



BOARD OF TRUSTEES

Regular Meeting

Minutes

March 29, 2018

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 11:10 a.m. on Thursday, March 29, 2018, by Mr. Carl V. Thulin, Chair, in the Boardroom of the Administration Building on the College campus.

Call to Order

The announcement of public meeting was made by Mrs. Jodi Heitmann in compliance with the Open Public Meetings Act of 1975. Notice of this meeting was publicized through a March 26, 2018, notice changing the meeting from March 22 to March 29, which was distributed as required by law.

Public Meeting
Announcement

Those in attendance were Mr. Thulin, Mrs. Linda Novak (by phone), Dr. Judith DeStefano-Anen, Mr. Frank Dupignac, Mrs. Joanne Pehlivanian (by phone), Mr. John Peterson, Ms. Melanie Fernandez, Mr. Jack Sahradnik, Dr. Jon Larson, and Executive Vice President Sara Winchester.

Attendance

The Board, at 11:11 a.m., adopted a resolution upon unanimous roll call vote to move into a closed session to discuss personnel matters, 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.

Resolution
Adopted for
Closed Session

The closed session ended and the public meeting resumed at 12:30 p.m.

Public Meeting
Resumed

Those in attendance were Mr. Thulin, Mrs. Linda Novak (by phone), Dr. Judith DeStefano-Anen, Mr. Frank Dupignac, Mrs. Joanne Pehlivanian (by phone), Mr. John Peterson, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Sara Winchester, Interim Associate Vice President Joseph Konopka, and Vice President Gerald Racioppi.

Attendance

The Pledge of Allegiance was recited by all present.

The minutes of the February 22, 2018, Board of Trustees closed session and public meeting were approved with an abstention from Dr. DeStefano-Anen.

Minutes Approved

Dr. Larson thanked everyone for accommodating the change in meeting schedule due to weather.

Presentations/Commendations

Ms. Ilene Cohen, Executive Director of Judicial Affairs and Athletics, discussed the Spring Break trip to Myrtle Beach, South Carolina, for the Men's Baseball and Women's Softball teams. Ms. Cohen introduced Ms. Patricia Carrol, Assistant Athletic Director, and Softball players Morgan Felger and Alexis Banfield, who each shared their experiences during the trip and thanked the Board and the Foundation for their support.

Presentations/
Commendations

Dr. Larson commended Ms. Carolyn Showalter, Assistant Professor of Mathematics, for her involvement with Phi Theta Kappa for the last 30 years. Ms. Showalter was presented with a PTK Pin for her years of service. Ms. Showalter thanked Dr. Larson and shared events hosted by the Tau Iota Chapter throughout the academic year. Ms. Showalter then introduced Aiza Nageeb, who has been selected as a 2018 Coca-Cola Academic Team Gold Scholar and will receive a \$1,500 scholarship. Ms. Nageeb explained the Helping Hands Food Pantry on campus, which she was instrumental in establishing with the Tau Iota Board members.

Finance Committee

Ms. Winchester presented the Finance Committee report in Mr. Dasti's absence, which was unanimously approved as amended:

- The statement of income and expenditures as of February 28, 2018, was accepted.
- The following contracts were awarded:
 - A maximum of \$240,000 to Compass Group USA, Inc., through its Canteen Vending Services Division, Charlotte, North Carolina, for the fourth year of a five-year contract for food service management, catering, and vending services at Ocean County College.
 - A maximum of \$23,140 to Patron Technology, New York, New York, for the third year contract option for a Box Office Ticketing System for the Theatre and Planetarium at Ocean County College.
 - A maximum of \$151,538 to the following vendors for the second year of two-year contracts for offset printing services at Ocean County College:
 - A maximum of \$51,662 to PIP Printing, Brick, New Jersey
 - A maximum of \$48,734 to Creasy Printing Services, Springfield, Illinois
 - A maximum of \$51,142 to Gangi Graphics, Brick, New Jersey
 - A maximum of \$24,000 to Holman Frenia Allison, P.C., Medford, New Jersey, for professional auditing services for forensic science reviews for the period of March 22, 2018, through March 21, 2019, at Ocean County College.

