



## **BOARD OF TRUSTEES**

### **Regular Meeting**

### **Minutes**

**September 26, 2019**

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:31 p.m. on Thursday, September 26, 2019, 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. Stephan Leone, Mr. Jerry Dasti, Mr. Frank Dupignac, Mrs. Joanne Pehlivanian, Mr. John Peterson, Mr. Steven Zabarsky, Mr. Erick Garcia-Vargas, Mr. Jack Sahradek, Dr. Jon Larson, Executive Vice President Sara Winchester, Vice President Joseph Konopka, Vice President Gerald Racioppi, and Mrs. Connie Bello.

Attendance

The minutes of the August 22, 2019, Board of Trustees closed session and public meetings were unanimously approved upon roll call vote.

Minutes Approved

### **Presentation**

Mr. Mark Wilson, Director of Cultural Affairs, and Ms. Jaclyn Wood, Education and Community Engagement Coordinator, shared with the trustees a project entitled "Mobilizing Our Community" with mobile and visual artist Kevin Reese, who will be visiting OCC in the Fall 2019 and Spring 2020 semesters. The project will provide greater access to high quality arts education programs and is supported by two grants that were received from the National Endowment for the Arts and the New Jersey State Council for the Arts.

Finance Committee

Prior to taking action on the revision to Policy #5300, Tuition and Fees, Mr. Dasti 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

Ms. Winchester explained that Policy #5300, Tuition and Fees, was being revised to eliminate the maximum credit restriction for high school students per semester, updating the tuition waiver language for unemployed individuals, and removing the cap and gown fee, which is now paid directly to Barnes and Noble.

With no comments forthcoming, Mr. Dasti closed the public hearing, and the Board unanimously approved the revision to Policy #5300, Tuition and Fees.

Policy #5300,  
Tuition and Fees,  
Revised/Approved

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

- The statement of income and expenditures as of August 31, 2019, was accepted.
- The following contracts were awarded:
  - A maximum of \$40,000 to Berry, Sahradnik, Kotzas, and Benson, P.C., Toms River, New Jersey, for the second year of a two-year contract for legal services at Ocean County College.
  - To Collegiate Basketball Officials Organization, LLC, Mechanicsburg, Pennsylvania, to assign, train, and evaluate basketball officials for the National Junior College Athletic Association (NJCAA) basketball conferences for the Region XIX 2019-2020 and 2020-2021 basketball seasons.
  - A maximum of \$40,748.98 to Quality Cut, Inc., Farmingdale, New Jersey, for the second year contract with a third-year contract option for weed control and fertilization services at Ocean County College and the Southern Education Center.
  - A maximum of \$500,000 to the following vendors for the second year contract with a third-year contract option for snow removal services at Ocean County College and the Southern Education Center:
    - Land-Tech Enterprises, Inc., Warrington, Pennsylvania
    - New Gen Recycling, Inc., Toms River, New Jersey
- Resolutions were adopted to award the following contracts:
  - A maximum of \$45,000 to AdmitHub, Inc., Boston, Massachusetts, for one-year chat-box software services for student enrollment and retention for the HUB at Ocean County College.

Income/Expenditures  
Accepted

Contracts  
Awarded

Resolutions Adopted  
for Contract Awards

- A maximum of \$42,691.52 to Laerdal Medical Corporation, Wappingers Falls, New York, for the purchase of simulation laboratory equipment, software, and hardware, including on-site training, for use by the Nursing Department at Ocean County College.
- A maximum of \$43,955 to B&H Photo Video Pro Audio, Inc., New York, New York, for the purchase and support of broadcast equipment for use in the College Center at Ocean County College.
- A maximum of \$27,919 to Home Depot Pro Institutional, Jacksonville, Florida, for the purchase of custodial supplies for use at Ocean County College.
- A maximum of \$121,501.74 to Aspire Technology Partners, LLC, Eatontown, New Jersey, for the purchase and installation of hardware and networking infrastructure for the new Performing Arts Academy at Ocean County College.
- A maximum of \$45,500 to SchoolSculptures with Kevin Reese, LLC, Washington, District of Columbia, to fund two “Mobilizing Our Community” projects for students at Ocean County College.
- A maximum of \$38,938.72 to Hyland, LLC, Olathe, Kansas, for the maintenance license renewal for Document Imaging/Image Now software for use at Ocean County College.
- A maximum of \$35,000 to Natural Languages, Jersey City, New Jersey, for professional interpreting services for students with disabilities at Ocean County College.
- To identify a qualified pool of consultants for architectural and engineering services at Ocean County College.
- The following contracts were amended:
  - An additional \$7,750, for a maximum total of \$449,750, to Design Resources Group, Inc., Somerset, New Jersey, for additional professional architectural and engineering services for the new Student Enrollment Building at Ocean County College (contract originally awarded at the October 18, 2018, Board retreat).
  - An additional \$7,500, for a maximum total of \$77,375.25, to Allied Fire and Safety Equipment Company, Inc., Neptune, New Jersey, for additional fire prevention and fire control equipment at Ocean County College (contract originally awarded at the July 26, 2018, Board meeting).
  - The recommendation to amend the contract to Ocean Construction, LLC, Marmora, New Jersey, for additional sidewalk, stairs, and curb replacement, was withdrawn from the agenda.

