# EXHIBIT B

**OCEAN**
COUNTY COLLEGE

## BOARD OF TRUSTEES

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

**To**:          Board of Trustees

**From**:      Office of the President

**Date**:      October 2, 2025

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, October 9, 2025**:

1.  Recommend approval of the following:

    a.  New Policies

        1)  Policy #9400, Administration, Administrative Operations, Software Acquisition, Use, Transfer and Removal **(Exhibit B-1)**
        2)  Policy #9500, Administration, General, Vendor Management **(Exhibit B-2)**
        3)  Policy #9600, Administration, General, Information Systems Audit **(Exhibit B-3)**

    b.  Revised Policy

        1)  Policy #2300, Administration, Administrative Operations, Public Access to Government Records **(Exhibit B-4)**

    c.  Rescinded Policy

        1)  Policy #2510, Administration, Communication Systems, Software Acquisition, Use, Transfer and Removal **(Exhibit B-5)**

2.  Recommend approval of the following items as accepted by the College Senate at its meetings on September 18, and October 2, 2025:

    a.  New Policy

        1)  Policy #5225, Students, Campus Life, Hazing Prevention, **(Exhibit B-6)**

b.  New Program Option

1)  Associate in Science Degree, Advanced and Continuous Studies – Montclair Theatre Option **(Exhibit B-7)**

# *EXHIBIT B-1*

**Ocean County College, Toms River, NJ**

## <u>POLICY</u>

### Purpose

To establish a general framework for the responsible management of software across Ocean County College (OCC), ensuring compliance with legal, licensing, cybersecurity, and accessibility standards.

### Scope

This policy applies to all software installed, used, transferred, or removed on OCC-owned or managed systems, including computers, servers, and peripheral devices. It also applies to any external systems that interconnect with OCC infrastructure or exchange data with OCC systems.

### Policy Statement

Ocean County College maintains a technology infrastructure to support its academic and administrative mission. All software used within this environment must be acquired, installed, and managed in accordance with applicable laws, licensing agreements, accessibility standards, and institutional procedures.

College personnel are expected to comply with federal laws and commercial software license agreements when acquiring and using software. Unauthorized installation, transfer, or removal of software is prohibited.

This policy does not govern instructional use of copyrighted software under the "fair use" provisions of the 1976 U.S. Copyright Act and the Fair Use Guidelines for Educational Multimedia. OCC must also comply with the Gramm-Leach-Bliley Act (GLBA), which requires adherence to the security controls outlined in the National Institute of Standards and Technology (NIST) Special Publication 800-171, Revision 3.

### Governance and Compliance

The Office of Information Technology (OIT) is responsible for oversight of software management, including licensing, inventory, accessibility, and compliance. The IT Governance Council provides review and approval prior to acquisition, including verification of compliance with the Web Content Accessibility Guidelines (WCAG), published by the World Wide Web Consortium (W3C), to ensure software supports inclusive access for individuals with disabilities.

### Exceptions

Exceptions to this policy must be documented and approved by the IT Governance Council. Each exception must include a justification and a risk mitigation plan. Exceptions may apply to legacy systems, proprietary platforms, or systems not under OCC's direct control.

ADOPTED:  December 8, 1997
Revised:  October 9, 2025

# *EXHIBIT B-2*

**Ocean County College, Toms River, NJ**                 **ADMINISTRATION**
                                                                                              **GENERAL**
                                                              <u>**Vendor Management  #9500**</u>

## <u>POLICY</u>

### Purpose

To establish a framework for managing software and technology vendors that ensures the security, reliability, and compliance of Ocean County College's (OCC) digital infrastructure.

### Scope

This policy applies to all software and technology vendors that provide products or services which interact with OCC systems, networks, or data. It covers both OCC-managed systems and any external platforms that interconnect with or exchange data with OCC infrastructure.