Income/Expenditures
Accepted

Contracts
Awarded

- A maximum of \$15,500 to General Printing and Design, Inc., d/b/a Global Printing and Packaging and Global Datebooks, Southborough, Massachusetts, for the second year contract option for the printing of the annual calendar/student handbook for 2018/19 at Ocean County College.
- A maximum of \$24,557 to Black Lagoon Pond Management, Bordentown, New Jersey, for the purchase of lake aerator fountains and lighting for the front lake at Ocean County College.
- A maximum of \$100,000 to the following vendors for the second year of two-year contracts for the operation and maintenance of the energy management system at Ocean County College:
 - A maximum of \$70,000 to Automated Building Controls, Neptune, New Jersey
 - A maximum of \$30,000 to Peterson Service Company, Inc., Medford, New Jersey
- A maximum of \$20,000 to A&J Construction Company, Inc., Farmingdale, New Jersey, for the second year of a two-year contract for emergency repair service of the underground chilled water pipe at Ocean County College.
- A maximum of \$20,000 to Jersey State Energy Controls, Inc., d/b/a Jersey State Controls, Brick, New Jersey, for the second year of a two-year contract for variable frequency drive replacement and repairs at Ocean County College.
- A maximum of \$20,000 to Apex Commercial Services, LLC, Wall, New Jersey, for the second year of an optional three-year contract for street sweeping services at Ocean County College.
- A maximum of \$20,000 to Advanced Air Service Group Corporation, Aston, Pennsylvania, for the second year of a two-year contract for HVAC duct and vent cleaning services at Ocean County College.
- A maximum of \$20,000 to Atlantic Switch and Generator, LLC, Hainesport, New Jersey, for the second year of a two-year contract for planned maintenance service of the Combined Heat and Power Plant Generator at Ocean County College.
- A maximum of \$108,865 to the following vendors for the second year of a two-year contract for transportation services for OCC athletic teams for sporting events at various locations, various Student Life trips at Ocean County College, and various college activities, performances, and events:
 - Stout's Charter Service, Inc., Trenton, New Jersey
 - Suburban Trails, Inc., New Brunswick, New Jersey
- A maximum of \$28,764 to I. Miller Precision Optical Instruments, Inc., Feasterville, Pennsylvania, for the purchase of 50 Biological Microscopes for use by the Science Department at Ocean County College.

- Resolutions were adopted to award the following contracts:
- Resolutions
Adopted
- A maximum of \$80,000 to Conner Strong and Buckelew Companies, LLC, Marlton, New Jersey, for the second year of a two-year agreement for professional consulting for insurance broker and risk management services at Ocean County College.
 - A maximum of \$600,000 to School Alliance Insurance Fund (SAIF), West Windsor, New Jersey, for the third year of a three-year contract for the purchase of general liability college-wide insurance at Ocean County College.
 - A maximum of \$40,864 to Toms River Municipal Utilities Authority, Toms River, New Jersey, for authorization of the connection fee for sanitary sewer service for the new Performing Arts Academy at Ocean County College.
 - A maximum of \$186,321 to the Partnership for the Delaware Estuary, Inc., Wilmington, Delaware, for authorization of the subcontract agreement, "Utilizing the Mid-Atlantic Coastal Wetlands Assessment to Quantify Wetlands Ecosystem Services in New Jersey's Coastal Communities" Program, for the period of January 1, 2018, through June 30, 2020, administered through the Barnegat Bay Natural Estuary Program at Ocean County College.
 - A maximum of \$170,000, to NJEDGE.NET, Newark, New Jersey, for the annual dues and a third year of a three-year contract for campus-wide internet service through the NJEDGE.NET Consortium, for use at Ocean County College.
 - A maximum of \$205,356.66, to Instructure, Inc., Salt Lake City, Utah, for the third year of a three-year contract for the Canvas Learning Management System, through NJEDGE.NET, for use at Ocean County College.
 - A maximum of \$39,305.37, to SirsiDynix, Lehi, Utah, for the annual software maintenance renewal for the Library automated services at Ocean County College.
 - A maximum of \$25,000, to Network Cabling, Inc., NetQ Multimedia, Company, Freehold, New Jersey, for the installation, repair, testing, and technical support of the campus-wide local area and wireless networks at Ocean County College.
 - A maximum of \$91,965, to EBSCO Industries, Inc., d/b/a EBSCO Information Services, Birmingham, Alabama, for the purchase of miscellaneous magazine, database, and periodical subscriptions for use in the Library at Ocean County College.
 - A maximum of \$38,850, to Yankee Book Peddler, Inc., Birmingham, Alabama, for the purchase of miscellaneous books for use in the Library at Ocean County College.
 - A maximum of \$36,341, to West Publishing Corporation, Eagan, Minnesota, for the purchase of miscellaneous books, Internet database subscriptions, and service fees for use in the Library at Ocean County College.

