

# ***EXHIBIT B***



**BOARD OF TRUSTEES**

**Bylaw, Policy, and Curriculum Committee Agenda Items**

**To:** Board of Trustees

**From:** Office of the President

**Date:** November 2, 2023

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, November 9, 2023**:

1. Recommend approval of the following Ocean County College academic calendars:
  - a. 2024-2025 Academic Calendar (**Exhibit B-1**)
  - b. 2024 Accelerated Academic Calendar (**Exhibit B-2**)
  - c. 2025 Accelerated Academic Calendar (**Exhibit B-3**)
2. Recommend approval of the following revised policy:
  - a. Policy #2120, Administration, Organization, Lines of Responsibility (**Exhibit B-4**)

***EXHIBIT B-1***

**Fall Semester 2024**

Thursday, August 29	Colloquium
Wednesday, September 4	Classes Begin
Wednesday, November 27 - Friday, November 29	No Classes
Friday, December 20	Last Day of Classes

**Fall 2024 Quick Term**

Wednesday, October 9	Classes Begin
Wednesday, November 27 - Friday, November 29	No Classes
Friday, December 20	Last Day of Classes

**Winter Intersession (Five-Day Week)**

Thursday, January 2	Classes Begin
Friday, January 17	Last Day of Classes

**Spring Semester 2025**

Friday, January 17	Colloquium
Wednesday, January 22	Classes begin
Monday, February 17	No Classes
Monday, March 17 - Sunday, March 23	No Classes - Spring Break
Wednesday, May 14	Last Day of Classes (FOLLOW MONDAY SCHEDULE)
Thursday, May 22	Commencement

**Spring 2025 Quick Term**

Wednesday, February 26	Classes Begin
Monday, March 17 - Sunday, March 23	No Classes - Spring Break
Wednesday, May 14	Last Day of Classes (FOLLOW MONDAY SCHEDULE)

**Summer 2025 First Five Week /Ten-Week Sessions**

Monday, May 19	Classes Begin
Thursday, May 22	No Classes
Monday, May 26	No Classes
Tuesday, June 24	Last Day of Classes (1st 5-week)
Friday, July 4	No Classes
Tuesday, July 29	Last Day of Classes (10-week)

**Summer 2025 Second Five-Week /Six-Week Sessions**

Wednesday, June 25	Classes Begin
Friday, July 4	No Classes
Tuesday, July 29	Last Day of Classes (2nd 5-week)
Tuesday, August 5	Last Day of Classes (6-week)

**Summer 2025 Post Session (Four-Day Week)**

Monday, August 4	Classes Begin
Wednesday, August 27	Last Day of Classes

## ***EXHIBIT B-2***

**2024**  
**ACCELERATED ACADEMIC CALENDAR**

**2024 Accelerated Term 5**

Wednesday, September 4  
Thursday, October 24

First Day of Classes  
Last Day of Classes

**2024 Accelerated Term 6**

Monday, October 28  
Wednesday, November 27 - Friday, November 29  
Friday, December 20

First Day of Classes  
No Classes  
Last Day of Classes

Board Approved: November 9, 2023

## ***EXHIBIT B-3***

**2025**  
**ACCELERATED ACADEMIC CALENDAR**

**2025 Accelerated Term 1**

Wednesday, January 22	First Day of Classes
Monday, February 17	No Classes
Friday, March 14	Last Day of Classes

**2025 Accelerated Term 2**

Monday, March 24	First Day of Classes
Wednesday, May 14	Last Day of Classes

**2025 Accelerated Term 3**

Monday, May 19	First Day of Classes
Thursday, May 22	No Classes
Monday, May 26	No Classes
Friday, July 4	No Classes
Thursday, July 10	Last Day of Classes

**2025 Accelerated Term 4**

Friday, July 11	First Day of Classes
Thursday, August 28	No Classes
Saturday, August 30	Last Day of Classes

Board Approved: November 9, 2023



## ***EXHIBIT B-4***

Ocean County College, Toms River, NJ

ADMINISTRATION  
ORGANIZATION  
Lines of Responsibility #2120

POLICY

1. The President shall be responsible to the Board of Trustees for the organization and operation of the College and all decisions pertaining thereto.
2. The President and those individuals holding the positions listed below shall be designated as the Executive Officers of the College.

Executive Vice President of Finance and Administration  
~~Provost~~ Vice President of Academic Affairs  
Vice President of Student Affairs  
Vice President of Workforce and Professional Education Programs  
and Grants Administration

3. The above officers shall recommend to the President those assistants and staff members required to effectively perform the functions of their respective offices.
4. Chain of Command

Should the President be absent from the campus for an extended period of time or be incapacitated~~In the absence of the President~~, the assumption of responsibility as Acting President will be in the following sequence:

Executive Vice President of Finance and Administration  
~~Provost~~ Vice President of Academic Affairs  
Vice President of Student Affairs  
Vice President of Workforce and Professional Education Programs  
and Grants Administration

In those instances where a decision must be made which will impact the entire College, it is anticipated that the Acting President shall confer other Vice Presidents prior to making that decision.

When it is necessary for a Vice President to be absent from the campus for an extended period of time~~more than one day~~, the following procedure shall be followed:

- a. ~~Appoint a~~A member of the staff will be appointed to assume responsibility for the division.
- b. ~~Notify the~~The Office of the President will be notified in writing.

Adopted: December 18, 1967  
Revised: January 26, 1970  
Revised: February 22, 1971  
Revised: January 24, 1983  
Revised: June 24, 1991  
Revised: April 22, 1996

Revised: February 28, 2000  
Revised: November 20, 2000  
Revised: May 27, 2003  
Revised: August 28, 2006  
Revised: December 1, 2008  
Revised: July 26, 2010

Revised: March 22, 2013  
Revised: November 3, 2016  
Revised: November 9, 2023