

EXHIBIT B



BOARD OF TRUSTEES

Bylaw, Policy, and Curriculum Committee Agenda Items

To: Board of Trustees
From: Office of the President
Date: April 21, 2022

The following Bylaw, Policy, and Curriculum Committee items are recommended to the Ocean County College Board of Trustees for approval at its meeting on **Thursday, April 28, 2022:**

1. Recommend amendments to the following Board Bylaws:
 - a. Bylaw #1210, Board of Trustees (**Exhibit B-1**)
 - b. Bylaw #1215, Qualifications of Members, Terms of Office, Filing Vacancies, Compensation (**Exhibit B-2**)
 - c. Bylaw #1220, Authority of the Board of Trustees (**Exhibit B-3**)
 - d. Bylaw #1230, Officers of the Board (**Exhibit B-4**)
 - e. Bylaw #1232, Officers of the Board, Terms of Office (**Exhibit B-5**)
 - f. Bylaw #1234.1, Officers of the Board, Duties of Officers, Chairman (**Exhibit B-6**)
 - g. Bylaw #1234.2, Officers of the Board, Duties of Officers, Vice Chairman (**Exhibit B-7**)
 - h. Bylaw #1234.3, Officers of the Board, Duties of Officers, Secretary (**Exhibit B-8**)
 - i. Bylaw #1234.4, Officers of the Board, Duties of Officers, Treasurer (**Exhibit B-9**)
 - j. Bylaw #1242, Advisory Personnel (**Exhibit B-10**)
 - k. Bylaw #1244.1, Advisory Personnel, Duties of Advisory Personnel, Counsel (**Exhibit B-11**)
 - l. Bylaw #1244.2, Advisory Personnel, Duties of Advisory Personnel, Auditor (**Exhibit B-12**)
 - m. Bylaw #1244.3, Advisory Personnel, Duties of Advisory Personnel, Architect/Engineer (**Exhibit B-13**)

As required by Policy #1370, Amendments to Bylaws, the proposed Bylaw amendments were introduced at the April 14, 2022, Board meeting and distributed to the Trustees ten days in advance of this meeting.

2. Recommend revision of the following policy:
 - a. Policy #2410, Nondiscrimination, Equal Opportunity, and Harassment (**Exhibit B-14**)

3. Recommend rescission of the following policies:
 - a. Policy #2420, Prohibition of Discrimination and Harassment in All Forms (**Exhibit B-15**)
 - b. Policy #2430, Sexual Assault (**Exhibit B-16**)
4. Recommend approval of the following items as accepted by the College Senate at its meetings on April 7, and April 21, 2022:
 - a. Revised Certificate
 - 1) Certificate of Completion in Photography (**Exhibit B-17**)
 - b. Revised Course
 - 1) CSIT 241, Cybersecurity Legal and Regulatory Overview (**Exhibit B-18**)
5. Recommend the temporary suspension of Policy #8600, Campus Safety and Security, Alcohol Substance Abuse, for the Ocean County College Foundation Scholarship Celebration on Friday, June 24, 2022, on the Ocean County College Campus Mall from 6:00 p.m. to 10:00 p.m.

EXHIBIT B-1

Ocean County College, Toms River, NJ

BYLAWS FOR THE OPERATION
OF THE BOARD OF TRUSTEES
ORGANIZATION
Board of Trustees #1210

BYLAW

The Board of Trustees shall be a body corporate and shall be known as the Board of Trustees of Ocean County College. The Board of Trustees (the "Board"), in accordance with state law, shall have custody of and be responsible for the property of the college and shall be responsible for the management and control of the college. The Board shall make an annual report to the New Jersey ~~Commission on~~ Secretary of Higher Education and to the Ocean County Board of ~~Commissioners~~ Chosen Freeholders.

The ~~e~~College shall be administered by the Board, consisting of the ~~e~~County superintendent of schools and 10 persons, eight of whom shall be appointed by the appointing authority of the ~~e~~County with the advice and consent of the Ocean County Board of ~~Commissioners~~ Chosen Freeholders, at least two of whom shall be women, and two of whom shall be appointed by the Governor. However, no trustee shall be appointed who is an employee of Ocean County government. The ~~p~~President of the ~~e~~College shall serve as an ex officio member of the Board without vote. In addition, the student body of the ~~e~~College shall be entitled to elect from the graduating class, one representative to serve as a non-voting member on the Board for a term of one year commencing at the ~~next organizational~~ first meeting of the Board ~~in~~ July following graduation of his/her class.

Appointment or Reappointment of Board Members by the County

The appointing authority of the ~~e~~County shall establish a trustee search committee of not less than five members who shall be residents of the ~~e~~County. The members of the trustee search committee shall not be elected public officials and shall not be eligible for appointment to the Board for a period of six months after service on the trustee search committee. The trustee search committee shall nominate individuals for consideration by the appointing authority of the ~~e~~County for appointment to the Board.

Appointments or Reappointments of Board Members by the Governor

- 1. When a member is to be appointed or reappointed to the Board by the Governor, the Board shall establish a schedule that will enable the Board to make a recommendation to the Governor in a timely manner.
- 2. The Board shall assess the needs of the Board and College, giving consideration to (a) desired areas of expertise, abilities, and experience; (b) diversity of community representation; and (c) the present composition of the Board.