- A maximum of \$33,790, to Cengage Learning, Inc., Boston, Massachusetts, for the purchase of miscellaneous Internet database subscriptions for use in the Library at Ocean County College.
- A maximum of \$35,000, to Madison Plumbing, Heating, and Industrial Supply, LLC, Madison, New Jersey, for the purchase of miscellaneous plumbing supplies for use at Ocean County College.
- A maximum of \$50,000, 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 \$30,000, to Weatherproofing Technologies, Inc. (Tremco), Beachwood, Ohio, for campus-wide roof repairs as needed at Ocean County College.
- A maximum of \$51,681, to NJEDGE.NET, Newark, New Jersey, for the purchase of miscellaneous Internet database subscriptions and fees for use in the Library at Ocean County College.
- To authorize participation in the NJEDGE Cooperative Pricing System at Ocean County College effective March 29, 2018.
- The following contracts were amended:

Contracts
Amended

 - An additional \$50,000, for a maximum total of \$125,000, to Core Mechanical, Inc., Pennsauken, New Jersey, for additional HVAC maintenance services at Ocean County College (contract originally awarded at the April 27, 2017, Board meeting).
 - An additional \$6,760, for a maximum total of \$71,749, to Integrated Systems and Services, Inc., Eatontown, New Jersey, for additional labor, materials, programming, start-up, testing, and commissioning of the Electronic Access Control System for use by the Security Department at Ocean County College (contract originally awarded at the January 25, 2018, Board meeting).
 - An additional \$20,000, for a maximum total of \$70,000, to Waukesha-Pierce Industries, Lawrence, Pennsylvania, to amend the annual agreement for planned maintenance service of the Combined Heat and Power Plant Generator at Ocean County College (contract originally awarded at the June 29, 2017, Board meeting).
 - An additional \$8,000, for a maximum total of \$59,662, to PIP Printing, Brick, New Jersey, for additional offset printing services at Ocean County College (contract originally awarded at the June 1, 2017, Board meeting).
- The Board approved the scheduling of a sale of surplus items no longer needed by the College.

Sale of Surplus
Items Approved

- The Board accepted a \$1,000 grant award from the Japan Foundation New York (JFNY), to offset the cost of travel and marketing for the March 2018 Japanese storyteller and artist, Kuniko. Project Director: Mr. Mark Wilson, Director of Cultural Affairs. Project Period: March 1, 2018, through March 31, 2018. Grant Award Accepted

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 there has been a lot of activity revising courses, but the process will be revised in order to space out changes. He explained changes are being addressed in order to have the credits taken at OCC transfer seamlessly to four-year institutions.

- The trustees approved the revision to Policy #2330, Administration, Administrative Operations, Service Animals Policy #2330, Administration, Administrative Operations, Service Animals
- The following items, as accepted by the College Senate at its meetings on February 15, March 1, and March 15, 2018, were approved unanimously upon roll call vote: College Senate Items Approved
 - New Program Options New Program Options
 - Associate in Arts Degree in Performing Arts – Arts Administration Option
 - Associate in Arts Degree in Performing Arts – Dance Option
 - Associate in Arts Degree in Performing Arts – Music Option
 - Associate in Arts Degree in Performing Arts – Theatre Option
 - Associate in Science Degree in Computer Science – Cyber – Information Security Option
 - Revised Program Option Revised Program Option
 - Associate in Science Degree in Computer Science – Information Technology Option 2018/2019
 - Revised Programs Revised Programs
 - Associate in Arts Degree in Performing Arts
 - Associate in Science Degree in Computer Science
 - Associate in Science Degree in Public Service
 - New Certificates New Certificates
 - Financial Market Analysis Certificate of Completion
 - Holistic Health and Wellness Certificate of Completion
 - Advanced Manufacturing and Mechatronics Certificate of Completion

➤ Revised Certificates

Revised Certificates

- Administrative Office Management Bookkeeping Certificate of Proficiency
- Small Business Management Certificate of Proficiency
- Addictions Counseling Certificate of Completion

➤ Terminated Certificates

Terminated
Certificates

- Computer Graphics Certificate of Completion
- Visual Communications Certificate of Proficiency

