



## **BOARD OF TRUSTEES**

### **Regular Meeting**

### **Minutes**

**September 27, 2018**

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:33 p.m. on Thursday, September 27, 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. Frank Dupignac, Attendance Mr. Robert Fall, Mr. Thomas Monahan, Mrs. Joanne Pehlivanian, Mr. Sean Newman, Mr. Mathew Thompson, Dr. Jon Larson, Executive Vice President Sara Winchester, and Vice President Gerald Racioppi.

The minutes of the August 23, 2018, Board of Trustees closed session and public meeting were approved upon roll call vote, with an abstention from Mr. Monahan.

Minutes Approved

### **Presentations**

Ms. Ilene Cohen, Executive Director of Athletics, introduced members of the men's and women's cross country teams, Dylan Antonelli, Kaitlyn Chambers, Kevin Knoetig, Jessica Reis, Paul Spencer, and Grant Tokarski. Ms. Reis and Mr. Tokarski shared information regarding the teams' accomplishments and informed the Board that the men's cross country team was named 2017-18 Academic Team of the Year in its category by earning a combined 3.49 GPA.

Presentations

Dr. Maureen Reustle, Part-Time Teacher of Humanities, and Mr. Vijay Ramdeen, College Lecturer II of Chemistry, spoke of the Study Abroad trip to Ireland. Three students who participated in the trip were present, Justin Saldarriaga, Grant Tokarski, and Steven Jackson, who shared a pictorial presentation of the experience. They thanked the Board and the Foundation for their support of the Study Abroad program.

Finance Committee

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

- |  |                                 |
|--|---------------------------------|
| ➤ The statement of income and expenditures as of August 31, 2018, was accepted.  | Income/Expenditures<br>Accepted |
| ➤ The following contracts were awarded:  | Contracts<br>Awarded            |
| ➤ A maximum of \$450,000 to the following vendors for the first year of an optional three-year contract 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  |                                 |
| ➤ A maximum of \$20,000 to GOED Corporation, Newfoundland, New Jersey, for the second year of a two-year contract to provide underground utility location marking, leak detection, video pipe inspection, and thermal imaging services on an as needed basis at Ocean County College.                  |                                 |
| ➤ A maximum of \$20,000 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: |                                 |
| ➤ Chariot Transportation Company, Inc., d/b/a Albert's Transportation Company, Inc., Mount Laurel, New Jersey  |                                 |
| ➤ Stout's Charter Service, Inc., Trenton, New Jersey   |                                 |
| ➤ A maximum of \$57,375.02 to Noresco, LLC, Westborough, Massachusetts, for professional mechanical, electrical, plumbing, and envelope commissioning services for the new Performing Arts Academy at Ocean County College.  |                                 |
| ➤ A maximum of \$1,138,960 to Wallace Brothers, Inc., Brick, New Jersey, for professional general contractor services for two new Anatomy and Physiology Labs as part of the Nursing Building renovations at Ocean County College.   |                                 |
| ➤ A maximum of \$250,000 to Perma-Pipe International Holdings, Inc., Niles, Illinois, for the purchase of underground hydronic pipe material for the chilled/hot water loop extension project at Ocean County College.   |                                 |
| ➤ The contract for professional architectural and engineering consulting services for a new Student Services/HUB Building at Ocean County College was withdrawn and no action was taken.   |                                 |

➤ Resolutions were adopted to award the following contracts:

Resolutions  
Adopted for  
Contract Awards

- A maximum of \$30,786.56 to The Hon Company, c/o E.J. Schuster's Discount Office Furniture, Inc., Lakewood, New Jersey, for the purchase and installation of furniture for use in the plaza and student lounges in the Southern Education Center.
- A maximum of \$45,000 to AdmitHub, Inc., Boston, Massachusetts, for one-year chatbox software services for student enrollment and retention for the HUB at Ocean County College.
- A maximum of \$37,053.49 to Hyland, LLC, Lenexa, Kansas, for the maintenance license renewal for Document Imaging/Image Now software for use at Ocean County College.
- To identify a qualified pool of vendors for professional audio visual design services at Ocean County College.
- For the purchase and delivery of athletic uniforms and apparel through the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium, with pricing dependent on purchase.
- A maximum of \$95,000 to various vendors for travel services for the OCC Study Abroad Seminar in London from January 9, 2019, through January 20, 2019.
- A maximum of \$30,000 to Spencer Ryan, LLC, Cherry Hill, New Jersey, for professional consulting services for leadership training workshops for the Human Resources Department at Ocean County College.
- A maximum of \$50,000 to Fastenal Company, Lakewood, New Jersey, for the purchase of various maintenance supplies and materials for use in the Facilities Department at Ocean County College.
- A maximum of \$36,033 to Blackbaud, Inc., Charleston, South Carolina, for a one-year renewal of the relationship management software for use by College Relations at Ocean County College.
- A maximum of \$18,064 to QLess, Pasadena, California, for the purchase of hardware for the queue software system for use by the HUB at Ocean County College.
- To identify a qualified pool of vendors for professional mechanical, electrical, plumbing, and envelope commissioning services to be used on an as needed basis at Ocean County College.