Adopted: February 22, 1965
Revised: June 28, 1965
Revised: August 15, 1968
Revised: June 26, 1980

Revised: November 7, 1983 Revised:
Revised: May 28, 1991
Revised: August 22, 1994
Revised: August 21, 1995

EXHIBIT B-2

Ocean County College, Toms River, NJ

BYLAWS FOR THE OPERATION
OF THE BOARD OF TRUSTEES
Qualifications of ~~m~~Members,
~~t~~Terms of ~~e~~Office, ~~f~~Filling
~~v~~Vacancies, ~~e~~Compensation #1215

BYLAW

An appointed members of the Board of Trustees shall have been a residents of Ocean County for a period of four years prior to said appointments, and no elected public official or employee of the ~~county~~ ~~e~~College shall serve as a voting member of the ~~b~~Board. The term of office of an appointed members, except for the first appointments in some instances, shall be for four years. Each member shall serve until his/her successor shall have been appointed.

Vacancies shall be filled in the same manner as the original appointment for the remainder of ~~the~~ an unexpired term. Any appointed member may be removed by the Ocean County Board of Commissioners ~~Chosen Freeholders~~ for cause upon notice and opportunity to be heard. Members shall serve without compensation but shall be entitled to be reimbursed for all reasonable and necessary expenses.

A voting member of the Board of Trustees shall not be eligible to accept employment as an employee of the ~~e~~College for a period of two years following resignation or expiration of his/her term as a member.

A ~~M~~members initially appointed to the Board may serve from the time of ~~their~~ his/her respective appointments, but the term of such office shall be deemed to commence as of November 1 of the year in which the appointment was made.

ADOPTED: November 7, 1983
Revised:

Reviewed: March 5, 1991

EXHIBIT B-3

Ocean County College, Toms River, NJ

BYLAWS FOR THE OPERATION
OF THE BOARD OF TRUSTEES
ORGANIZATION
Authority of the
Board of Trustees #1220

BYLAW

The Board of Trustees establishes the standards under which the College operates through the policies they approve; the Board does not involve itself in the day-to-day work of the College. In addition to other powers expressly granted to it by law, the Board shall have the following powers:

1. To adopt or change the name of the eCollege.
2. To adopt and use a corporate seal.
3. To sue and be sued.
4. To determine the educational curriculum and program of the eCollege, consistent with the programmatic mission of the eCollege or approved by the New Jersey Commission on Secretary of Higher Education.
5. To appoint, and fix the compensation and term of office of, and annually evaluate at the pPresident, who shall be the executive officer of the eCollege and an ex officio member of the Board of Trustees.
6. To appoint, upon nomination of the pPresident, members of the administrative and teaching staffs and fix their compensation and terms of employment subject to the provisions of NJSA 18A:64A-13.
7. To appoint or employ such other officers, agents, and employees as may be required to carry out the provisions of NJSA 18A:64A; and to fix and determine their qualifications, duties, compensation, terms of office, and all other conditions and terms of employment and retention.
8. To fix and determine tuition rates and other fees to be paid by students.
9. To grant diplomas, certificates, or degrees.
10. To enter into contracts and agreements with the eState or any of its political subdivisions or with the United States or with any public body, department, or other agency of the State or the United States; or with any individual firm or corporation, which are deemed necessary or advisable by the Board for carrying out the provisions of NJSA 18A:64A.
11. To accept from any government or governmental department, agency, or other public or private body or from any other source grants or contributions of money or property which the Board may use for or in aid of any of its purposes.
12. To acquire (by gift, purchase, condemnation, or otherwise), own, lease, use, and operate property, whether real, personal, or mixed, or any interest therein, which is necessary or desirable for eCollege purposes.

Ocean County College, Toms River, NJ (2)

BYLAWS FOR THE OPERATION
OF THE BOARD OF TRUSTEES
ORGANIZATION
Authority of the
Board of Trustees #1220

13. To determine that any property owned by the eCollege is no longer necessary for eCollege purposes and to sell the same at such price and in such manner and upon such terms and conditions as shall be established by the Board.
14. To exercise the right of eminent domain, pursuant to the provisions of Title 20, Eminent Domain, of the New Jersey Revised Statutes, to acquire any property or interest therein.
15. To make and promulgate such rules and regulations, not inconsistent with law or with the rules and regulations promulgated by NJSA 18A:64A the 1994 Higher Education Restructuring Act, that are necessary and proper for the administration and operation of the eCollege and to implement the provisions of NJSA 18A:64A.
16. To exercise all other powers which may be reasonably necessary or incidental to the establishment, maintenance, and operation of the eCollege not inconsistent with law, NJSA 18A:64A or other applicable laws.
17. To establish and maintain a dedicated reserve fund for minor capital needs which in any given year shall not exceed three percent of the replacement value of the eCollege's physical plant.
18. To oversee the Board's self-assessment procedures.

ADOPTED: February 22, 1965

Revised: August 15, 1968

Revised: November 7, 1983

Revised: August 22, 1994

Revised: November 3, 2008

Revised:

EXHIBIT B-4

Ocean County College, Toms River, NJ

BYLAWS FOR THE OPERATION
OF THE BOARD OF TRUSTEES
ORGANIZATION
Officers of the Board #1230

BYLAW

The officers of the Board of Trustees shall be a Chairman, a Vice-Chairman, a Secretary, and a Treasurer.

ADOPTED: February 22, 1965
Revised:

REVIEWED: March 5, 1991

EXHIBIT B-5

Ocean County College, Toms River, NJ

BYLAWS FOR THE OPERATION
OF THE BOARD OF TRUSTEES
ORGANIZATION

Officers of the Board

Terms of Office #1232

BYLAW

The officers of the Board of Trustees shall be elected each year at the annual reorganization meeting in November and shall take office at that meeting. They shall hold office until their elected successors are elected take office. If an officer position is vacated within the year, a new officer will be elected. A majority vote of the members of the Board shall be necessary for election. Vacancies in office shall be filled by the Board.

