



## **BOARD OF TRUSTEES**

### **Regular Meeting**

#### **Minutes**

**November 7, 2019**

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:38 p.m. on Thursday, November 7, 2019, immediately following the Reorganization Meeting 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. 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, Mrs. Joanne Pehlivanian, Mr. John Peterson, Mr. Steven Zabarsky, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Sara Winchester, Vice President Joseph Konopka, Vice President Gerald Racioppi, Freeholder Virginia Haines, and Mrs. Connie Bello.

Attendance

The minutes of the September 26, 2019, and October 24, 2019, Board of Trustees closed session and public meetings were approved upon roll call vote, with an abstention from Mr. Zabarsky on the October 24, 2019, minutes. Mr. Leone was not present for this vote.

Minutes Approved

#### **Presentations**

Dr. Larson introduced Phi Theta Kappa, Tau Iota Chapter President Emily Josephson, Vice President of Fellowship and Communications Josh Gallagher, Vice President of Hallmarks Emily Gioberti, and Vice President of Service Oladotun Aluko, who shared with the Trustees the Tao Iota College projects for 2019-20, which include Health Care Week, a Toy Drive in support of Brandon's Elves, the Harvest Party, and the Helping Hands Food Pantry. Freeholder Haines commended the students for their dedication to helping those in need and congratulated them on a wonderful presentation.

Presentations

Dr. Larson introduced Ms. Ilene Cohen, Executive Director of Athletics, who updated the Board on the success of the fall sports teams. Ms. Cohen introduced Jillian Buscio and Brianna Pazik, Women's Tennis; Brandon Shymanski, Men's Cross Country; and Mia Tramutolo, Women's Cross Country; who thanked the Board and Administration for their support.

Ms. Cohen thanked the student athletes for their dedication and hard work, coordinating their class schedules to accommodate team practices and games.

#### Finance Committee

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

- |  |   |
|--|---|
| ➤ The statement of income and expenditures as of September 30, 2019, was accepted.   | Income/Expenditures<br>Accepted               |
| ➤ The following contracts were awarded:  | Contracts<br>Awarded                          |
| ➤ A maximum of \$45,657.60 to Ed-O Insulation Company, Inc., Trenton, New Jersey, for the first year of an optional two-year contract for heating, ventilation, and air conditioning (HVAC) pipe and duct insulation services at Ocean County College. |   |
| ➤ A maximum of \$29,950 to Noresco, LLC, Edison, New Jersey, for professional mechanical, electrical, plumbing, and envelope commissioning services for the new Student Enrollment Building at Ocean County College.                                   |   |
| ➤ A maximum of \$65,000 to Johnstone Supply, Inc., Kenilworth, New Jersey, for the second year contract option for the purchase of heating, ventilation, and air conditioning (HVAC) supplies and materials for use at Ocean County College.           |   |
| ➤ A maximum of \$30,075 to NV5 Northeast, Inc., Rahway, New Jersey, for professional construction material testing and inspection services for the new Student Enrollment Building at Ocean County College.  |   |
| ➤ Resolutions were adopted to award the following contracts:   | Resolutions<br>Adopted for<br>Contract Awards |
| ➤ A maximum of \$30,000 to Mental Health Association of New Jersey, Springfield, New Jersey, for youth peer outreach support training services to be offered through the Continuing and Professional Education Department at Ocean County College.     |   |
| ➤ A maximum of \$30,000 to Waters and Sims Employment Services, Inc., Red Bank, New Jersey, for employment counseling training services to be offered through the Continuing and Professional Education Department at Ocean County College.            |   |
| ➤ A maximum of \$30,000 to Eckerd Youth Alternatives, Inc., Clearwater, Florida, for service learning training projects to be offered through the Continuing and Professional Education Department at Ocean County College.                            |   |
| ➤ A maximum of \$18,384 to Black Rocket Productions, Freehold, New Jersey, for educational services for Continuing and Professional Education STEM Based Summer Camps for Kids at Ocean County College.  |   |