➤ The following contracts were amended:

Contracts  
Amended

- An additional \$105.58, for a maximum total of \$51,786.58, to NJEDGE.NET, Newark, New Jersey, for service fees for miscellaneous Internet database subscriptions for use in the Library at Ocean County College (contract originally awarded at the March 29, 2018, Board meeting).

- An additional \$7,500, for a maximum total of \$59,500, to Rising Star Distribution, Inc., Ocean, New Jersey, and Aramark Work Apparel Group, Norwell, Massachusetts, for additional professional promotional items to be used by various departments at Ocean County College (contract originally awarded at the September 28, 2017, Board meeting).
- An additional \$25,000, for a maximum total of \$150,000, to various vendors for the purchase of additional 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 (contract originally awarded at the June 28, 2018, Board meeting).
- An additional \$5,400, for a maximum total of \$49,690, to STPCx, LLC, Horsham, Pennsylvania, for additional professional mechanical, electrical, plumbing, and envelope commissioning services for the Hovnanian Health Sciences Building at Ocean County College (contract originally awarded at the September 22, 2016, Board meeting).
- Bid proposals were rejected for public relations services at Ocean County College, received on September 20, 2018, 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
- The following grant awards were accepted: Grant Awards Accepted
  - A \$300,000 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. Kaitlin Everett, Director, Continuing and Professional Education, Workforce Development. Project Period: October 1, 2018, through September 30, 2019.
  - A \$52,838 award from the New Jersey Council of County Colleges and the Office of the New Jersey Secretary of Higher Education for a College Readiness Now V Grant Program to focus on preparing Ocean County high school students to be college and career ready. Project Director: Dr. Henry Jackson, Executive Director of Academic Success. Project Period: July 1, 2018, through August 20, 2019.

#### Bylaw, Policy, and Curriculum Committee

Mr. Monahan presented the Bylaw, Policy, and Curriculum Committee item, which was unanimously approved upon roll call vote:

- The Board approved the temporary suspension of Policy #8600, Campus Safety and Security, Alcohol Substance Abuse, for the Performing Arts Academy Ground Breaking Ceremony in Parking Lot #2, outside the Grunin Center for the Arts, on Thursday, October 18, 2018, from 2:00 p.m. to 4:00 p.m. Policy Suspended

#### Buildings and Grounds Committee

Mrs. Novak, Chair, reported that the groundbreaking ceremony for the Performing Arts Academy will be held on October 18, 2018. Mr. Matthew Kennedy, Assistant Vice President of Facilities, shared the Hovnanian Health Sciences and Instructional Buildings are fully operational. He asked that everyone use caution around campus and in the parking lots due to the ongoing construction projects.

- The Buildings and Grounds Committee Report for September 27, 2018, was unanimously accepted upon roll call vote. Building/Grounds Report Accepted

#### Personnel Committee

In Mr. Leone's absence, Ms. Winchester presented the Personnel Report as amended, 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, November 1, 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 - November 1, 2018

#### President's Report

President's Report

Dr. Larson introduced Dr. Henry Jackson, Executive Director of Academic Success, and Ms. Maureen Conlon, Assistant Director of Web Services, 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 shared highlights from the eight strategies and discussed plans for the upcoming year. Dr. Larson and Ms. Conlon thanked Dr. Jackson for his time as Co-Chair and introduced Ms. Jacqueline D'Amore, Senior Human Resources Specialist – Talent, as the new Co-Chair.

Mr. Hatem Akl, Interim Associate Vice President of e-Learning and Learning Enterprises, provided an update on the recent successful trip to Egypt. He reported that he and Dr. Larson joined Dr. Maysa Hayward, Assistant Vice President of International Programs, for the signing of agreements with nine Egyptian universities to establish the American Community College in Egypt, which was covered widely in the Egyptian press. The trip also included an invitation to attend the Commencement Ceremony for the Arab Academy School of Engineering, where Dr. Larson addressed the graduates. In addition, a meeting was held with Mr. Thomas Goldberger, Charge d'Affaires of the U.S. Embassy to Egypt, who has offered to host a reception for Dr. Larson and Dr. Joel Bloom, President, New Jersey Institute of

Technology, during a return visit, where high ranking Egyptian governmental officials, university presidents, technology employers, and investors will be in attendance. Mr. Akl thanked everyone who helped make this a successful trip, including the e-Learning team, Ms. Winchester, Dr. Joseph Konopka, Interim Associate Vice President of Academic Affairs, and Dr. Racioppi.

Mr. Fall discussed the upcoming Foundation Golf Outing on October 9, 2018. This is the second largest fundraiser held to benefit student scholarships. He encourages all who are able to attend.

#### Miscellaneous

The following meetings were scheduled:

Meetings  
Scheduled

<b>Thursday, November 1, 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.	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, mentioned the recent Noel Levitz climate survey sent to the campus community and indicated he would be happy to discuss results.

Public Comments

With no further comments from the Board members or the public, the meeting adjourned at 1:31 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Jodi Heitmann  
Executive Assistant to the President