Contracts  
Amended

- An additional \$48,000, for a maximum total of \$1,683,000, to Pharos Enterprises, LLC, South Amboy, New Jersey, for change orders for the renovation of the Security Building to build a Crime Scene Lab at Ocean County College (contract originally awarded at the May 30, 2019, Board meeting).
- An additional \$200,000, for a maximum total of \$20,704,852, to Wallace Brothers, Inc., Brick, New Jersey, for change orders for the construction of a new Performing Arts Academy at Ocean County College (contract originally awarded at the May 10, 2018, Board retreat).
- An additional \$25,000, for a maximum total of \$55,000, to Johnson Controls, Inc., Blackwood, New Jersey, for additional chiller maintenance services at Ocean County College (contract originally awarded at the May 30, 2019, Board meeting).
- The following grant awards were accepted:

	Grant Awards Accepted
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  - A \$10,000 grant award from the New Jersey Department of Education for a National Endowment for the Arts (NEA) (ATAC) program called “Mobilizing Our Community,” for Ocean County College and the Grunin Center for the Arts to provide workshops for Ocean and Monmouth County schools identified as having the most need for arts education with mobile and visual artist Kevin Reese. Project Director: Ms. Jaclyn Wood, Education and Community Engagement Coordinator, Grunin Center. Funding Period: October 1, 2019, through December 30, 2019.
  - A \$17,000 grant award from the New Jersey State Council for the Arts, Art Project Support, to help support arts education programs across a multi-county region in the Spring of 2020 with mobile and visual artist Kevin Reese. Project Director: Ms. Jaclyn Wood, Education and Community Engagement Coordinator, Grunin Center. Project Period: July 1, 2019, through June 30, 2020.
  - A \$450,000 award from the Ocean County Department of Human Services, Workforce Development Board, to fund two full-time positions to provide work-related activities to youth such as basic adult education, English language acquisition, life skills, job search, job readiness, community work experience, subsidized employment, and short-term occupational education in coordination with One-Stop Career Center Partners. Project Director: Ms. Gina Opauski, Assistant Director of Work Readiness, Continuing and Professional Education. Project Period: October 1, 2019, through September 30, 2020.
- A resolution was adopted to renew the membership of Ocean County College in the School Alliance Insurance Fund for a period of three years from July 1, 2019, through June 30, 2022, as approved by the Board of Trustees at its May 30, 2019, meeting, and to designate Executive Vice President of Finance and Administration Sara Winchester as Ocean County College’s Fund Commissioner and to authorize Executive Vice President Sara Winchester to execute the School Alliance Insurance Fund Indemnity and Trust Renewal Agreement.

	Resolution Adopted to Renew Membership
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Bylaw, Policy, and Curriculum Committee

Mrs. Pehlivanian introduced Dr. Konopka, who shared discussions regarding Open Educational Resources have been taking place, which will make textbook charges more affordable for our students. In addition, meetings continue regarding the New Jersey Department of Labor and Workforce Development grant which will create healthcare apprenticeship opportunities over the next four years.

- The following item, as accepted by the College Senate at its meeting on May 2, 2019, was approved unanimously upon roll call vote: College Senate Item Approved
  - Revised Policy Policy Revised
    - Policy #5134, Students, Registration, Classification
- The Board approved the temporary suspension of Policy #8600, Campus Safety and Security, Alcohol and Substance Abuse, for a VIP Reception prior to the Thomas L. Friedman Blauvelt Speaker Series event in the Grunin Center Gallery on Wednesday, November 6, 2019, from 5:00 p.m. to 6:00 p.m. Policy Suspended

Buildings and Grounds Committee

Mrs. Novak, Chair, reviewed the status of the Performing Arts Academy, which continues to move forward in addition to the parking lot 2 improvements. A recommendation for the new Student Enrollment Building's general contractor is expected to be presented at the December meeting. Options are being explored to connect the upper and lower campuses.