ADOPTED: February 22, 1965

Revised: May 28, 1991

Revised:

EXHIBIT B-6

Ocean County College, Toms River, NJ

BYLAWS FOR THE OPERATION
OF THE BOARD OF TRUSTEES
ORGANIZATION
Officers of the Board
Duties of Officers
Chairman #1234.1

BYLAW

The Chairman shall preside at all meetings of the Board of Trustees, and shall be a member ex officio of all committees, and shall be entitled to vote at all regular, special, and committee meetings of the Board ~~and of all of its committees~~.

The Chairman shall appoint all committees and shall designate the Chairman of such committees, unless otherwise determined by the Board of Trustees.

~~The Chairman shall oversee the Board's self-assessment procedures.~~

ADOPTED: February 22, 1965
Revised: November 3, 2008
Revised:

EXHIBIT B-7

Ocean County College, Toms River, NJ

BYLAWS FOR THE OPERATION
OF THE BOARD OF TRUSTEES
ORGANIZATION
Officers of the Board
Duties of Officers
Vice Chairman #1234.2

BYLAW

The Vice Chairman shall perform the duties of the Chairman in his/her absence and such other duties as the Chairman may delegate to him/her from time to time.

ADOPTED: February 22, 1965
Revised:

REVIEWED: March 5, 1991

EXHIBIT B-8

Ocean County College, Toms River, NJ

BYLAWS FOR THE OPERATION
OF THE BOARD OF TRUSTEES
ORGANIZATION
Officers of the Board
Duties of Officers
Secretary #1234.3

BYLAW

The Secretary shall be responsible for the minutes of each meeting of the Board of Trustees and shall prepare and submit them to each member of the Board. The Secretary shall have charge, under the direction of the Board Chairman, of all official records and papers belonging to the Board. The Secretary shall also perform such duties as may be assigned from time to time by the Board Chairman. These responsibilities may, by action of the Board, be delegated to a member of the staff.

ADOPTED: February 22, 1965
Revised:

REVIEWED: March 5, 1991

EXHIBIT B-9

Ocean County College, Toms River, NJ

BYLAWS FOR THE OPERATION
OF THE BOARD OF TRUSTEES
ORGANIZATION
Officers of ~~the~~ Board
Duties of Officers
Treasurer #1234.4

BYLAW

The Treasurer shall be responsible for the safekeeping of all monies paid to the eCollege. These funds shall be kept either in ~~special~~ bank accounts in the name of the eCollege and in a bank, or banks, designated by the Board or invested in fixed income securities or equity investments in accordance with College Policy #4510, Cash Management. These responsibilities may, by action of the Board, be delegated to a member of the staff.

ADOPTED: February 22, 1965
Revised: November 7, 1983
Revised:

REVIEWED: March 5, 1991

EXHIBIT B-10

Ocean County College, Toms River, NJ

BYLAWS FOR THE OPERATION
OF THE BOARD OF TRUSTEES
ORGANIZATION
Appointment of Advisory Personnel #1242

BYLAW

The Board of Trustees will award contracts annually for All advisory personnel. -shall be appointed for one year at the annual reorganization meeting each November. Salaries Compensation for the ensuing college year will be established at the time of appointment of the award.

Every five years, the eCollege shall either change certified public accounting firms or, within the same firm, change partners and complete auditing staff.

ADOPTED: February 22, 1965

Revised: August 15, 1968

Revised: May 28, 1991

Revised:

EXHIBIT B-11

Ocean County College, Toms River, NJ

BYLAWS FOR THE OPERATION
OF THE BOARD OF TRUSTEES
ORGANIZATION
Advisory Personnel
Duties of Advisory Personnel
Counsel _____ #1244.1

BYLAW

- A. A practicing attorney at law in the State of New Jersey shall be retained by the Board of Trustees to render legal advice when needed. The retainer fee shall be fixed by the Board of Trustees at the time of the contract award. For the retainer fee, the attorney shall agree to perform the following legal services; retainer shall be agreed to include the following legal services:
1. Attend all regular, special, and caucus meetings of the Board of Trustees except when excused by the Chairman.
 2. Attend meetings of committees of the Board of Trustees as requested by the Chairman.
 3. Advise the Board on all new decisions of the courts relating to pending eCollege matters.
 4. Maintain a close personal association with other eCollege board attorneys to benefit by the constant interchange of ideas.
 5. Be responsible for and conduct the law business of the Board and its committees.
 6. Advise the Board, individual Board members, ~~Secretary of the Board,~~ and the eCollege pPresident regarding eCollege affairs.
 7. Advise the Board on the acquisition of real estate and the examination of title thereto.
- B. The eCollege attorney shall be paid on a reasonable fee basis for services rendered in connection with the performance of the following duties and responsibilities, when requested by the Board of Trustees:
1. Prosecute, defend, or otherwise appear as counsel for the Board of Trustees in all actions which may be brought by or against it or any officer or employee thereof in his or her official capacity for or by reason of any matter in which the Board is interested in any court of the eState, ~~when requested by the Board.~~
 2. Represent the Board of Trustees in mediation, fact-finding, arbitration, or court action pursuant to the New Jersey Employer-Employee Relations Act, ~~when requested by the Board of Trustees to do so.~~
 3. Negotiate contracts between the Board of Trustees and employee bargaining units of ~~the eCollege unless the Board has appointed specialized labor counsel, when requested by the Board of Trustees to do so.~~
 4. Other legal service items not enumerated in paragraph A above shall be on a reasonable fee basis and shall not be undertaken without prior approval by the Board of Trustees or its designee.

