

EXHIBIT B



BOARD OF TRUSTEES

Bylaw, Policy, and Curriculum Committee Agenda Items

To: Board of Trustees
From: Office of the President
Date: July 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, July 28, 2022**:

1. Recommend approval of the following revised policies:
 - a. Policy #2037, Administrative Operations, Filming and Photography of Ocean County College (**Exhibit B-1**)
 - b. Policy #3055, Personnel, All Employees, Educational Reimbursement (**Exhibit B-2**)
 - c. Policy #3339, Personnel, Non-Academic, Compensation and Benefits, Tuition Waivers (**Exhibit B-3**)

EXHIBIT B-1

Ocean County College, Toms River, NJ

ADMINISTRATION
ADMINISTRATIVE OPERATIONS
Filming and Photography of
Ocean County College #2307

POLICY

Filming and photography ~~will~~may be permitted on the Ocean County College campus, the Southern Education Center, and other College locations provided that such activity does not interfere with ~~College~~ educational and operational functions or previously scheduled events; is not in violation of College policies; does not pose a security or safety risk to the College, its employees, or its students; and is consistent with the mission and values of Ocean County College.

~~Identification cards (IDS) will be required for all individuals filming or taking photographs on the Ocean County College campus or at any other College location.~~ Prior to filming or photography, a Request for Filming and Photography Authorization form must be submitted to the Executive Director of College Relations, who will make a determination on the appropriateness of the request, in conjunction with the Director of College Safety and Security, when needed. If authorized, IDs will be issued by the Office of College Relations ~~Executive Director of College Relations~~; the IDs must be visible while filming and photographing on campus.

The Executive Director of College Relations and the Director of College Safety and Security may deny access to the campus and other College locations for filming and photography if it is deemed not to be in the best interests of the College.

Fees may be charged for College services requested or required in connection with filming and photography activities, such as security, grounds restoration, traffic control, parking, and any other College services rendered. The Executive Director of College Relations may determine that a Film Location Manager is required to provide oversight during the filming activities.

~~The Executive Director of College Relations shall be responsible for reviewing all requests for filming and photography on campus, for issuing IDs, for collecting related fees, and for the enforcement of this policy and procedure.~~

ADOPTED: August 24, 2017

Revised: July 28, 2022

EXHIBIT B-2

Ocean County College, Toms River, NJ

PERSONNEL
ALL EMPLOYEES
Educational Reimbursement #3055

POLICY

The College, ~~at~~in its sole discretion, may provide educational reimbursement to full-time employees (as defined in Policy #3002, Full-Time Employment) ~~in accordance with the following attached procedures who are in good standing, which is defined as not being in any stage of a Corrective Action or Performance Improvement Plan. Newly-hired full-time employees are eligible for this benefit following the successful completion of their probationary period.~~

Tuition reimbursement for undergraduate or graduate courses may be provided for courses taken at any regionally accredited institution. Fees and other expenses related to courses are not eligible for reimbursement. ~~The e~~Employees may be reimbursed for a maximum of twelve (12) credits each academic year (September through August). Employees enrolled in doctoral programs may be eligible for reimbursement beyond twelve (12) credits in an academic year, if formal reports of ongoing progress and associated billing documents can be obtained from the institution. The final reimbursement for a completed doctoral program will be processed following proof of a successful dissertation defense. Reimbursement is made at the institution's per credit rate, not to exceed the prevailing Kean University per credit rate.

Reimbursement for non-credit educational courses or programs that result in an earned certificate or recognized professional designation related to an employee's position at the College may also be provided. The employee may be eligible for reimbursement for a maximum equivalent of six (6) credits each fiscal year (July through June) at the prevailing Kean University undergraduate per credit rate.

Under no circumstances will reimbursement be paid to the employee if grants, financial aid, scholarships and/or other tuition discounts received by the employee-student exceed the amount of tuition and fees owed.

The eEmployees/students must disclose any grants, financial aid, scholarships, and/or other discounts received. Reimbursement will be based on the actual cost to the employee/student's actual cost, and reimbursement shall not exceed the amount paid.

The College reserves the right to decline a reimbursement request in the event an employee has given notice of theirtheir intention to retire or resign or given notice of their intention to retire or has resigned or retired prior to reimbursement. Reimbursement may be declined, or if the employee has been or will be terminated for cause or be given a non-renewal notice prior to reimbursement. No reimbursement will be provided to any employee after separation from the College.

