



## **BOARD OF TRUSTEES**

### **Regular Meeting**

#### **Minutes**

**June 28, 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, June 28, 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. Robert Fall, Dr. Judith DeStefano-Anen, Mrs. Joanne Pehlivanian, Mr. John Peterson, Ms. Melanie Fernandez, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Sara Winchester, and Interim Associate Vice President Joseph Konopka.

Attendance

The minutes of the May 31, 2018, Board of Trustees closed session and public meetings were approved upon roll call vote with an abstention from Mr. Monahan on the June 26, 2018, minutes.

Minutes Approved

#### **Presentations**

Dr. Larson introduced Ms. Patricia Fenn, Assistant Vice President of Continuing and Professional Education, Workforce Development, and Community Services, who provided a report on her recently completed sabbatical leave project. The report, Creating a Formalized Bridge from Alternative Learning and Non-Credit Credentials to Academic Credit to Enhance Enrollment and Career Development for Traditional and Non-Traditional Students, summarizes the comprehensive study undertaken during the sabbatical.

Presentations

Ms. Fenn's research found that the College needs to view students in a different light, one that features the nontraditional learner as a primary target for marketing and recruitment. The College needs to offer the programs, certificates, learning assessments, credentials, and competencies that will attract the many adults who want to obtain a career, enhance their skill levels, or begin a credit degree program. Doing so will benefit not only the students, but the employers and the community in general. Ms. Fenn's report includes a number of recommendations to

Ms. Fenn thanked the Trustees, Dr. Larson, and Ms. Winchester for the sabbatical leave opportunity. She distributed copies of her report to the Trustees. Mr. Thulin commended Ms. Fenn for her thorough research, her wide-ranging report, and for being such a valued OCC employee for many years.

### Finance Committee

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

- |  |                                 |
|--|---------------------------------|
| ➤ The statement of income and expenditures as of May 31, 2018, was accepted.   | Income/Expenditures<br>Accepted |
| ➤ The following contracts were awarded:  | Contracts<br>Awarded            |
| ➤ A maximum of \$72,000 to PIP Printing, Brick, New Jersey, for the first year, with a second year contract option, for campus-wide copy services at Ocean County College.   |                                 |
| ➤ A maximum of \$108,500 to Settembrino Architects, Red Bank, New Jersey, for professional architectural and engineering services for the Security Building renovation project, including the addition of a Crime Scene Lab, at Ocean County College.  |                                 |
| ➤ A maximum of \$7,500 to Settembrino Architects, Red Bank, New Jersey, for professional architectural and engineering services for the Gateway Building 5 <sup>th</sup> Floor and Roof Access Control project at Ocean County College.  |                                 |
| ➤ Resolutions were adopted to award the following contracts:   | Resolutions<br>Adopted for      |
| ➤ A maximum of \$240,000 to Office Depot, Inc., Boca Raton, Florida, for a two-year contract for the purchase of office supplies at Ocean County College.  |                                 |
| ➤ A maximum of \$125,000 to various vendors for the purchase of medical and laboratory supplies and equipment through the New Jersey County College Joint Purchasing Consortium for use by the Facilities, Nursing, Science, and Continuing Education Departments at Ocean County College.   |                                 |
| ➤ A maximum of \$100,000 to Township of Toms River, Toms River, New Jersey, for a two-year contract for solid waste and recycling collection at Ocean County College.  |                                 |
| ➤ A maximum of \$35,000 to Prestige Medical Solutions, Inc., Toms River, New Jersey, for the administration of a Certified Nurse's Aide Long-Term Care course for the Continuing and Professional Education Department at Ocean County College.  |                                 |
| ➤ For the first year, with a second year contract option, with Hurst Review Services, Inc., Brookhaven, Mississippi, and Ascend Technologies, LLC, Leawood, Kansas, for the purchase of tests, study guides, and miscellaneous supplies through the NJCCC Purchasing Consortium for use by the Testing Center and Continuing and Professional Education Department at Ocean County College, with pricing dependent on the num- |                                 |

ber of exams, study guides, and colleges utilizing the cooperative contract.