### Policy Statement

Ocean County College engages with external software and technology vendors to support institutional operations. These engagements must be governed by standards that protect OCC's data and systems from unauthorized access, modification, and destruction.
To maintain a secure and resilient environment, OCC will:

- Require vendors to meet minimum cybersecurity standards
- Evaluate vendors prior to engagement through a defined approval process
- Align vendor oversight with applicable laws and frameworks, including:
    - Gramm-Leach-Bliley Act (GLBA)
    - NIST SP 800-171, Revision 3
    - NIST Cybersecurity Framework (CSF)
    - New Jersey Administrative Code Title 15, Chapter 3 – Records Retention

The IT Governance Council, in collaboration with Procurement Services and relevant departments, is responsible for oversight and enforcement of this policy.

### Exceptions

Exceptions must be documented and approved by the IT Governance Council. Each exception must include a justification and a risk mitigation plan. Exceptions may apply to legacy systems, third-party platforms not under OCC's direct control, or systems lacking full oversight capabilities.

ADOPTED: October 9, 2025

# *EXHIBIT B-3*

**Ocean County College, Toms River, NJ**          **ADMINISTRATION**
                                                                                                **GENERAL**
                                                        <u>**Information Systems Audit  #9600**</u>

## <u>POLICY</u>

### Purpose

To establish a foundational framework for auditing and accountability that supports data security, regulatory compliance, and institutional integrity.

### Scope

This policy applies to all systems, applications, and data—whether sensitive or public—owned, managed, or processed by Ocean County College (OCC) and its authorized personnel.

### Policy Statement

Ocean County College is committed to protecting the confidentiality, integrity, and availability of institutional data. To ensure accountability for user actions and support incident response and forensic investigations, OCC will maintain an audit and accountability framework aligned with applicable laws, regulations, and recognized cybersecurity standards.
Key principles include:

- Implementing audit mechanisms to monitor system activity
- Protecting audit logs from unauthorized access or tampering
- Retaining audit data for appropriate durations
- Ensuring compliance with the Gramm-Leach-Bliley Act (GLBA) and NIST SP 800-171, Revision 3
- Handling records in accordance with N.J.A.C. Title 15, Chapter 3 – Records Retention

The IT Governance Council is responsible for oversight, enforcement, and periodic review of this policy.

### Exceptions
Exceptions to this policy must be documented and approved by the IT Governance Council. Each exception must include a justification and a risk mitigation plan.

ADOPTED: October 9, 2025

# EXHIBIT B-4

## **POLICY**

<u>Purpose</u>

Ocean County College (OCC) is committed to transparency and accountability in accordance with the **New Jersey Open Public Records Act (OPRA)**, N.J.S.A. 47:1A-1 et seq. This policy ensures that government records are made readily accessible for inspection, copying, or examination, while protecting confidential, proprietary, and personal information as required by law.

<u>Definitions</u>

All terms used in this policy shall have the meanings defined in OPRA. Notably:

- **Government Record**: Any record made, maintained, or received in the course of official business, including paper, electronic, audio, and visual formats.
- **Exempt Records**: Records excluded from public access under OPRA, including but not limited to:

    - Inter-agency or intra-agency advisory, consultative, or deliberative materials
    - Personal identifying information (e.g., SSNs, personal emails, phone numbers)
    - Student records protected under FERPA
    - Personnel records beyond basic employment information
    - Security and emergency procedures
    - Records related to ongoing investigations

<u>Custodian of Records</u>

The College has designated a Custodian of Government Records responsible for:

- Receiving and processing OPRA requests
- Determining whether access should be granted or denied
- Redacting exempt information
- Responding within seven (7) business days unless an extension is warranted

All College employees must forward OPRA requests to the Custodian or direct requestors accordingly.

<u>Request Process</u>

- Requests must be submitted in writing using the College's **OPRA Request Form** or equivalent format.
- Requests may be submitted via email opra@ocean.edu, mail, or in person.
- The Custodian may direct requestors to the College's website if the requested records are available online in full and unabridged form.
- Anonymous requests are permitted, but anonymous requestors cannot file appeals with the Government Records Council (GRC).