~~G. The retainer fee covering items enumerated under A above shall be fixed by the Board of Trustees.~~

ADOPTED: February 22, 1965

Revised: November 7, 1983

Revised: August 22, 1994

Revised: May 6, 1974 _____ Revised:

Revised: November 4, 1985

Revised: November 2, 1998

EXHIBIT B-12

Ocean County College, Toms River, NJ

BYLAWS FOR THE OPERATION
OF THE BOARD OF TRUSTEES
ORGANIZATION

Advisory Personnel

Duties of Advisory Personnel

Auditor #1244.2

BYLAW

An auditor, a certified public accountant, or a public accountant licensed by the State of New Jersey shall be awarded a contract employed to audit all eCollege accounts after the close of the fiscal year on June 30 of each year. All audits will be conducted in compliance with applicable statutes, rules, and regulations promulgated by the appropriate federal and state regulatory agencies.

ADOPTED: February 22, 1965

Revised: November 7, 1983

Revised:

REVIEWED: March 5, 1991

EXHIBIT B-13

Ocean County College, Toms River, NJ

BYLAWS OF THE OPERATION
OF THE BOARD OF TRUSTEES
ORGANIZATION
Advisory Personnel
Duties of Advisory Personnel
Architect/Engineer #1244.3

BYLAW

An architect/ and/or engineer, fully licensed to perform architectural and/or engineering services in the State of New Jersey, shall be employed ~~either at the annual organization meeting or as required.~~

ADOPTED: November 7, 1983
Revised:

REVIEWED: March 5, 1991

EXHIBIT B-14

Nondiscrimination, Equal Opportunity, and Harassment Sexual Harassment
#2410

POLICY

~~Sexual harassment is prohibited by Federal and State Law. Ocean County College, acting in accordance with the law, is committed to creating an environment which is responsible and supportive for all students and employees. The use of implicit or explicit sexual harassment to control, influence, or affect the performance or status of an individual, regardless of where such conduct is initiated, will not be tolerated. This applies to employee/employee, employee/student, student/employee and student/student interactions. Training will be provided to inform all members of the college community of the nature of sexual harassment, the laws which prohibit it, and the college's policy and procedure. Appropriate corrective action will be taken should any student or employee violate this policy.~~

~~DEFINITION OF SEXUAL HARASSMENT~~

~~The United States Government Equal Employment Opportunity Commission defines sexual harassment as unwelcome sexual behavior, requests for sexual favors, and other verbal or physical conduct of sexual nature when:~~

- ~~— 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in an educational course, program, or activity; or~~
- ~~— 2) submission to, or rejection of, such conduct is used as a basis for employment or educational decisions affecting an individual; or~~
- ~~— 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or of creating an intimidating, hostile, or offensive working/learning environment.~~

~~Forms of sexual harassment include but are not limited to:~~

- ~~1. Sexist remarks or behavior~~
- ~~2. Sexual propositions or inappropriate behavior e.g., touching, patting, caressing, kissing, sexual comments, sexual conversation, emailing or displaying sexual jokes/web links, etc. which occur without threat or punishment or promise of reward~~
- ~~3. Sexual propositions, behavior, and/or conversation accompanied by promised rewards or threat of punishment concerning compliance~~
- ~~4. Physical violence or unwanted sexual intimacy, either following or apart from sexual propositions, behavior, or conversation.~~

~~ADOPTED: December 9, 1991~~
~~Revised: June 23, 2003~~

Ocean County College, Toms River, NJ

ADMINISTRATION

GENERAL

SEXUAL HARASSMENT #2410

PROCEDURE

~~Purpose: The Sexual Harassment Complaint Procedure is to provide an internal monitoring process to investigate and alleviate sexual harassment complaints of employees and students.~~

~~Confidentiality: The college has a legal responsibility to create and maintain a safe environment. All proceedings will be conducted in a manner which protects the confidentiality interests of those involved to the extent possible.~~

~~Complaint: A complaint is defined as any allegation by an employee or student that he/she has been the victim of sexual harassment. The college and each of its officers have a legal obligation to take all complaints seriously. The two methods of initiating, exploring and resolving complaints are described below. An individual may initiate the procedure at either the informal or the formal level.~~

Informal Procedure

- ~~1. Any individual who has questions, concerns, etc. arranges to meet with a college employee who is a member of the Sexual Harassment Response Team. The names of the response team members and their contact information are published in the College's Sexual Harassment Awareness brochure. The contact information is also available from the College Health Service, Advising and Counseling Services, Security, Human Resources, the OCC website and the Student Handbook.~~
- ~~2. The purpose of the meeting between any individual with concerns and the member of the Sexual Harassment Response Team is to provide guidance on both formal and informal procedures and to develop a plan for prompt resolution.~~
- ~~3. With written permission of the individual raising the concern and upon assessing the probability of resolving the issue, a member of the Sexual Harassment Response Team may intervene and attempt to resolve the problem informally. The Sexual Response Team member shall document all discussions and any attempts to resolve the issues.~~

Formal Procedure

~~If the complaint cannot be resolved informally to the satisfaction of the individual who raised it, or if an individual chooses to initiate the process at the formal level, the complaint shall be put in writing. This document shall include the individual's detailed version of the harassing behavior, the names of any individual who attempted to resolve the matter and any other pertinent information.~~

- ~~1. The written complaint and other written documentation must be forwarded to the following College officials:~~
 - ~~A. Students submit complaint to the Vice President of Student Affairs.~~
 - ~~B. College employees submit complaints to the Director of Human~~

Ocean County College, Toms River, NJ

ADMINISTRATION

GENERAL

SEXUAL HARASSMENT #2410

2. A discreet investigation will be completed by the College official to whom the complaint was submitted within three weeks of receipt of the complaint, if possible. In the event that the above-mentioned individual is the subject of the complaint, an alternate, designated by the President, will conduct the investigation/appeal.
3. A written response will be forwarded to all parties involved within two weeks of completion of the investigation.
4. Within two weeks after receipt of the decision issued by the College official, either party may file exceptions to the decision with the President of the College. If exceptions are filed, the College official shall submit to the President a written record of the proceedings at the previous level and all support documentation collected through the complaint process. Within two weeks of the receipt of the exceptions, the record and the support documentation, the President will affirm, modify, or reject the decision rendered by the above mentioned College official.