- A maximum of \$125,000 to various vendors through the New Jersey County College Joint Purchasing Consortium for the purchase of instructional and non-instructional medical and laboratory supplies for use by various departments at Ocean County College.
- A maximum of \$150,000 to Apple Computer, Inc., Austin, Texas, for the purchase of Apple computers and peripherals as needed for the repair of existing computers at Ocean County College.
- A maximum of \$150,000 to Dell Marketing, LLP, Round Rock, Texas, for the purchase of Dell computers and peripherals as needed for the repair of existing computers 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 County College Purchasing Consortium for use by the Testing Center and Continuing and Professional Education Department at Ocean County College:
  - A maximum of \$100,000 to Ascend Technologies, LLC, Leawood, Kansas
  - A maximum of \$150,000 to The College Board, New York, New York
  - A maximum of \$50,000 to Hurst Review Services, Inc., Brookhaven, Mississippi
- A maximum of \$85,000 to New Jersey Natural Gas Company, Wall Township, New Jersey, for the replacement and installation of a gas main for the new Performing Arts Academy Building at Ocean County College.
- A maximum of \$1,272,912 to Ellucian Company, L.P., Fairfax, Virginia, for the first year of a three-year contract for professional management information services at Ocean County College.
- The following contracts were amended:
  - An additional \$5,000, for a maximum total of \$72,000, to Timothy Peters Plumbing Company, Inc., Toms River, New Jersey, for the replacement of a damaged pipe in the Grunin Center at Ocean County College (contract originally awarded at the April 27, 2017, Board meeting).
  - An additional \$3,593.34, for a maximum total of \$208,950, to Instructure, Inc., Salt Lake City, Utah, for additional fees associated with the Canvas Learning Management System, through NJEDGE.NET, for use at Ocean County College (contract originally awarded at the March 22, 2018, Board meeting).
  - An additional \$41,000, for a maximum total of \$705,285, to Louis Berger Group, Inc., Toms River, New Jersey, for additional construction management services for the Instructional Building renovation at Ocean County College (contract originally awarded at the March 30, 2015, Board meeting).

Contracts  
Amended

- An additional \$28,750, for a maximum total of \$792,000, to Kimmel Bogrette Architecture + Site, Inc., Blue Bell, Pennsylvania, for additional professional architectural and engineering consulting services addressing issues with the HVAC system in the new Hovnanian Health Sciences Building at Ocean County College (contract originally awarded at the February 23, 2015, Board meeting).
- An additional \$8,000, for a maximum total of \$105,000, to Bahr and Sons Electrical Contractors, Inc., Bayville, New Jersey, for additional electrical services at Ocean County College (contract originally awarded at the April 27, 2017, Board meeting).
- An additional \$130,000, for a maximum total of \$19,590,000, to Wallace Brothers, Inc., Brick, New Jersey, for a contingency allowance for the construction of a new Performing Arts Academy Building at Ocean County College (contract originally awarded at the May 10, 2018, Board meeting).
- An additional \$42,568, for a maximum total of \$1,220,502.75, to Pritchard Industries, Inc., Florham Park, New Jersey, for additional custodial services to include the Hovnanian Health Sciences and Instructional Buildings at Ocean County College (contract originally awarded at the April 27, 2017, Board meeting).
- An additional \$5,000, for a maximum total of \$40,000, to Quality Cut, Inc., Farmingdale, New Jersey, for pipe repairs to the landscape irrigation system at Ocean County College (contract originally awarded at the June 1, 2017, Board meeting).
- An additional \$52,572, for a maximum total of \$652,572, to School Alliance Insurance Fund, West Windsor, New Jersey, through Connor Strong and Buckalew Companies, LLC, Marlton, New Jersey, for general liability insurance at Ocean County College (contract originally awarded at the March 29, 2018, Board meeting).
- The contract awarded at the April 26, 2018, Board meeting to Sunset Coral, dba Mauve Group, Ashland, Massachusetts, to provide International Higher Education Support Services for Programs in Egypt was rescinded due to Mauve Group being unable to deliver award requirements. Rescission of Contract Award
- Bid proposals were rejected for Safety and Compliance Training for employees and students at Ocean County College, received on June 12, 2018, in accordance with New Jersey Statute 18A:18A-22.d, to substantially revise the specifications for the goods or services, which will be rebid at a future date. Bid Proposals Rejected
- A resolution was adopted to amend the March 28, 2016, agreement between Ocean County College and Barnes & Noble, Basking Ridge, New Jersey, to modify the commission terms on science lab kit materials. Agreement Amended to Modify Commission Terms

Bylaw, Policy, and Curriculum Committee

In the absence of Mr. Monahan, Chair, Dr. Konopka presented the Bylaw, Policy, and Curriculum Committee items. Dr. Konopka shared that program and course development and revisions continue. He thanked Dr. Toni Clay, Assistant Vice President of Academic Affairs, and Dr. Gerald Racioppi, Vice President of Student Affairs, for their work on policy revision.