- A maximum of \$51,858.56 to PeopleAdmin, Inc., Austin, Texas, for the second year of a two-year contract for the renewal of the position management software module and automated applicant tracking management system for use by the Human Resources Department at Ocean County College.
- A maximum of \$30,000 to B&H Photo Video Pro Audio, Inc., New York, New York, for the purchase of photography equipment and supplies for use at Ocean County College.
- The following contracts were amended: Contracts Amended
  - An additional \$1,537.39, for a maximum total of \$39,537.39 to Cengage Learning, Inc., Boston, Massachusetts, for an additional database subscription and annual hosting fee for use in the Library at Ocean County College (contract originally awarded at the June 27, 2019, Board meeting).
  - To amend the contract dates for the first year contract with second and third year contract options to October 1, 2019, to September 30, 2020, for the TurnItIn Plagiarism and Writing Software license through the New Jersey Joint Purchasing Consortium, with Ocean County College serving as the lead agent (contract originally awarded at the August 22, 2019, Board meeting).
  - An additional \$20,890.50, for a maximum total of \$999,508.85, to RSC Architects, Hackensack, New Jersey, for an additional three months of architectural and engineering services for the Performing Arts Center through February 29, 2020, at Ocean County College (contract originally awarded at the April 13, 2017, Board retreat).
  - An additional \$90,000, for a maximum total of \$390,000, to Success Communications Group, Parsippany, New Jersey, for additional media placement services for the Community College Opportunity Grant at Ocean County College (contract originally awarded at the May 30, 2019, Board meeting).
- The following grant awards were accepted from the New Jersey Department of Environmental Protection for Barnegat Bay Partnership projects: Grant Awards Accepted
  - A \$100,000 award for the “Bay-Friendly Stewardship Certification Program” for the development and implementation of a comprehensive stewardship program for the Barnegat Bay, designed to certify residents, schools, and municipalities as “Bay-Friendly” through the completion of a suite of voluntary actions that target the reduction of non-point source pollution. Project Period: January 2020 through December 2021. Project Director: Dr. L. Stanton Hales, Jr., Barnegat Bay Partnership Director.

- A \$700,000 award for the “Toms River Watershed Restoration Plan” for the development of a watershed management plan and implementation of select projects to improve water quality in the Toms River watershed. Project Period: January 2020 through December 2022. Project Director: Dr. L. Stanton Hales, Jr., Barnegat Bay Partnership Director.
- A \$420,000 award for the “Watershed Restoration Plan for Cedar Creek, Oyster Creek, and Forked River” for the development of a watershed management plan and implementation of select projects to improve water quality in the Cedar Creek, Oyster Creek, and Forked River watersheds. Project Period: January 2020 through December 2022. Project Director: Dr. L. Stanton Hales, Jr., Barnegat Bay Partnership Director.
- The Board accepted a four-year \$660,080 grant award (\$165,020 per year) from the U.S. Department of Labor for the “Scaling Apprenticeship through Sector-Based Strategies” project, a consortium collaboration with Bergen Community College, for Continuing and Professional Education to place students in noncredit apprenticeships in the health care industry. Project Period: July 15, 2019, through July 14, 2023. Project Director: Ms. Kaitlin Everett, Director of Continuing and Professional Education, Workforce Development, and Community Programs. Grant Award Accepted

#### Bylaw, Policy, and Curriculum Committee

Mr. Peterson, Chair, introduced Dr. Konopka, who presented the Bylaw, Policy, and Curriculum Committee items. Dr. Konopka explained that the accounting degree programs on today’s agenda have been revised with the help of Dean Rosann Bar and department faculty. The joint BSN degree program has been submitted and awaits approval from the Board of Nursing. Lastly, a master agreement has been finalized for NJIT to offer classes on the OCC campus. A signing ceremony is expected to take place in early December. Dr. Konopka then shared the Academic Affairs newsletter and thanked Ms. Christine O’Neill, Executive Assistant to the Vice President of Academic Affairs, and Ms. Janet Marler, College Lecturer II, Library, for their hard work on this project.