Mr. Leone shared his firm held a Client Appreciation Reception at the Planetarium on Thursday, September 19, 2019, which was very well received. Mr. Leone recommends all interested in hosting an event on campus to do so.

- The Buildings and Grounds Committee Report for September 26, 2019, was unanimously accepted upon roll call vote. Building/Grounds Report Accepted

Personnel Committee

Prior to approval of the Personnel Report, Mr. Leone noted the recommendation to hire Dr. Eileen Garcia as Vice President of e-Learning and Learning Enterprises, as well as the promotions of Mr. Hatem Akl to Associate Vice President of International Programs – Operations, and Dr. Maysa Hayward to Associate Vice President of International Programs – Academics.

The Personnel Report was then unanimously approved, with an abstention from Mr. Leone on the hiring of Mr. Stuart Challoner, as Adjunct Assistant Professor of Engineering. Personnel Report Approved

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Thursday, November 7, 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 -  
November 7, 2019

President's Report

Dr. Larson recognized Dr. Antoinette Clay, Associate Vice President of Academic Affairs, who is being honored by the Toms River Area Branch of the NAACP with its Community Service Award at the Annual Freedom Fund Dinner Dance on Friday, September 27, 2019, and Ms. Jan Kirsten, Executive Director of College Relations, who was selected by the National Council for Marketing and Public Relations as the 2019 District 1 Communicator of the Year. Ms. Kirsten will be honored at the NCMPR conference in November.

President's  
Report

Dr. Larson introduced Ms. Maureen Conlon, Associate Director of Web Services, and Ms. Jackie D'Amore, Senior Human Resources Specialist, Talent and Organizational Development, Co-Chairs of the Guiding Coalition, who provided the Board with a summary of the Charting our New Course Annual Year-End Report. Ms. Conlon and Ms. D'Amore shared highlights from the eight strategies and discussed plans for the upcoming year. Dr. Larson and Ms. D'Amore thanked Ms. Conlon for her time as Co-Chair and introduced Mr. Anthony Jordan, Enterprise Applications Director, as the new Co-Chair.

Ms. Kirsten, Mr. Ken Malagiere, Executive Director, OCC Foundation, and Ms. Kimberly Maloney, Director of Alumni and Advancement, discussed the newly acquired database system, Blackbaud Raiser's Edge, which will combine and track more than 26,000 alumni and donor records, as well as prospective donors. Ms. Kirsten thanked all who worked on this project, including Mr. Anthony Jordan, Ms. Maloney, Mr. Joe Pelkey, Senior Programmer Analyst, and Mr. James Ross, Chief Information Officer.

Presentation -  
Blackbaud  
Raiser's Edge

Mr. Malagiere then discussed upcoming events of the Blauvelt Lecture Series: Between River and Rim, Hiking the Grand Canyon, on October 3, 2019, and bestselling author, Thomas Friedman, on November 6, 2019. Mr. Malagiere thanked the trustees for their continued support of the Foundation. Mr. Leone, in turn, commended Mr. Malagiere and the Foundation staff for their hard work and explained each donation is tax deductible and a small percentage goes towards administrative purposes so that the majority of the funds support the students.

Dr. Larson introduced Dr. Steve Kubow, Acting Associate Vice President for Kean Ocean, who reported that Dr. Dawood Farahi announced 2020 will be his last year as Kean University President. Dr. Larson shared Dr. Farahi has been a dear friend to Ocean County College and a transformational leader for Kean University.

Dr. Kubow reported documentation in support of the joint BSN degree program, which has been submitted to the Board of Nursing for approval, and thanked Dr. Tracy Walsh, Dean of the School of Nursing, for her hard work on this submission. Dr. Kubow then shared Kean Ocean enrollments are up 15% for the fall semester.

Miscellaneous

The following meetings were scheduled:

Meetings  
Scheduled

<b>Thursday, November 7, 2019</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.	Annual Reorganization Meeting
	Immediately Following	Regular Public Monthly Meeting

Following Mr. Thulin's request for public comments, Dr. David Bordelon, Professor of English and Literature, and FAOCC Chief Negotiator, acknowledged the benefits to students as a result of Foundation support. Dr. Bordelon shared the faculty is currently working under an expired contract; he hopes a resolution will be reached in the near future. Mr. Leone explained that the Trustees continue to be informed of the progress that has been made with the contract negotiations.

Public Comments

Mr. Ryan Luurtsema, Coordinator of the Veteran and Military Resource Center, shared the center has many exciting events planned and invited everyone to stop by to see the new Center space, which is staffed with both veteran and civilian student workers.

With no further comments from the Board members or the public, the meeting adjourned at 1:34 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Jodi Heitmann  
Executive Assistant to the President