- The following items, as accepted by the College Senate at its meeting on June 7, 2018, were approved unanimously upon roll call vote: College Senate Items Approved
  - New Policy New Policy
    - Policy #5163, Students, Academic Standards, Absences
  - Revised Policies Revised Policies
    - Policy #5156, Students, Academic Standards, Unsatisfactory Academic Progress
    - Policy #5162, Students, Academic Standards, Class Attendance
  - Rescinded Policy Rescinded Policy
    - Policy #5161.1, Students, Academic Standards, Class Attendance, Religious Holidays
  - Terminated Program Options Terminated Program Options
    - Associate in Applied Science Degree in Visual Communications Technology – Computer Graphics Option
    - Associate in Applied Science Degree in Visual Communications Technology – Digital Photography Option
    - Associate in Applied Science Degree in Visual Communications Technology – Electronic Media Technology Option
  - Terminated Certificate Terminated Certificate
    - Certificate of Completion in Dental Assisting
  - New Courses New Courses
    - SOWK 201, Human Behavior and the Social Environment
    - SOWK 202, Social Work Seminar and Practicum
  - Revised Courses Revised Courses
    - BIOL 264, General Microbiology
    - BUSN 131, Introduction to Business Administration
    - BUSN 134, Principles of Marketing
    - BUSN 270, Principles of Advertising

- BUSN 275, Principles of Finance
  - CHEM 283, Organic Chemistry I
  - CHEM 284, Organic Chemistry II
  - ELET 150, Automated Control Systems
  - HEHP 210, Karate I
  - HEHP 225, Contemporary Health
  - HHAW 100, Global History of Healthcare
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- Obsolete Course
  - ENGL 131, Writing for College

Obsolete  
Course

#### Buildings and Grounds Committee

Mrs. Novak, Chair, shared that the Hovnanian Health Sciences Building has been occupied and the Instructional Building will begin occupancy on July 20, 2018. Construction for the Performing Arts Academy Building will soon begin. This is an exciting endeavor for the College and for Ocean County. Mr. Matthew Kennedy, Assistant Vice President of Facilities, summarized the status of many of the projects underway, which includes the design phase for the campus-wide installation of the Central Plant loop for hot and cold water piping for air conditioning, College Center demolition and pool renovation, and Security Building renovation and design of a Crime Scene Lab.

- The Buildings and Grounds Committee Report for June 28, 2018, was unanimously accepted upon roll call vote.

Building/Grounds  
Report Accepted

#### Personnel Committee

Mr. Fall introduced the Personnel Report in the absence of Mr. Leone, Chair. He noted that Ms. Rita O'Connor requested the opportunity to address the Board regarding the recommendation in the Personnel Report to terminate her employment, within her probationary period, as Nursing Skills Lab Coordinator. Ms. O'Connor read a prepared statement in which she disputed the circumstances leading up to this recommendation and provided additional information for the trustees to consider prior to taking action. Following Ms. O'Connor's presentation, the trustees withdrew this recommendation from the Personnel Report to give them time to carefully review the information they were provided.

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

Personnel Report  
Approved

#### Miscellaneous

The Board adopted, upon unanimous roll call vote, a resolution to recognize the outstanding dedication and commitment of Ms. Melanie Fernandez during her one-year term as the student/alumni representative on the Board of Trustees during 2017-18. Both Mr. Thulin and Dr. Larson congratulated Ms. Fernandez for her participation on the Board. Ms. Fernandez expressed her appreciation for having the opportunity to serve the students and thanked the trustees for everything they do for the College.

Resolution Adopted  
to Recognize Service  
of Ms. Melanie  
Fernandez

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Thursday, July 26, 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 -  
July 26, 2018

#### President's Report

#### President's Report

Dr. Larson discussed the success of the New Jersey Symphony Orchestra concert, held on campus Tuesday, June 26, 2018, and thanked Ms. Jan Kirsten, Executive Director of College Relations, Mr. Kenneth Malagiere, Executive Director of the Ocean County College Foundation, and Mr. Mark Wilson, Director of Cultural Affairs, for their efforts with this event.

Dr. Larson recognized Mr. Malagiere for the wonderful Scholarship Celebration held on June 15, 2018. Mr. Malagiere, in turn, expressed his gratitude to his staff for their hard work, Ms. Sherri Bray, Manager of Special Events, and Ms. Nancy Heroy, OCC Foundation Program Assistant, and shared the event raised \$225,000 for student scholarship assistance.

Dr. Larson introduced Dr. Steve Kubow, Acting Associate Vice President of Kean Ocean, and Dr. Jessica Adams, Associate Dean of Kean Ocean. Dr. Kubow and Dr. Adams discussed new degree programs for both the Toms River campus and Southern Education Center, and explained joint BSN program discussions will resume.

#### Miscellaneous

The following meetings were scheduled:

#### Meetings Scheduled

<b>Thursday, July 12, 2018</b>	12:00 noon	Board Retreat
<b>Thursday, July 26, 2018</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

Following Mr. Thulin's request for public comments, Ms. Kirsten called attention to the installation of new alumni banners today, which included Ms. Fernandez's banner on the Administration Building.

#### Public Comments



With no further comments from the Board members or the public, the meeting adjourned at 1:25 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Jodi Heitmann  
Executive Assistant to the President