➤ New Courses

New Courses

- ALDC 105, Addictions Counseling Skills
- ALDC 106, Assessing Addictive Disorders
- ALDC 107, Addiction Counseling Methodology
- ALDC 108, Addiction Counseling Client Education
- ANTH 240, Travel Seminar: World Cultures
- ARTS 188, Travel Seminar: World Art
- BUSN 157, Introduction to Financial Software
- DANC 241, 242, 243, 244 – Dance Repertory I-IV
- EDUC 261, Development of the Learner
- ELET 144, DC/AC Electric Circuits
- ELET 150, Automated Control Systems
- MECH 150, Introduction to Hydraulics and Pneumatics
- MNFG 102, Manufacturing Processes
- MNFG 114, Principles of Quality Control in Manufacturing
- MNFG 140, Introduction to Computer Numeric Controlled (CNC) Machines
- MUSC 195, Music History and Literature Since 1920
- SCIE 129, Travel Seminar: Global Science
- SOCI 240, Travel Seminar: The Immigrant Experience

➤ Revised Courses

Revised Courses

- ALDC 101, Addiction Counseling I (title change to “Addiction Disorders and Recovery”)
- ALDC 102, Addiction Counseling II (title change to “Addictions Counseling: Professional Responsibilities”)
- ARTS 170, Ceramics I
- ARTS 183, Basic Drawing
- ARTS 184, Two-Dimensional Design
- ARTS 185, Figure Drawing
- ARTS 186, Three-Dimensional Design
- ARTS 270, Ceramics II
- ARTS 271, Ceramics III
- ARTS 272, Ceramics IV
- ARTS 286, Painting I
- ARTS 287, Painting II

- ARTS 296, Painting III
- ARTS 297, Painting IV
- BUSN 220, Career Management Professional Behavior
- CSIT 200, Information Security Fundamentals
- FIRE 163, Principles of Fire and Emergency Service Administration
- FIRE 263, Fire Investigation I
- HEHP 266, Exercise and Health Counseling
- HIST 175, New Jersey History
- HIST 176, United States Military History Colonial – 1975
- HIST 179, America in the 60's, course revision (title change to "America in the 1960's")
- HIST 271, History of England
- HLSC 170, Introduction to Homeland Security
- HLSC 172, Domestic and International Terrorism
- HLSC 173, Introduction to Security
- HLSC 174, Introduction to the Intelligence Function
- HLSC 201, Organizational Integration and Management
- HLSC 210, Risk Management and Analysis
- HSRV 191, Human Services as Social Institution (change course code, number, and title to "SOWK 101, Introduction to Social Work")
- HSRV 194, Interviewing Communication Techniques (change to course code to "SOWK 194" – title to "Interviewing and Communication")
- MATH 161, College Algebra for Science, Mathematics, Computer Science, and Engineering Majors (change of course title to "College Algebra")
- MATH 165, College Algebra (change of course title to "College Algebra (Accelerated)")
- MATH 195, Precalculus I and II for Science, Mathematics, Computer Science, and Engineering Majors (course title change to "Precalculus (Accelerated)")
- MATH 280, Differential Equations
- MUSC 131, Introduction to Guitar Instruction I (title change to "Introduction to Group Guitar")
- MUSC 142, 143, 242, 243, Jazz Band I, II, III, and IV
- MUSC 150, Introduction to Keyboard Instruction I (title change to "Introduction to Group Keyboard")
- MUSC 160, 161, 260, 261, College Choir I, II, III, and IV
- MUSC 164, Group Voice I (title change to "Introduction to Group Voice")
- MUSC 177, Ear Training and Sight Singing I
- MUSC 178, Ear Training and Sight Singing II
- MUSC 181, Theory of Music I
- MUSC 183, Beginning Jazz Theory and Improvisation
- PHYS 171, Physics I
- PHYS 172, Physics II
- PHYS 281, General Physics I
- PHYS 282, General Physics II
- PHYS 283, General Physics III
- PSYC 174, Personality Theory
- PSYC 271, Abnormal Psychology
- PSYC 274, Social Psychology

- PSYC 275, Educational Psychology
- SOCI 285, Drugs and Society

- Obsolete Courses Obsolete Courses
 - MUSC 132, Introduction to Guitar Instruction II
 - MUSC 151, Introduction to Keyboard Instruction II
 - MUSC 165, 264, 265, Group Voice II, III, and IV

