



BOARD OF TRUSTEES

Regular Meeting

Minutes

April 27, 2017

- The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:33 p.m. on Thursday, April 27, 2017, 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 2016 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, Dr. Judith DeStefano-Anen, Mr. Robert Fall, Mr. Thomas Monahan, Mrs. Joanne Pehlivanian, Ms. Danielle Robleski, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Sara Winchester, Vice President Norma Betz, and Associate Vice President Lisa DiBisceglie. Attendance
- Mr. Sahradnik administered the oath of office to Mr. Robert A. Fall, who was appointed by the Ocean County Board of Chosen Freeholders to serve a four-year term on the Ocean County College Board of Trustees from March 15, 2017, through December 19, 2021. Dr. Larson expressed his delight in having Mr. Fall return as a trustee. Swearing-In of Mr. Fall
- The minutes of the March 23, 2017, and April 13, 2017, Board of Trustees closed sessions and public meetings were approved with an abstention from Mrs. Novak on the April 13, 2017, minutes and Mr. Fall on both minutes. Minutes Approved
- Presentations
- Dr. Larson commended Dr. William Rickert, Professor of Mathematics, for his involvement with Phi Theta Kappa for the last 40 years, and Dr. Jennifer Dellner, Professor of English and Literature, for the last 5 years. Dr. Rickert and Dr. Dellner were presented with PTK Pins for their years of service. Dr. Rickert thanked Dr. Larson and shared events hosted by the Tao Iota Chapter throughout the academic year. Presentations

Mr. Robert Marchie, College Lecturer II of History, and Ms. Jennifer Evans, College Lecturer II of Business Studies, spoke of the “World of the Maya” travel seminar, during which 16 students visited numerous archeological Mayan sites, including Chichen Itza, Uxamal, Tulum, and Coba. Two students who participated in the trip, Ms. Andrea Cucinotta and Mr. Connor Wagner, were present and spoke of the seminar as a life-changing experience.

Mr. Marchie thanked Ms. Heather Barberi, Executive Director, Ocean County College Foundation, and the Foundation for their scholarship support, which enabled ten students to participate in this learning adventure with \$1,500 scholarships.

Dr. Larson introduced Mr. Scott Farrell, College Lecturer II, Chemistry, advisor to OCC’s chapter of HOSA-Future Health Professionals, who attended the New Jersey State Leadership Conference on March 18 and 19, 2017, with five OCC students. Over 1,000 students attended from institutions across the state and all five OCC students who competed placed in the competition. Mr. Farrell introduced three of the five students who represented OCC: Christina Fichner, Shemesh Friedman, and Juliet Tafaro. Each shared their experiences of the competition with the Board and thanked the Board, Administration, faculty, staff, and Mr. Farrell for their support.

Ms. Ilene Cohen, Executive Director of Judicial Affairs and Athletics, discussed the Spring Break trip to Myrtle Beach, South Carolina, for the Men’s Baseball and Women’s Softball teams. Ms. Cohen thanked Ms. Heather Barberi, Executive Director, OCC Foundation and the Foundation for sponsoring a large portion of the cost of the trip which was funded by the Foundation’s support and fundraising efforts by both teams. Both teams had the opportunity to play NJCAA Division II and III clubs, as well as several from four-year schools. Ms. Cohen introduced Softball player Shea Branda, and Baseball player Tom Pulcine, who each shared their experiences of the trip and thanked the Board and the Foundation for their support.

Advisors to OCC’s chapter of Phi Beta Lambda (Future Business Leaders of America), Mr. Henry Schwartz, Associate Professor, Business Studies; Mr. Christopher Bottomley, College Lecturer II, Business Studies; and Ms. Lynn Kenneally, Professor, Social Science; introduced several of the team of students who attended the State conference on April 9, 2017, Maegan Eager, Stephanie Errickson, Ruben Gomez, Emily Morris, Shalini Raj, and Matt Yoanidis, who thanked the Board, Administration, faculty, and staff for their support. OCC was the only community college to compete and the team placed in every category in which it participated.

Dr. Norma Betz, Vice President of Student Affairs, introduced Ms. Laura Rickards, Director, Educational Opportunity Fund (EOF) and Center for Access and Equality, who explained that each year the State recognizes the highest achieving EOF students at the EOF Graduate Achievement Awards. This year, OCC nominated and qualified 11 students who were recognized on April 7, 2017, at Georgian Court University for earning Academic Achievement and Outstanding Academic Achievement Awards, as determined by GPA, as well as one student who received the Outstanding Achievement Award, presented to the student who best exemplifies the spirit and intent of the EOF program. Ms. Rickards introduced Ms. Yvonne Doval, Assistant Director, Educational Opportunity Fund, and Kimberly Cacciato, Distinguished Scholar Award recipient, who spoke to the Board about her positive experiences in the program.

Dr. Kate Pandolpho, Director of Career, Employment, and Personal Counseling, introduced Ms. Diana Gatti, Student Support Services Director, who shared with the Board the recent SSS Club-hosted Easter Egg Hunt, attended by 40 OCC staff and students' children and grandchildren. The program is grant-sponsored providing advising and tutoring services to first generation, low income students and encourages involvement in community service. Ms. Gatti explained that the club hopes the Easter Egg Hunt will become an annual event.