- The following 2019-2020 Ocean County College Advisory Committees were approved: 2019-2020 Advisory Committees Approved
  - Addictions and Human Services Advisory Committee
  - American Sign Language/English Interpreting Advisory Committee
  - Business Advisory Committee
  - Computer Studies Advisory Committee
  - Criminal Justice Advisory Committee
  - Engineering Advisory Committee
  - Fine and Performing Arts Advisory Committee
  - Fire Science Advisory Committee
  - Health and Human Performance Advisory Committee
  - Hospitality, Recreation, and Tourism Management Advisory Committee
  - Media and Communication Advisory Committee
  - Nursing Advisory Committee
  - Paralegal Advisory Committee
  - Sailing Advisory Committee

- The following items, as accepted by the College Senate at its meetings on September 19, October 3, and October 17, 2019, were approved unanimously upon roll call vote: College Senate Items Approved
  - Revised Program Revised Program
    - Associate in Arts Degree in Fine Arts
  - New Certificate New Certificate
    - Certificate of Proficiency in Advanced Accounting
  - Revised Certificate Revised Certificate
    - Certificate of Proficiency in Accounting
  - Terminated Certificates Terminated Certificates
    - Certificate of Completion in Accounting
    - Certificate of Proficiency in Administrative Office Management - Bookkeeping
  - Revised Courses Revised Courses
    - ACCT 265, Auditing
    - ACCT 271, Forensic Accounting
    - ACCT 273, Legal Aspects of Financial Fraud
    - ENGL 153, Creative Writing
    - ENGL 258, The Short Novel

#### Buildings and Grounds Committee

Mrs. Novak, Chair, shared the Performing Arts Academy continues to move forward with an anticipated opening date of January 6, 2020. The natatorium to gymnasium project is moving along nicely and bids for the Student Enrollment Building are expected to be presented for approval at the December 12, 2019, Board meeting. In addition, designs for the new Administration Building are being discussed. An extension to the Grunin Center lobby is being considered should funding become available.

- The Buildings and Grounds Committee Report for November 7, 2019, was unanimously accepted upon roll call vote. Building/Grounds Report Accepted

#### Personnel Committee

Mr. Leone, Chair, presented the Personnel Report, which was unanimously approved upon roll call vote. Personnel Report Approved

Dr. Larson introduced a recommendation to adopt a resolution to express deep appreciation To Dr. Abd El Wahab Ezzat for his friendship, generosity, and strong commitment to ensuring the success of the American Community College in Egypt. With a separate roll call vote, the following resolution was unanimously adopted:

Resolution Adopted  
to Express Deep  
Appreciation to Dr.  
Abd El Wahab Ezzat

**WHEREAS**, Dr. Abd El Wahab Ezzat is a renowned leader in Egypt, Professor of Medicine, and former President of Ain Shams University, the second largest research university in Egypt; and

**WHEREAS**, as a Professor and former President, Dr. Ezzat is a strong advocate for Egypt's ambitious higher education goal of developing the country's human resources; and

**WHEREAS**, Dr. Ezzat understands that providing higher education opportunities for young people will drive Egypt's economic growth and job creation; and

**WHEREAS**, in June 2018, Dr. Ezzat signed a Memorandum of Understanding with Ocean County College to establish the first American Community College in Egypt at Ain Shams University, and 11 other governmental institutions have subsequently signed similar agreements; and

**WHEREAS**, Dr. Ezzat has offered to serve as a consultant to Ocean County College, with no remuneration, to assist in establishing and promoting the American Community College in Egypt;

**NOW, THEREFORE, BE IT RESOLVED**, that the President and Board of Trustees, on behalf of the students, faculty, and staff, express their deep appreciation to Dr. Abd El Wahab Ezzat for his willingness to share his expertise and leadership in this effort; and

**BE IT FURTHER RESOLVED** that the Board of Trustees expresses its gratitude to Dr. Abd El Wahab Ezzat for his friendship, for his generosity, and for his strong commitment to ensuring the success of the American Community College in Egypt.

The resolution will be presented to Dr. Ezzat during Dr. Larson's upcoming trip to Egypt.

#### Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Thursday, December 12, 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 -  
December 12, 2019

#### President's Report

President's Report

Dr. Larson introduced Mr. Brian Gilmore, College Lecturer II in Music, and Ms. Catherine Mancuso, College Lecturer II in Dance, who discussed promoting and building audience engagement by having OCC music and dance students perform in local schools and community centers. Performances such as these, as well as the Bosendorfer series and Spring Dance

Repertory recital allow students to interact and showcase course offerings at OCC and bring community members to our campus. Discussions are taking place regarding possible integration of the Performing Arts Academy students with these courses once the PAA opens on campus.