<u>Denial and Appeal Rights</u>

If a request is denied or not fulfilled within the statutory timeframe, requesters may:

- File a complaint with the NJ Government Records Council (GRC)
  - [www.nj.gov/grc](http://www.nj.gov/grc)
  - Toll-free: 866-850-0511
- File an action in the Superior Court of New Jersey

Compliance with New OPRA Amendments (2024)

- OCC will maintain a searchable public records section on its website.
- Personal identifying information will be redacted in accordance with new privacy protections.
- Commercial requestors may be subject to special service charges.
- Records connected to legal proceedings must be certified and may be restricted.
- Custodians must balance public access with the protection of privacy and operational integrity.

Adopted:  May 28, 2002
Revised:  November 5, 2007
Revised:

# EXHIBIT B-5

Ocean County College, Toms River, NJ      ADMINISTRATION
                                          COMMUNICATION SYSTEMS
                                          Software Acquisition, Use, Transfer and Removal  #2510

POLICY

It is expected that college personnel and students will not violate federal laws or commercial software license agreements as they acquire software using Ocean County College resources and oversee its installation on Ocean County College computers and peripheral equipment.

This policy does not address the extent to which copyrighted software can be displayed or used for classroom or laboratory instruction in accordance with the "fair use" of software provision of the 1976 U.S. Copyright Act and the Fair Use Guidelines for Educational Multimedia.

Software Acquisition and Installation
Software may be acquired through various methods using various sources.  These include:
- regular college purchasing department procedures using institutional accounts;
- professional development fund procedures for faculty and staff;
- textbook software distributed by publishers;
- demonstration and shareware software supplied by vendors and others;
- personal and freeware software;
- software downloaded from the Internet;
- software transferred from one OCC computer to another.

Irrespective of these acquisition methods, software shall not be installed on OCC computers or peripheral equipment without first notifying the Office of Information Technology (OIT).  OIT personnel will only install software when acceptable proof of ownership is provided.  Installation of software by anyone other than OIT staff should be done carefully by experienced computer users.  Any software or data disks loaded onto OCC computers or peripheral equipment must be checked for viruses.  Any questions regarding software licenses should be referred to the chief administrative official of the Office of Information Technology.

Faculty, staff and students using Ocean County College equipment to download software from a resource available on the Internet must follow the steps outlined by the source provider.  Students are only permitted to download software that is in the public domain and is classified as freeware.  Faculty and staff shall contact OIT for advice if a financial commitment is associated with downloading the software.

College Software
Employees wishing to use restricted or unrestricted funds in department accounts must submit a purchase requisition to the Purchasing Office wherein the requisition will be processed in accordance with the N.J. County College Contracts Law.  Software ordered through the purchase order system provides the necessary information required to authorize installation and to update the software database maintained by the Office of Information Technology for licensing and copyright compliance.

Faculty and Staff Professional Development Software
Faculty and staff using professional development funds to acquire software shall copy their purchase requests to OIT for logging.  Upon receipt, the software shall be delivered to OIT for virus screening and installation.  This software is the personal property of the faculty/staff member.

Textbook Software
Publishers send software to be used with their textbooks.  Unless specifically stated otherwise by the publisher, this software is only to be used if the textbook is adopted for use by the department.  Software sent as a sample from a textbook publisher is the equivalent of a demo or shareware.  If the department, or a faculty member, chooses to use it, but does not adopt the textbook for use, the and the publisher.  Textbook software can only be used by a department if the faculty are using the textbook and must be removed if another text is adopted.  OIT will check yearly with the department concerned to determine if the textbook is still in use.

Ocean County College, Toms River, NJ     ADMINISTRATION
                                          COMMUNICATION SYSTEMS
                                          Software Acquisition, Use, Transfer and Removal  #2510

**Demo and Shareware Software**
The installation of demo and shareware software is permitted, provided OIT is first notified of the acquisition.  A short and reasonable period of time for testing is permitted.  After the testing time, a decision must be made to either purchase the software or remove it from the computer.  The decision to purchase or provide financial payment to the publisher of the shareware software must follow approved college purchasing procedures.