Ms. Eileen Burdge, Community Services Specialist, discussed the success of the Displaced Homemakers Program and highlighted a student success story. Ms. Burdge thanked the Board for its support. The program was awarded to OCC in 2007 currently has 113 participants.

Dr. Larson introduced a recommendation to adopt a resolution proclaiming May 2017 as Displaced Homemakers Awareness Month at Ocean County College. The resolution was adopted upon unanimous roll call vote.

Resolution Adopted to Proclaim May 2017 as Displaced Homemakers Awareness Month

Finance Committee

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

- The statement of income and expenditures as of March 31, 2017, was accepted.
- The following contracts were awarded:
 - A maximum of \$47,450 to Bowman and Company, LLP, Voorhees, New Jersey, for the second year of a two-year contract for professional auditing services at Ocean County College.
 - A maximum of \$80,000 to Gangi Graphics, Brick, New Jersey, for the second year of a two-year contract for campus wide copy services at Ocean County College.
 - For the second year of two-year contracts for the purchase of the following custodial supplies at Ocean County College:
 1. A maximum of \$30,000 to KBD Supply, LLC, Brick, New Jersey, for custodial paper products
 2. A maximum of \$15,000 to Central Poly Corporation, Linden, New Jersey, for trash can liners
 - A maximum of \$50,000 to Bahr and Sons Electrical Contractors, Inc., Bayville, New Jersey, for the second year of a two-year contract for electrical maintenance services and materials at Ocean County College.
 - A maximum of \$65,000 to Marlee Contractors, LLC, Hammonton, New Jersey, for the second year of a two-year contract for professional boiler and burner maintenance services at Ocean County College.

Income/Expenditures Accepted

Contracts Awarded

- A maximum of \$14,000 to Scientific Boiler Water Conditioning Company, Linden, New Jersey, for the second year of a two-year contract for the maintenance and materials for water treatment services at Ocean County College.
 - A maximum of \$1,177,394.75 to Pritchard Industries, Inc., Florham Park, New Jersey, for the second year of a three-year contract for custodial services at Ocean County College.
 - A maximum of \$65,000 to Peterson Service Company, Inc., Medford, New Jersey, for the second year of a two-year contract for chiller maintenance services at Ocean County College.
 - A maximum of \$75,000, to Core Mechanical, Inc., Pennsauken, New Jersey, for the second year of a two-year contract for HVAC maintenance services at Ocean County College.
 - A maximum of \$52,000 to Timothy Peters Plumbing Company, Inc., Toms River, New Jersey, for the second year of a two-year contract for plumbing services at Ocean County College.
 - A maximum of \$93,105 to Custom Care Services, Inc., Wall, New Jersey, for the third year contract option for grounds and landscape maintenance services at Ocean County College.
 - A maximum of \$37,700 to Joseph B. Callaghan, Inc., Philadelphia, Pennsylvania, for professional Engineering services for the Administration Building Envelope Study at Ocean County College.
 - A maximum of \$25,000 to T&G Industries, Inc., d/b/a TGI Office Automation, Brooklyn, New York, for the second year of a two-year contract for campus wide copier services at Ocean County College.
 - Resolutions were adopted to award the following contracts:
 - A maximum of \$31,360.50 to NJEdge.net, Newark, New Jersey, for the second year of a two-year contract through the NJEdge.net Consortium for remote desktop software and support for use at Ocean County College.
 - A maximum of \$50,000 to Township of Toms River, Toms River, New Jersey, for the second year of a two-year contract with the Township of Toms River for solid waste and recycling collection at Ocean County College.
 - A maximum of \$385,029 to Ellucian Company, LP, Fairfax, Virginia, for software maintenance and technical support of Colleague Datatel administrative programs at Ocean County College.
- Resolutions
Adopted

- A maximum of \$165,000 to Dell Marketing, LLP, Round Rock, Texas, for the purchase of Dell computers and peripherals as needed for the repair of existing computers at Ocean County College.
- To authorize the President to sign an agreement among Ocean County College, Barnes & Noble College Booksellers, LLC, and Cengage Learning, Inc., to perform services for the development of online curriculum and allow students to purchase access to digital projects from August 1, 2017, through July 31, 2019.
- The following contracts were amended:
 - An additional \$20,000, for a maximum total of \$40,000, to T & G Industries, Inc., d/b/a TGI Office Automation, Brooklyn, New York, for campus wide copier services at Ocean County College (contract originally awarded at the July 28, 2016, Board meeting).
 - An additional \$12,422, for a maximum total of \$374,857, to Ellucian Company, LP, Fairfax, Virginia, for software maintenance and technical support of Colleague Datatel administrative programs at Ocean County College (contract originally awarded at the June 28, 2016, Board meeting).
- The Board approved the use of Go Deals of a sale of surplus items no longer needed by the College.
- The Board accepted a \$1,250 grant award from the Ocean County Department of Business Development and Tourism, to fund the promotion of *Story Corps and The Telling Project*. Project Period: April 6, 2017, through December 31, 2017. Project Director: Mr. Mark Wilson, Director of Cultural Affairs.

