, August 1, 2019.

Academic Calendar
Revision Approved

- The following items, as accepted by the College Senate at its meetings on November 1, and November 15, 2018:

College Senate
Items Approved

- New Policy

New Policy

- Policy #5145, Students, Academic Standards, Add/Drop Period

- Revised Policy

Revised Policy

- Policy #5132, Students, Registration, General Requirements

- Revised Programs

Revised Programs

- Associate in Applied Science Degree in American Sign Language – English Interpreting
 - Associate in Applied Science Degree in Web Marketing
 - Associate in Arts Degree in Liberal Arts
 - Associate in Science Degree in Business Administration
 - 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
 - Associate in Science Degree in Graphic Arts, Design, and Media
 - Associate in Science Degree in Public Service

- Revised Program Options Revised Program Options
 - Associate in Science Degree in Business Administration – Health Administration Option
 - Associate in Science Degree in Business Administration – Sports Management Option
- New Certificate New Certificate
 - Certificate of Completion in Video Production
- New Courses New Courses
 - CSIT 277, Introduction to Cloud Computing
 - HUMN 252, Travel Seminar: Studies in the Humanities
 - SOWK 207, Group Dynamics
 - STSC 150, Student Success Seminar
- New Course (Previously offered as Special Topic Course) New Course
(Previously offered
as Special Topic)
 - HRTM 240, Travel Seminar: International Tourism Management
- Revised Courses Revised Courses
 - ASLN 265, Specialized Sign
 - SOWK 202, Social Work Seminar and Practicum
- Revised Courses and Course Codes Revised Courses
and Course Codes
 - HSRV 100, Introduction to Developmental Disabilities, to SOWK 105
 - HSRV 200, Gerontology: The Study of Aging, to SOWK 200
- The temporary suspension of Policy #8600, Campus Safety and Security, Alcohol Substance Abuse, for a reception for the Ocean County College Board of Trustees and the Ocean County College Foundation Board of Trustees in the 5th Floor of the Gateway Building at a date to be determined. Policy #8600
Suspended

Buildings and Grounds Committee

Mrs. Novak, Chair, provided an update on facilities projects on campus. Although the construction of the Performing Arts Academy is slightly behind schedule, it is still moving along well. The Instructional Building roof will soon be completed. The architects for the new Enrollment Management Building were recently on campus to discuss programming needs for this unique building, and Mrs. Novak noted that their presentation was well received.

- The Buildings and Grounds Committee Report for December 6, 2018, was unanimously accepted upon roll call vote. Building/Grounds
Report Accepted

Personnel Committee

Mr. Leone, Chair, presented the Personnel Report and an addendum, both of which were approved by majority roll call vote. Mr. Monahan abstained from voting on the recommendation to change the status of Mr. Brian Gilmore to the position of College Lecturer II, Arts and Humanities.

Personnel Report
Approved

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Thursday, January 24, 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 -
January 24, 2019

President's Report

Dr. Larson introduced Mr. Thomas Gialanella, Executive Director of School Relations. He provided a brief PowerPoint presentation on the New Jersey Network for School Success. He discussed the progress being realized as OCC develops a regional center to serve the needs of the New Jersey school districts. The Network will assist school teachers by coordinating and offering professional growth opportunities for teachers that will result in more effective classroom management and teaching, which will ultimately benefit student learning. This effort will establish closer relationships between the public school teachers and OCC so they will be aware of all that OCC has to offer the students.

President's
Report

Dr. Larson expressed his appreciation to Mr. Gialanella for the excellent work he is doing with the public schools. He is well respected throughout Ocean County and is an outstanding representative for the College.

Mr. Mark Wilson, Director of Cultural Affairs, shared with the trustees a new Corporate Partnership brochure. It was developed to attract long-term sponsors for the Grunin Center by highlighting the many opportunities available to connect with the Ocean County community through the arts. Dr. Larson commended Mr. Wilson not only for this brochure but also for his continuing leadership and initiative in promoting the Grunin Center and the College. In turn, Mr. Wilson recognized the support he receives from College Relations on many of his projects.

Mr. Hatem Akl, Interim Associate Vice President of e-Learning and Learning Enterprises, and Dr. Maysa Hayward, Assistant Dean of International Programs, presented a slide show to the trustees on their recent November visit with Dr. Larson to Egypt. Several of the highlights included:

- Visits with the presidents of Cairo University, Ain Shams University, and Helwan University to discuss program collaboration
- A reception hosted by Charge d'Affaires Thomas Goldberger at his residence in honor of Dr. Joel Bloom, President of NJIT, and Dr. Larson, with over 300 in attendance
- Participation by Dr. Bloom and Dr. Larson on a panel as part of the Egypt Entrepreneurship Summit

Dr. Jessica Adams, Associate Dean of Kean Ocean, provided an update on the activities and projects being undertaken, including ensuring that transfer from OCC to Kean Ocean is seamless for students, increasing promotional materials for the partnership, and continuing to explore additional program articulations.

Dr. Adams noted that the Kean Board of Trustees was meeting in the Gateway Building on Saturday, December 8, 2018, one of two meetings that are held on OCC's campus each year. Mr. Leone suggested the possibility of a joint meeting between OCC and Kean trustees sometime in the future.

Mr. Kenneth Malagiere, Executive Director of the OCC Foundation, thanked the trustees for their support. He reported that the Foundation had one of its best years in 2018 in terms of giving and communications.

Miscellaneous

The following meetings were scheduled:

Meetings
Scheduled

Thursday, January 10, 2019	12:00 noon	Board Retreat
Thursday, January 24, 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 1:57 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Assistant to the President