**Personal Employee and Free/Public Domain Software**
If an employee chooses to install personal copies of software on an OCC computer or peripheral equipment, acceptable proof of ownership must be provided to the Office of Information Technology.  Acceptable proof consists of a purchase receipt, a copy of the software license, verfication of original disks, or completion of a form identifying employee ownership.  Similarly, documentation regarding freeware software must be shared with OIT.

**Software Use**
1. Those who purchase or use copyrighted software are expected to be aware of all the conditions of the vendor's license agreement and to abide by them - including any restrictions on the copying of programs and documentation.  When backup copies of software are permitted, the copies must be used only as permitted by the licensing agreement.

2. Software that is purchased for the classroom or laboratory shall be used only in the manner authorized by the seller.

3. Software acquired pursuant to a site license must be used and copied in accordance with that license.

4. Individuals must keep track of all software they purchase or receive through grants or donations.  Copies of applicable licensing agreements and supporting documents to establish purchase of the software must be maintained in their files.  The original materials must be transferred to the Office of Information Technology.

**Software Transfer**
If software is transferred between offices, departments, or individuals within the college, the original copy shall be transferred, and all back-up copies shall be transferred or destroyed.  The transfer must be completed by OIT staff or an experienced user who has the responsibility of notifying OIT of the transfer.

**Software Removal**
Software shall not be removed from any OCC computer without notifying the Office of Information Technology.  OIT staff shall be responsible for removing the software from the official college software inventory list and for the disposal of the software.


Adopted:  December 8, 1997

# *EXHIBIT B-6*

Ocean County College, Toms River, NJ

POLICY

Ocean County College is dedicated to creating a learning environment built on integrity, community, fairness, respect, and responsibility. The Stop Campus Hazing Act defines hazing as any deliberate, knowing, or reckless action taken by an individual, alone or with others, against a student, regardless of the student's consent, that:

1. Is committed in connection with an initiation into, an affiliation with, or the maintenance of membership in, an organization; and

2. Causes or is likely to contribute to a substantial risk of physical injury, mental harm, or degradation beyond the reasonable risk encountered in the course of participation in the institution of higher education or the organization.

Hazing can happen in various Ocean County College groups, such as sports teams, student clubs, and honor societies. These acts may include coercive, humiliating behaviors, or dangerous rituals that threaten students' physical and emotional well-being.

Hazing directly contradicts OCC's institutional values and the standards set in the Code of Student Conduct (Policy #5247). This policy is intended to align with state law, such as New Jersey's Timothy J. Piazza Anti-Hazing Law, and federal law, such as the Stop Campus Hazing Act, as well as local and tribal law. Ocean County College advocates for and enforces preventive measures that foster transparency, accountability, and a safe, respectful environment. As a result, hazing is strictly forbidden at Ocean County College.

Ocean County College students are responsible for their behavior and should review the Ocean County College Code of Student Conduct, accessible on the college website.

Adopted:

# EXHIBIT B-7

# BOARD OF TRUSTEES

# RESOLUTION

**WHEREAS**, the Academic Issues Committee of the Presidents' Council determined on July 28, 2021, that the Associate in Science degree in Advanced and Continuous Studies has complied with all applicable procedures under the New Degree Program Review Process; and

**WHEREAS**, the Associate in Science degree in Advanced and Continuous Studies, a "3+1" base program, was reviewed and acknowledged by the New Jersey Presidents' Council at its meeting on September 20, 2021; and

**WHEREAS**, Ocean County College desires to offer a new Program Option to the Associate in Science degree in Advanced and Continuous Studies that will be aligned and articulated with Montclair University; and

**WHEREAS**, students must complete the aligned Associate in Science degree at Ocean County College prior to matriculating in the Associate in Science degree in Advanced and Continuous Studies at Montclair University; and

**WHEREAS**, Ocean County College wishes to offer a new program option to the Associate in Science degree in Advanced and Continuous Studies:

  ➤ Option in Theatre aligned with Montclair University

**NOW, THEREFORE, BE IT RESOLVED that the Ocean County College Board of Trustees, at its meeting on October 9, 2025, approves the new program option in Theatre to the Associate in Science degree in Advanced and Continuous Studies in partnership with Montclair University.**