Contracts
AmendedSale of Surplus
Items Approved

Grant Accepted

Bylaw, Policy, and Curriculum Committee

Mr. Monahan introduced Ms. Alexa Beshara-Blauth, Executive Director of Institutional Planning, Effectiveness, and Compliance, who discussed the process that reached the new Ocean County College Mission Statement. Ms. Beshara-Blauth thanked the Board for their engagement and support through the process. Dr. Larson thanked Ms. Beshara-Blauth and the subcommittee, which included Ms. Maureen Conlon, Assistant Director of Web Services, Mr. Henry Jackson, Executive Director of Academic Success, and Mr. Sean O'Leary, Technical Director, for their hard work.

- The Board approved the revised Ocean County College Mission Statement.

Ocean County
College Mission
Statement Approved

The Board, upon unanimous roll call vote, approved the following recommendations from the Bylaw, Policy, and Curriculum Committee:

- The Board approved the following academic calendars:
 - 2018-2019 Academic Calendar
 - 2019-2020 Academic Calendar
 - 2018 Accelerated Academic Calendar
 - 2019 Accelerated Academic Calendar
 - 2020 Accelerated Academic Calendar
- The following items, as accepted by the College Senate at its meeting on April 5, 2017, were approved:
 - New Course
 - HIST 255, History and Culture of Ireland: Travel Seminar
 - Revised Courses
 - ACCT 161, Principles of Accounting I
 - COEM 231, Audio Production Techniques
 - Obsolete Courses
 - HEHP 151, Swimming II
 - HEHP 152, Lifeguarding
- The Board approved the temporary suspension of Policy #3074, Alcohol- and Drug-Free Workplace, and Policy #5246.1, Campus Life, Drugs, during the hours of the following events:
 - The Center for Faculty Excellence, Creativity, and Innovation Year-End Celebration on Friday, May 5, 2017, in the Gateway Building.
 - The Ocean County College Foundation Scholarship Celebration on Friday, June 16, 2017, in the OCC Health and Human Performance Center.

Buildings and Grounds Committee

Mrs. Novak reported that discussions to bring the Performing Arts Academy to the OCC campus are progressing nicely and an update will be brought to the next meeting. In addition, The Hub, OCC's student services "One Stop Shop" is progressing nicely allowing for student assistance areas to one centralized location. Signage on campus will also be updated for better ease to follow. Discussions have begun regarding the possible addition of a "water-feature" to the lake on Hooper Avenue in order to create a more inviting entrance as well as to improve water quality. Mrs. Novak explained that results of the recent energy audit will be presented at an upcoming meeting. As requested by Mr. Thulin, PDF forms of architectural plans being reviewed by the committee will be posted to the Board website. Mrs. Pehlivanian commended Mrs. Novak for her work as chair of the Building and Grounds Committee.

- The Buildings and Grounds Committee Report for April 27, 2017, was unanimously approved.

Building/Grounds
Report AcceptedPersonnel Committee

Mr. Leone, Chair, presented the Personnel Report, calling attention to the 2017-18 salary increases for non-affiliated employees, and congratulated Dr. David Bordelon and Ms. Jayanti Tamm for their promotions. The report was unanimously approved upon roll call vote.

Personnel Report
ApprovedPresident's Report

Dr. Larson introduced Mr. Jeff Harmon, Associate Vice President, e-Learning and Enterprise Initiatives, and Mr. Jack Kelnhofer, Dean of e-Learning, who presented a brief overview of Instructor Insight, a software solution that provides metrics on engagement and performance of instructors in their courses.

President's
Report

Ms. Yessica Garcia-Guzman, Acting Director of Financial Aid, reported that Ocean County College has again, for the fourth year, been named to the 2017 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. Ms. Garcia-Guzman thanked the faculty, administration, and trustees for their support.

Ms. Jan Kirsten, Executive Director of College Relations, shared an overview of the proposed marketing outreach to promote the 3-plus-1 articulation agreement with Thomas Edison State University. Ms. Kirsten explained quality education will be emphasized in this campaign in addition to affordability.

Dr. Larson introduced Dr. Jessica Adams, Executive Director and Associate Professor of Physical Education, Recreation, and Health at Kean University, who will assume some of Dr. Steve Kubow's responsibilities while he is on medical leave. Dr. Adams thanked the Trustees and Dr. Larson for their support and looks forward to working with OCC and Kean Ocean.

Miscellaneous

Ms. Robleski thanked the Security Department for its assistance in charging her car battery and had two suggestions: the parking lots should be better identified with a clear numbering and/or lettering system and the listing of the Security option should be moved to the front of the automated telephone message.

Trustee Comments

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Thursday, June 1, 2017, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution
Adopted for
Closed Meeting -
June 1, 2017

The following meetings were scheduled:

Meetings
Scheduled

Thursday, June 1, 2017	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.	Regular Public Monthly Meeting

With no further comments from the Board members or the public, the meeting adjourned at 2:03 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President