Miscellaneous:

1. Meetings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons entitled to be present to attend.
2. Time limits provided in this procedure may be extended by written mutual agreement of the individual bringing the complaint and the appropriate Vice President.
3. No employee or student who brings forward, in good faith, a complaint of sexual harassment or participates in the investigation of a complaint will be retaliated against. Retaliation against anyone reporting or thought to have reported sexual harassment is prohibited. Such behavior will be subject to disciplinary action.
4. If a formal complaint is filed under this procedure, the individual bringing the complaint should exhaust this procedure before filing any complaint with any union/associations or any other grievance or complaint procedure.
5. An individual whose allegations are found to be false may be subject to disciplinary action.

Ocean County College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. This policy, procedures, and associated manual are designed to ensure compliance with federal and state civil rights laws and regulations and to affirm Ocean County College's commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity. These policy, procedures, and associated manual provide a

prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. Ocean County College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

Students, staff, administrators, and faculty are entitled to an employment and educational environment that is free of discriminatory harassment. Ocean County College's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include relevant but controversial or sensitive subject matters protected by academic freedom.

Nondiscrimination

Ocean County College adheres to all federal and state civil rights laws and regulations prohibiting discrimination in public institutions of higher education. Ocean County College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of: race, religion, hearing status, personal appearance, color, sex, pregnancy, political affiliation, source of income, place of business, residence, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability (including perceived disability), age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including disabled veteran, recently separated veteran, active duty wartime or campaign badge veteran, and Armed Forces Service Medal veteran), predisposing genetic characteristics, domestic violence victim status, height, weight or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human rights agencies.

This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the Ocean County College community whose acts deny, deprive, or limit the educational or employment or social access, benefits, and/or opportunities of any member of the Ocean County College community, guest, or visitor on the basis of that person's actual or perceived membership in the protected classes listed above is in violation of the Ocean County College policy on nondiscrimination.

When brought to the attention of the College, any such discrimination will be promptly and fairly addressed and remedied by the College according to the appropriate grievance process described in the Nondiscrimination, Equal Opportunity, and Harassment Grievance Procedural Manual.

Disability Discrimination and Accommodation

Ocean County College is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws and regulations pertaining to individuals with disabilities.

Under the ADA and its amendments, a person has a disability if they have a physical or mental impairment that substantially limits a major life activity.

The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the College, regardless of whether they currently have a disability. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, or caring for oneself.

The Associate Vice President of Human Resources has been designated as Ocean County College's ADA/504 Coordinator responsible for overseeing efforts to

comply with these disability laws, including responding to grievances and conducting investigations of any allegation of noncompliance or discrimination based on disability.

Grievances related to disability status and/or accommodations will be addressed using the procedures identified in the Nondiscrimination, Equal Opportunity, and Harassment Grievance Procedural Manual.

For details relating to disability accommodations in the College's resolution process, see page ##. [GR1]

Adopted: December 9, 1991

Revised: June 23, 2003

Revised:

EXHIBIT B-15

ADMINISTRATION
Prohibition of Discrimination
and Harassment in All Forms # 2420

POLICY

~~Ocean County College prohibits unlawful discrimination and harassment in any form. All vocational opportunities are accessible without regard to race, color, national origin, sex, or handicap. The Board of Trustees is committed to maintaining compliance with the following laws:~~

- ~~— New Jersey Law Against Discrimination— N.J.S.A. 10:5-1 et seq.~~
- ~~— New Jersey State Wage and Hour Law— N.J.S.A. 34:11-56a et seq.~~
- ~~— Age Discrimination in Employment Act of 1967— 29 U.S.C. 621-634~~
- ~~— Americans with Disabilities Act of 1990— 42 U.S.C 12101 et seq.~~
- ~~— Civil Rights Act of 1966— 42 U.S.C 1981~~
- ~~— Title VI Civil Rights Act of 1964— 42 U.S.C. 2000d~~
- ~~— Title VI Civil Rights Act of 1964— 42 U.S.C. 2000e~~
- ~~— Civil Rights Act of 1991— 29 U.S.C. 621 et seq. 42 U.S.C. 1981, 1989, 2000e, 12101 et seq.~~
- ~~— Equal Pay Act of 1963— 29 U.S.C. 206 (d)~~
- ~~— Executive Order 11246— 30 Fed. Reg. 12319~~
- ~~— Fair Labor Standards Act of 1968— 29 U.S.C 201-219~~
- ~~— Title IX Higher Education Act of 1965 (as amended by the Education Amendments of 1972, Title IX),
20 U.S.C. 1681-1686~~
- ~~— Occupational Safety and Health Act of 1970, 29 U.S.C 651-678~~
- ~~— Rehabilitation Act of 1973— 29 U.S.C. 701-796i, 793-794, Section 503, and Section 504.~~
- ~~— Revenue Sharing act of 1972— 31 U.S.C. 6716-6722~~
- ~~— Vietnam Era Veterans' Readjustment Act of 1974— 38 U.S.C. 2011-2012~~