In instances where the specifics of this policy are at variance with the terms and conditions of a collective bargaining agreement, the terms and conditions of such relevant agreement shall take precedence.

ADOPTED: April 25, 2011

Revised: May 4, 2015

Revised: January 28, 2021

Revised: June 30, 2022July 28, 2022

EXHIBIT B-3

Ocean County College, Toms River, NJ

PERSONNEL
 NON-ACADEMIC
 General
 Compensation and Benefits
Tuition Waivers #3339

POLICY

Tuition for Ocean County College employees may be waived for full-time employees in good standing (defined as not being in any stage of a corrective action or performance improvement plan) ~~To be eligible for this benefit an employee must work at least 910 hours per year, which is equivalent to half-time for a 35 hour per week job, or 1040 hours per year, which is equivalent to half-time for a 40 hour per week job.~~ Nursing clinical instructors, who have completed eight (8) semesters, shall be eligible for this benefit and dependent benefits set forth below. -In addition to the above eligibility requirements outlined above, an employees must have successfully completed their probationary employment period in order for them or their dependent(s) to participate in the tuition waivers program(s).

Eligible employees may waive an aggregate maximum of 12 credits for coursework taken during the academic terms, beginning with each Fall Semester and ending with Spring Semester. Eligible employees may waive an aggregate maximum of 6 credits for coursework taken during the academic terms beginning with the First Five-Week Summer session and ending with the Summer Post session.

An eEligible employee's dependents may be granted free tuition for any courses offered by the College, excluding International Education courses. Dependents shall include the employee's husband, wife, children, individual(s) for whom the employee is the legal guardian, and individuals(s) for whom the employee is eligible to claim dependency status on their/his/her current Internal Revenue Service Income Tax Return. Tuition will be waived a maximum of thirty-four (34) credits per academic year per dependent. An academic year is defined as September 1 through August 31.

Eligible dependents of a-deceased persons, who wereas employed at the College at the time of their death, shall continue to be eligible for the tuition-waiver benefits, subject to the conditions and restrictions currently in force, until, but not beyond, two (2) years from September 1 following the employee's death.

After meeting the eligibility requirements above, Eligible employees and eligible dependents shall be admitted to Continuing and Professional Education courses free of tuition and general fees up to \$500.00 per fiscal year per family. This benefit may be accessed after meeting the eligibility requirements above. The eEmployees are-is responsible for the payment of all direct costs for Continuing and Professional Education courses and Credit by Exam at time of registration.

In order to be eligible for tuition waivers, dependents attending the College full-time must submit to the federal processor a Free Application for Federal Student Aid (FAFSA) listing OCC as a college choice (School Code: 002624). Dependents attending part-time or employees taking courses are not required to submit a FAFSA but they are encouraged to do so.

In the event that an employees or his/her their dependents are-is awarded financial aid of federal, state, institutional, and/or private grants/scholarships, (not including work-study or loans), the grants/scholarships will be applied first to tuition and fees. If any employees' or dependent's' grants and/or scholarships exceed the amount of tuition and fees owed, the excess will be refunded and the tuition waiver will not apply. If an employees or his/her their dependents are-is awarded aid or scholarships that total less than the total tuition and fees owed, the waiver will be applied to cover the balance owed.

Under no circumstances will any portion of a tuition waiver be paid to the employees or dependents if the grants and/or scholarships exceed the amount of tuition and fees owed.

Ocean County College, Toms River, NJ

PERSONNEL
NON-ACADEMIC
General
Compensation and Benefits

Tuition Waivers #3339

~~Under no circumstances will any portion of a tuition waiver be paid to the employee or dependent if the grants and/or scholarships exceed the amount of tuition and fees owed.~~

Wherein the specifics of this policy are at variance with the terms and conditions of a collective bargaining agreement, the terms and conditions of such agreement shall take precedence.

ADOPTED: January 22, 1968

Revised: May 25, 1970

Revised: July 26, 1971

Revised: June 17, 1976

Revised: March 20, 1978

Revised: May 24, 1982

Revised: May 29, 1990

Revised: May 22, 2000

Revised: September 27, 2005

Revised: December 11, 2006

Revised: June 30 July 28, 2022