*October 9, 2025*

_____
Stephan R. Leone, Secretary
Board of Trustees

# Program Change Request

Date Submitted: 09/06/25 10:01 am

Viewing: **AS.ACS.MTHR : Advanced and Continuous Studies - Montclair Theatre Option**

Last edit: 09/06/25 10:01 am

Changes proposed by: James Marshall (jmarshall)

| | |
|---|---|
| Program Type | Option |
| Program Title | Advanced and Continuous Studies - Montclair Theatre Option |
| Option Title | Montclair Theatre Option |
| Academic School | Arts and Humanities |
| Base Program | Advanced and Continuous Studies |
| Effective Catalog Year | 2026-2027 |
| Program Code | AS.ACS.MTHR |
| CIP Code | 24.0101 - 24.0101 |

## Objectives

### Program Description

Students in this Theatre Option of the "3+1" program graduate with an associate degree from OCC in Performing Arts - Theatre Option (choosing designated courses) and t
Option *(*AS.ACS.MTHR), allowing for financial aid to continue and for the full 90 credits to transfer to the aligned four-year university.  The 300-level courses included in this
Upon successful completion, no course shall be repeated.

| Program Learning Outcomes | | Students who successfully complete this program will be able to: |
|---|---|---|
| | PLO1 | Apply written, oral, and visual communication skills and conventions of academic discourse to the challenges of a specific discipline. |
| | PLO2 | Interpret and employ a method of inquiry to draw conclusions based on variable evidence. |
| | PLO3 | Exhibit competency in the application of technology appropriate to the discipline and academic level. |

### Learning Outcomes Display (show only)

| Course Code | PLO 1 | |
|---|---|---|
| | Junior | |
| | First Semester | |

| | First Semester |
|---|---|
| **THTR 153** ✎ | |
| **THTR 210** ✎ | |
| **THTR 190** ✎ | |
| | **Second Semester** |
| **ENGL 260** ✎ | |
| | **FirstSemester** |
| | **SecondSemester** |

Required Qualifications

Plan of Study Grid

Junior

| First Semester | Credit Hours |
|---|---|
| THTR 153 Introduction to Playwriting | 3 |
| THTR 210 Stage Management | 3 |
| THTR 190 Children's Theatre Performance | 3 |
| THTR 209 Theatre History: Early World | 3 |
| World Language I | 3 |
| Credit Hours | 15 |
| Second Semester | |
| ENGL 260 The Shakespeare Plays I | 3 |
| World Language II | 3 |
| THTR 385 Production Management | 3 |
| THTR 395 Playwriting II | 3 |
| THTR 311 20th and 21st Century Playwrights | 3 |
| Credit Hours | 15 |
| Total Credit Hours | 30 |

## Degree Requirements Breakdown

GCOM

| Course Code & Title | Credits |
|---|---|
| NA | NA |

GHUM

| Course Code & Title | Credits |
|---|---|
| NA | NA |

GSOC

| Course Code & Title | Credits |
|---|---|
| NA | NA |

GSOC/ GHUM

| Course Code & Title | Credits |
|---|---|
| NA | NA |

GMAT/ GSCI/ GTEC

| Course Code & Title | Credits |
|---|---|
| NA | NA |

General Education

| Course Code & Title | Credits |
|---|---|
| NA | NA |

Concentration Courses

| Course Code & Title | Credits |
|---|---|
| THTR 153 Introduction to Playwriting | 3 |
| THTR 190 Childrens Theatre Performance | 3 |
| THTR 209 Theatre History: Early World | 3 |
| THTR 210: Stage Management | 3 |
| THTR 311: 20th and 21st Century Playwrights | 3 |

| THTR 385: Production Management | 3 |
| THTR 395: Playwriting II | 3 |
| ENGL 260: The Shakespeares Plays | 3 |

Elective Courses

| Course Code & Title | Credits |
| --- | --- |
| World Language I | 3 |
| World Language II | 3 |

Reviewer
Comments