~~The Board of Trustees is also committed to maintaining compliance with any modification of existing anti-discrimination laws or new anti-discrimination laws which apply to Ocean County College.~~

- ~~— Any member of the college community or the public who has a Title IX concern, ADA or Section 504 accessibility concern or an ADA related complaint may contact the appropriate Vice President at Ocean County College, PO Box 2001, Toms River, NJ 08754,
(732) 255-0400~~

- ~~— Vice President of Academic Affairs— Compliance Officer for all academic programs and services at extension 487.~~
- ~~— Vice President of Student Affairs— Compliance Officer for all student programs and services at extension 2139.~~
- ~~— Vice President of Planning and Administration— Compliance Officer for all facilities, communication systems, and transportation systems at extension 2068.~~
- ~~— Vice President of Finance— Compliance Officer for all employment programs and processes at extension 2062.~~

ADOPTED: January 27, 1986

Revised: December 7, 1992 (previously numbered 3316.2)

Revised: February 28, 2005

Revised: February 26, 2007

EXHIBIT B-16

Ocean County College, Toms River, NJ

ADMINISTRATION

GENERAL

Sexual Assault #2430

[GR1]

POLICY

~~Ocean County College will not tolerate sexual assault in any form. Sexual assault includes any forcible and/or nonforcible sex offense, including acquaintance rape, in accordance with current state and federal law.~~

~~ADOPTED: April 25, 1994~~

EXHIBIT B-17

4/21/22, 11:10 AM

CC.PHOT: Photography, Certificate of Completion

Program Change Request

Date Submitted: 03/03/22 12:49 pm

Viewing: **CC.PHOT : Photography, Certificate of Completion**

Last edit: 03/03/22 12:49 pm

Changes proposed by: Sciarappa Heather (hsciarappa)

Catalog Pages Using
this Program

[Photography, Certificate of Completion](#)

Program Type	Certificate of Completion
Program Title	Photography, Certificate of Completion
Academic School	Arts and Humanities
Effective Catalog Year	2022-2023
Program Code	CC.PHOT
CIP Code	500605 - Photography

Program Description

In Workflow

1. AH Academic Administrator
2. AH Dean
3. Director of Curriculum
4. Curriculum Committee Chair
5. Senate Chair
6. Vice President of Academic Affairs
7. President's Leadership Team Chair
8. President
9. Board of Trustees Chair
10. Academic Administrator for Programs

Approval Path

1. 01/20/22 3:54 pm
Pfaff Debra (dpfaff):
Rollback to Initiator

4/21/22, 11:10 AM

CC.PHOT: Photography, Certificate of Completion

2. 02/03/22 12:07 pm
Pfaff Debra (dpfaff):
Approved for AH
Academic
Administrator
3. 02/03/22 12:25 pm
Sheridan Heidi
(hs Sheridan):
Approved for AH
Dean
4. 02/04/22 8:35 am
O'Connor Susan
(soconnor):
Approved for
Director of
Curriculum
5. 02/10/22 4:51 pm
O'Connor Susan
(soconnor): Rollback
to Initiator
6. 03/03/22 12:53 pm
Sciarappa Heather
(hsciarappa):
Approved for AH
Academic
Administrator
7. 03/03/22 12:54 pm
Pfaff Debra (dpfaff):
Approved for AH
Dean

4/21/22, 11:10 AM

CC.PHOT: Photography, Certificate of Completion

- 8. 03/04/22 10:06 am
O'Connor Susan
(soconnor):
Approved for
Director of
Curriculum
- 9. 03/10/22 3:50 pm
Sciarappa Heather
(hsciarappa):
Approved for
Curriculum
Committee Chair
- 10. 04/13/22 1:39 pm
Marchie Robert
(rmarchie):
Approved for
Senate Chair
- 11. 04/13/22 8:27 pm
Konopka Joseph
(jkonopka):
Approved for Vice
President of
Academic Affairs

The Photography certificate program provides students with a working knowledge of black-and-white and color photography, and fundamental laboratory and technical skills required for entry-level employment. The curriculum is designed to teach students to become independent professional photographers or to work as technicians/photographers ~~technician/photographers~~ for others.
~~others:~~





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CC.PHOT: Photography, Certificate of Completion

Program Learning
Outcomes

Students who successfully complete this program will be able to:	
<u>PLO1</u>	<u>Demonstrate overall proficiency in the use of photography equipment, including post-production digital editing.</u>
<u>PLO2</u>	<u>Produce photographic images for a variety of applications including industrial, medical, product display, architectural, portrait, food, and fashion modeling.</u>
<u>PLO3</u>	<u>Demonstrate the ability to take digital media projects from concept to completion.</u>
<u>PLO4</u>	<u>Apply independent thinking, problem-solving, and creativity to their work.</u>
<u>PLO5</u>	<u>Demonstrate an understanding of important historical movements and social influences on photography.</u>

Learning Outcomes Display (show only)

Course Code	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5
FirstSemester					
PHOT 181 					
PHOT 195 					
GRPH 151 					
SecondSemester					
PHOT 187 					
PHOT 188 					
INTR 289 					

Required Qualifications

Plan of Study Grid

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CC.PHOT: Photography, Certificate of Completion