- Revised Courses (Template changes only to meet State requirements) Revised Courses
 - BIOL 163, Introductory Botany
 - FIRE 162, Principles of Emergency Services
 - FIRE 165, Building Construction for Fire Protection
 - FIRE 166, Fire Behavior and Combustion
 - FIRE 168, Occupational Safety and Health for Emergency Services
 - FIRE 169, Strategy and Tactics
 - FIRE 257, Administration for Fire Officials
 - FIRE 261, Principles of Fire and Emergency Services Safety and Survival
 - FIRE 264, Fire Investigation II
 - FIRE 266, Fire Prevention
 - FIRE 268, Fire Protection Systems
 - MUSC 173, 174, 273, 274, Concert Band I, II, III, and IV

Buildings and Grounds Committee

Mrs. Novak, Chair, introduced Mr. Matthew Kennedy, Assistant Vice President of Facilities Management and Construction, who reported the completed Performing Arts Academy plans have been issued for bid to general contractors. The Health Sciences Building has been furnished and the Instructional Building is expected to be furnished in May. Once these spaces have been occupied, the Facilities team will be cleaning all vacated spaces.

- The Buildings and Grounds Committee Report for March 29, 2018, was unanimously accepted upon roll call vote. Building/Grounds Report Accepted

Personnel Committee

Mr. Thulin presented the Personnel Report in the absence of Mr. Leone, Chair, 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, April 26, 2018, 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.

Resolution Adopted for Closed Meeting - April 26, 2018

President's Report

President's Report

Dr. Larson introduced Ms. Jan Kirsten, Executive Director of College Relations, and Ms. Maureen Conlon, Assistant Director of Web Services, who provided an overview of the Fall 2018 marketing initiatives. Ms. Kirsten shared four campaigns, including the Kean Ocean partnership, Thomas Edison State University partnership, and Summer math and science courses which target University of Delaware and Penn State University students. Campaigns will be seen on social media platforms, billboards in Pemberton and Manahawkin, and as a full-sized bus advertising wrap for the New Jersey Transit bus route which travels from Freehold Raceway Mall to Toms River, with a stop on campus. Ms. Kirsten thanked Dr. Konopka, Dr. Racioppi, Mr. Hatem Akl, Interim Associate Vice President of e-Learning, and Ms. Sheena Hartigan, Director of Enrollment Services, for their assistance. Ms. Conlon shared information on the College's social media presence and demographics of followers on the platforms. It was noted that the College does not extract personal information from the data.

Dr. Larson introduced Dr. Henry Jackson, Executive Director of Academic Success, who explained the difference between the College Academy, College Readiness, and STEM Academy programs. Enrollment in the Academy currently includes Lacey Township High School completing its second semester. Manchester, Point Pleasant Beach, and Point Pleasant Boro High Schools will begin their first semesters in the fall. Meetings have taken place with several additional school districts interested in joining the programs, with thanks to Mr. Thomas Gialanella, Executive Director, School Relations.

Dr. Racioppi discussed the Gateway to College Program, which targets the 30% of graduating Ocean County high school seniors who don't attend college after graduation. The program is modeled after Austin Community College's College Connection program, which increased the percentage of high school seniors who enter college after graduation by 56% in five years. Dr. Racioppi explained the program will be presented to both students and parents, and thanked Mr. Gialanella, who presented program information to Ocean County superintendents. Mr. Kenneth Malagiere, Executive Director, OCC Foundation, reminded that scholarships are available by the Foundation to help students in need.

Dr. Larson introduced Dr. Jessica Adams, Acting Associate Dean of Kean Ocean, who reported three full degree programs are now offered at the Southern Education Center in Manahawkin. Dr. Adams is thankful for the support the Kean Ocean partnership receives and extends an invitation to all interested to meet regarding additional program development.

Miscellaneous

The following meetings were scheduled:

Meetings
Scheduled

Thursday, April 26, 2018	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

Dr. Larson reminded the State of the County meeting will be held following today's Board meeting.

Mr. Malagiere mentioned the Foundation's Gala will take place on June 15, 2018, honoring Freeholder Ginny Haines.

Mr. Mark Wilson, Director of Cultural Affairs, explained a new Lecture Series will be announced for the upcoming season at the Jay and Linda Grunin Center for the Arts.

Mr. Thulin noted the April 12, 2018, Board Retreat will be rescheduled.

With no further comments from the Board members or the public, the meeting adjourned at 1:37 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President