Mr. Ryan Luurtsema, Coordinator of the Veteran Military Resource Center, was recently interviewed by Comcast Newsmakers. Mr. Luurtsema shared the video, which was recorded in the OCC TV Studio by Mr. Ralph Bertini, Television Production Director, promoting the mission of the program to create an environment of education advocacy, mentorship, and professional transition expertise. The video is currently being broadcast on cable networks in Ocean County and surrounding areas. Mr. Luurtsema also shared OCC has been ranked #1 in New Jersey and #18 in the nation to the Military Friendly Schools list, which means it is in the top 20% of colleges, universities, and trade schools in the country embracing America's military service members.

In response to Mr. Leone's inquiry on student recruitment, Mr. Luurtsema explained that he spends time off campus promoting Ocean County College to veterans by explaining the services the College provides.

Dr. Larson explained the 2021-2025 Strategic Planning process is currently underway, with Dr. Alexa Beshara-Blauth, Executive Director, Institutional Planning, leading the initiative. Dr. Beshara-Blauth has been working with Dr. Tim Coley and Dr. Jennifer Latino, Strategic Consultants from Ellucian. A campus-wide kick-off meeting was held Tuesday, October 29, 2019, where over 30 college employees learned about the planning process. Dr. Larson thanked Mrs. Novak for her participation on the Core Planning team, which includes 12 faculty, lecturers, and staff members, who met for four hours over the course of two days, and Dr. Beshara-Blauth for the hard work she has done with starting the process.

Mr. Kenneth Malagiere, Executive Director of the Ocean County College Foundation, thanked the Trustees for their continued support of the Foundation. He also thanked Mr. Mark Wilson, Director of Cultural Affairs, and Ms. Sherri Bray, OCC Foundation Manager, Special Events and Development, for their work to bring best-selling author, Thomas L. Friedman, to the Grunin Center as part of the Blauvelt Speaker Series, in collaboration with the Visiting Writers' Reading Series. The event was a big success. Mr. Malagiere invited everyone after today's meeting to a special event in the Jon and Judith Larson Student Center in support of the Helping Hands Food Pantry.

Dr. Larson shared that Ocean County College has been selected to participate in the U.S. Department of Education's National Center for Education Statistics (NCES) next cycle of the National Postsecondary Student Aid Study, which examines the characteristics of students in postsecondary education, with special focus on how they finance their education.

Dr. Larson introduced Dr. Steve Kubow, Acting Associate Vice President for Kean Ocean, who shared that the Board of Nursing subcommittee visited in response to the submission of the joint BSN program and reported favorable feedback has been received. Dr. Kubow thanked Dr. Tracy Walsh, Dean of the School of Nursing, and Dr. Dawn Kozlowski, Associate Executive Director at Kean University, for their hard work on the submission.

Mr. Leone complimented Kean University on its brochure; however, he shared his disappointment on the lack of information regarding the Kean Ocean program and suggested the program be highlighted in a future issue. Dr. Kubow will bring this concern to the Kean Marketing Team.

Mr. Thulin thanked Freeholder Haines for attending today's meeting.

### Miscellaneous

The following meetings were scheduled:

Meetings  
Scheduled

|                                    |            |  |
|------------------------------------|------------|--|
| <b>Thursday, December 12, 2019</b> | 9:30 a.m.  | International Programs Committee<br>(As Needed)        |
|                                    | 10:00 a.m. | Finance Committee                                      |
|                                    | 10:00 a.m. | Bylaw, Policy, and Curriculum<br>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. Ali Botein-Furrevig, Part-time Director, Center for Holocaust, Genocide, and Human Rights Education, provided an update on upcoming center events. She is developing courses which will be offered through the Continuing and Professional Education department. An official center brochure is being developed with the help of College Relations.

Public Comments

Ms. Jan Kirsten, Executive Director, College Relations, Mr. Bertini, and Mr. Luurtsema shared details of events in honor of Veteran's Day throughout the week of November 11, 2019.

With no further comments from the Board members or the public, the meeting adjourned at 1:53 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Jodi Heitmann  
Executive Assistant to the President