First Semester	Credit Hours
ENGL 151 English I	3
PHOT 101 History of Photography	3
PHOT 181 Basic Digital Photography	3
PHOT 195 Lightroom & Photoshop for Photographers	3
GRPH 151 Digital Imagery	3
Credit Hours	9
Second Semester	
GRPH 281 Graphics Portfolio	3
PHOT 187 Experimental Digital Photography	3
PHOT 188 Intermediate Digital Photography	3
PHOT 280 Advanced Digital Photography	3
<u>INTR 289 Internship - Advanced</u>	<u>2</u>
Credit Hours	8
Total Credit Hours	17

Degree Requirements Breakdown

GCOM	Course Code & Title	Credits
	<u>N/A</u>	<u>0</u>
GHUM	Course Code & Title	Credits
	<u>N/A</u>	<u>0</u>
GSOC	Course Code & Title	Credits
	<u>N/A</u>	<u>0</u>
GSOC/ GHUM	Course Code & Title	Credits

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CC.PHOT: Photography, Certificate of Completion

	Course Code & Title	Credits
	<u>N/A</u>	<u>0</u>
GMAT/ GSCI/ GTEC	Course Code & Title	Credits
	<u>N/A</u>	<u>0</u>
General Education	Course Code & Title	Credits
	<u>N/A</u>	<u>0</u>
Concentration Courses	Course Code & Title	Credits
	<u>PHOT 181</u>	<u>3</u>
	<u>PHOT 195</u>	<u>3</u>
	<u>GRPH 151</u>	<u>3</u>
	<u>PHOT 187</u>	<u>3</u>
	<u>PHOT 188</u>	<u>3</u>
	<u>INTR 289</u>	<u>2</u>
Elective Courses	Course Code & Title	Credits
	<u>N/A</u>	<u>0</u>

Board Approval

History of Board
approval dates

Board of Trustees Approval Date: February 28, 2019

4/21/22, 11:10 AM

CC.PHOT: Photography, Certificate of Completion

Reviewer
Comments

Pfaff Debra (dpfaff) (01/20/22 3:54 pm): Rollback: Asked to rollback so program outcomes can be added.
O'Connor Susan (soconnor) (02/10/22 4:51 pm): Rollback: Adobe

Key: 36

EXHIBIT B-18

4/21/22, 11:10 AM

CSIT 241: Cybersecurity Legal and Regulatory Overview

Course Change Request

Date Submitted: 03/08/22 11:00 am

Viewing: **CSIT 241 : Cybersecurity Legal and Regulatory Overview**

Last approved: 10/27/21 1:18 pm

Last edit: 03/08/22 11:00 am

Changes proposed by: Weiss Jonathan (jweiss)

Catalog Pages
referencing this
course

[Computer Science/ Information Technology \(CSIT\)](#)

Programs
referencing this
course

[CC.CYBER: Certificate of Completion in Cybersecurity](#)

Learning Outcomes
Display (show only)

1. Course Information

Subject	CSIT - Computer Science/ Information Technology
Course Number	241
School	Science, Technology, Engineering, Mathematics

In Workflow

1. STEM Academic Administrator
2. STEM Dean
3. Director of Curriculum
4. Curriculum Committee Chair
5. Senate Chair
6. Vice President of Academic Affairs
7. President's Leadership Team Chair
8. President
9. Board of Trustees Chair
10. STEM Academic Administrator
11. Colleague

Approval Path

1. 03/08/22 3:42 pm
Fallon Cynthia
(cfallon): Approved

4/21/22, 11:10 AM

CSIT 241: Cybersecurity Legal and Regulatory Overview

Course Title Cybersecurity Legal and Regulatory Overview

2. Hours

Semester Hours	3
Lecture	3
Lab	0
Practicum	0

3. Catalog Description

For display in the online catalog This course reviews the various government and industry-specific laws, regulations and standards that govern the policies of an enterprise Cybersecurity program. This course prepares students to be both authors and participants in the definition, implementation, execution and assurance of such policies across a range of career areas and roles, included but not limited to Security Specialist, Government Administrator, Human Resources Professional, and Law Enforcement Officer.

4. Requisites

Prerequisites ~~CSIT 200 with a grade of C or higher.~~

Corequisites

5. Course Type

Course Fee Code 3

Course Type for vocational (approved for Perkins funding)

Perkins Reporting

for STEM Academic Administrator

2. 03/09/22 10:01 am
Riviello Sylvia
(sriviello): Approved for STEM Dean
3. 03/17/22 2:47 pm
O'Connor Susan
(soconnor): Approved for Director of Curriculum
4. 04/15/22 10:35 am
Sciarappa Heather
(hscarappa): Approved for Curriculum Committee Chair

History

1. Oct 16, 2021 by
Weiss Jonathan
(jweiss)
2. Oct 27, 2021 by
O'Connor Susan
(soconnor)

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CSIT 241: Cybersecurity Legal and Regulatory Overview

6. Justification

Describe the need for this course This course will be a requirement toward a Cybersecurity Certificate of Completion as part of a curriculum designed to address the "Policy, Legal and Ethics (PLE)" Knowledge Unit requirement for OCC qualification as a National Center of Academic Excellence in Cyber Defense (CAE-CD).

7. General Education

Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?

No

If the course does not satisfy a general education requirement, which of the following does it satisfy:

Program-specific requirement

8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiatives of the College

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiatives of the College:

Add item	
1	Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)
2	Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)

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CSIT 241: Cybersecurity Legal and Regulatory Overview

Add item	
3	Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan)
4	Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)
5	Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution Sussex County CC
 Course Title Cyber Law
 Course Number CYBR102
 Number of Credits 3
 Comments

Institution Union County College
 Course Title Cyber Law and Ethics
 Course Number CST215
 Number of Credits 3

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CSIT 241: Cybersecurity Legal and Regulatory Overview

Comments

Transferability of Course

Georgian Court University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	EC "56" – Elective Credit – 3 Credits	Elective	
Kean University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	CJ3710 Cyber Policy – 3 Credits	Elective	
Monmouth University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	CS002 – 200-Level Computer Science Elective – 3 Credits	Elective	
Rowan University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
	CS01077 Computer Science GE Elective – 3 Credits	Elective	
Rutgers - New Brunswick, Mason Gross School of the Arts	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
			Will not transfer
Stockton University	Course Code, Title, and Credits	Transfer Category	If non-transferable; select status

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CSIT 241: Cybersecurity Legal and Regulatory Overview

Course Code, Title, and Credits	Transfer Category	If non-transferable; select status
CRIMEC – Criminal Justice Elective – 3 Credits CSISEC – Computer Science and Info System Elective – 3 Credits	Elective	

If not transferable
to any institution,
explain:

Rutgers: Students who take this course as a part of an AA or AS degree can receive Elective credit

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Identify the Cybersecurity laws, standards and regulations that apply to a specific enterprises and industries,
CLO2	Apply the requirements, processes and approaches necessary to address the various legal and regulatory requirements in an enterprise Cybersecurity Policy,
CLO3	Explain the statutes and penalties that apply to Cybersecurity crimes as specified in the various laws,
CLO4	Apply the various standards, models and processes to identify and analyze Cybersecurity risks and specify mitigation plans and countermeasures,
CLO5	Describe the role of Cybersecurity policy in various industry areas and careers.

11. Topical Outline

(include as many themes/skills as needed)

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CSIT 241: Cybersecurity Legal and Regulatory Overview

	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO1	Introduction to Security Policy 1) Defining Security Policy 2) Establishing a Security Policy 3) Identifying Relevant Laws and Regulations 4) The Security Policy Lifecycle 5) The Costs of Non-Compliance	Hands-on	Exam	CL01, CL02
TO2	Overview of Key Federal Cybersecurity Laws and Initiatives 1) Cyber Security Fraud and Abuse Act (CSFAA) (1986) 2) Presidential Directive PDD-63 (1998) 3) Homeland Security Act (2002) 4) Federal Information Security Management Act (FISMA) 5) Cyber Security Act of 2015 6) Federal Cybersecurity Workforce Assessment Act 7) Cyber Security and Infrastructure Agency Act of 2018 8) State and Local Cybersecurity Act of 2019	Reading and Analysis	Exam	CL01, CL03
TO3	Cyber Crime Statutes and Penalties 1) Statutes 2) Offenses and Penalties	Case Study Reviews	Case Studies	CL03

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	Major Themes/ Skills	Assignments (Recommended but not limited to)	Assessments (Recommended but not limited to)	Course Learning Outcome(s)
TO4	Cybersecurity International and Domestic Standards 1) International Standards 2) Domestic Standards	Reading and Analysis	Exam	CL01, CL04
TO5	Industry-Specific Regulations 1) Telecommunications Industry 2) Energy Industry 3) Healthcare Industry 4) Financial Industry 5) Federal Government 6) Education and Family Services	Reading and Analysis	Exam	CL01, CL04
TO6	Careers in Cybersecurity Law and Regulatory Compliance 1) Criminal Justice 2) Homeland Security 3) Defense and Defense Contracting 4) Federal, State and Local Government 5) IT/Corporate Security Office 6) Auditing and Accounting 7) Personnel and HR	Reading and Analysis	Exam, Final Project	CL01, CL02, CL04, CL05

12. Methods of Instruction

In the structuring of this course, what

- o Class lecture
- o Discussion

<https://catwork.ocean.edu/courseleaf/approve/?role=admin>

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CSIT 241: Cybersecurity Legal and Regulatory Overview

major methods of instruction will be utilized? o Demonstrations
o Programs and online presentations

13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)

Information

Communication-Written and Oral

Quantitative Knowledge and Skills

Scientific Knowledge and Reasoning

Technological Competency Yes

Related Course CL02, CL04

Learning Outcome

Related Outline TO1, TO4

Component

Assessment of General Education Goal (Recommended but not limited to)
Exam, Written Assignments, Projects and Presentations

Information Literacy

Society and Human Behavior

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 Humanistic Perspective

 Historical Perspective

 Global and Cultural Awareness

 Ethical Reasoning and Action

 Independent/Critical Thinking Yes

Related Course CL02, CL03, CL05

Learning Outcome

Related Outline TO2-TO4

Component

 Assessment of General Education Goal (Recommended but not limited to)
 Exam, Written Assignments

14. Needs

Instructional Materials (text etc.): Appropriate textbooks and/or Open Educational Resources will be selected. Class notes, presentations, software and online materials.

Technology Needs: College Portal and/or College Distance Learning Platform and/or Textbook or Instructor Website.

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CSIT 241: Cybersecurity Legal and Regulatory Overview

Human Resource Needs (Presently Employed vs. New Faculty): Presently Employed Faculty.

Facility Needs: Classrooms equipped with computer workstations.

Library needs: None.

15. Grade Determinants

The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations

A: Excellent

B+: Very Good

B: Good

C+: Above Average

C: Average

D: Below Average

F: Failure

I: Incomplete

R: Audit

For more detailed information on the Ocean County College grading system, please see Policy #5154.

16. Board Approval

4/21/22, 11:10 AM

CSIT 241: Cybersecurity Legal and Regulatory Overview

History of Board
approval dates

New course board approved: February 25, 2021

Reviewer
Comments

Key: 2178

[Preview Bridge](#)