



BOARD OF TRUSTEES

Regular Meeting

Minutes

June 29, 2017

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:35 p.m. on Thursday, June 29, 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, Mr. Frank Dupignac, 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

The minutes of the June 1, 2017, Board of Trustees closed session and public meeting were unanimously approved.

Minutes Approved

Presentations

Dr. Larson introduced Dr. Henry Jackson, Executive Director of Academic Success, who discussed the part time College Academy at Lacey High School, which offers Lacey High School juniors and seniors the opportunity to earn an associate degree in Liberal Arts prior to completing their high school diploma. Dr. Jackson thanked Mr. Eric Daniels, Registrar; Ms. Sheenah Hartigan, Director, Student Services Operations; Ms. Anna Regan, Executive Director, Academic Advising; and Mr. A.J. Trump, Interim Director of Enrollment Management; for their assistance with registering students in this program. Dr. Larson explained that Lacey is one of three school districts interested in this part-time academy and thanked Dr. Jackson for being the driving force behind this initiative.

Presentations

Dr. Maureen Reustle, former Dean of Academic Services, presented a review of her Sabbatical Leave report, a comprehensive study of the Kean Ocean partnership, where she surveyed over 220 OCC and Kean Ocean students, faculty, and staff by conducting interviews, focus group meetings, class visitations, and distributed individual surveys during the fall 2016 and spring 2017 semesters. Dr. Reustle provided her findings and recommendations for improvement for increasing interest, understanding, and success of the partnership. A copy of Dr. Reustle's report was distributed to the Trustees. Mr. Thulin praised the report and Dr. Reustle for being a long-time valued employee to the college.

Finance Committee

The following Finance Committee items were approved, as amended:

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| <ul style="list-style-type: none"> ➤ The statement of income and expenditures as of May 31, 2017, was accepted. | <p>Income/Expenditures Accepted</p> |
| <ul style="list-style-type: none"> ➤ The following contracts were awarded: <ul style="list-style-type: none"> ➤ A maximum of \$23,140 to Patron Technology, New York, New York, for the second year of an optional two-year contract for a Box Office Ticketing System for the Theatre and Planetarium at Ocean County College. ➤ A maximum of \$27,088 to Apex Commercial Services, LLC, Wall, New Jersey, for the first year of an optional three-year contract for street sweeping services at Ocean County College and the Southern Education Center. ➤ A maximum of \$75,000 to Success Communications Group, Parsippany, New Jersey, for the second year of an optional two-year contract for media placement agency services at Ocean County College. | <p>Contracts Awarded</p> |
| <ul style="list-style-type: none"> ➤ Resolutions were adopted to award the following contracts: <ul style="list-style-type: none"> ➤ A maximum of \$158,784 to NJEdge.NET, Newark, New Jersey, for the second year of an optional two-year contract for campus-wide internet service through the NJEdge.NET Consortium for use at Ocean County College and the Southern Education Center. ➤ To identify a qualified pool of contractors for construction-related services as needed at Ocean County College. ➤ A maximum of \$120,000 to Office Depot, Inc., Boca Raton, Florida, for the second year of an optional two-year contract for the purchase of office supplies for use at Ocean County College. ➤ A maximum of \$36,000 to National Healthcareer Association, Leawood, Kansas, for the purchase of national healthcare certification exams for use by the Continuing and Professional Education/Allied Health Department at Ocean County College. | <p>Resolutions Adopted</p> |

- A maximum of \$45,000 to Assessment Technologies Institute, LLC, Leawood, Kansas, for the purchase of various instructional supplies and testing materials for the Continuing and Professional Education/Allied Health Department at Ocean County College.
- A maximum of \$576,835 to School Alliance Insurance Fund (SAIF), West Windsor, New Jersey, for the second year of a two-year contract for the purchase of general liability college-wide insurance at Ocean County College.
- A maximum of \$84,609.33 to Laerdal Medical Corporation, Wappingers Falls, New York, for the purchase of simulation laboratory equipment, software, hardware, and the relocation of the existing simulation laboratory equipment from the Nursing Building to the new Health Sciences Building at Ocean County College.
- A maximum of \$75,000 to Prestige Medical Solutions, Inc., North Plainfield, New Jersey, for the implementation of a Certified Nurse Aid program by the Continuing and Professional Education/Allied Health Department at Ocean County College.
- A maximum of \$595,682.05 to Krueger International, Inc., Green Bay, Wisconsin, c/o Bellia Office Furniture, Inc., Woodbury, New Jersey, for the purchase and installation of furnishings for the Instructional Building renovation project at Ocean County College.
- A maximum of \$556,558.25 to Krueger International, Inc., Green Bay, Wisconsin, c/o Bellia Office Furniture, Inc., Woodbury, New Jersey, for the purchase and installation of furnishings for the new Health Sciences Building at Ocean County College.
- A maximum of \$43,240.65 to SirsiDynix, Lehi, Utah, for the annual software maintenance renewal for the Library automated system at Ocean County College.
- A maximum of \$75,000 to RFS Commercial, Inc., Saddle Brook, New Jersey, for professional concrete sidewalk and curbing repair and replacement at Ocean County College.
- A maximum of \$50,000 to Waukesha-Pierce Industries, Lawrence, Pennsylvania, for the annual agreement for planned maintenance service of the Combined Heat and Power Plant Generator at Ocean County College.
- A maximum of \$28,000 to Pedroni Fuel Company, Vineland, New Jersey, for the purchase and delivery of unleaded plus gasoline fuel and low sulfur diesel fuel for use at Ocean County College.
- A maximum of \$25,000 to W.B. Mason Company, Inc., Secaucus, New Jersey, for the purchase of copy paper through the Educational Systems Commission of New Jersey Cooperative Pricing System for use at Ocean County College.

- A maximum of \$25,300 to Johnson Controls, Inc., for the first year of a two-year contract for the service and maintenance of the Combined Heat and Power Plant Chiller at Ocean County College.
- A maximum of \$30,000, to Madison Plumbing, Heating, and Industrial Supply, LLC, for the purchase of miscellaneous plumbing supplies for use at Ocean County College.
- A maximum of \$43,000 to Pemberton Electrical Supply Company, LLC, Lumberton, New Jersey, for the purchase of miscellaneous electrical supplies for use at Ocean County College.
- A maximum of \$150,000 to Fastenal Company, Lakewood, New Jersey, for the purchase of various maintenance supplies and materials for use in the Facilities Department at Ocean County College.
- A maximum of \$50,000 to TEC Elevator, Inc., Marmora, New Jersey, for the second year of an optional two-year contract for elevator repair and inspection services at Ocean County College.
- A maximum of \$19,000 to PeopleAdmin, Inc., Austin, Texas, for the renewal of the applicant tracking management software system for use by the Human Resources Department at Ocean County College.
- A maximum of \$80,000, to Conner Strong and Buckelew Companies, LLC, Marlton, New Jersey, for the first year of a two-year agreement for professional consulting for insurance broker and risk management services at Ocean County College.
- A maximum of \$19,448.40 to Turnitin, LLC, San Francisco, California, to authorize a 90-day extension to the TurnItIn Plagiarism and Writing Software contract through the New Jersey Joint Purchasing Consortium, with Ocean County College acting as the lead agent.
- A maximum of \$23,483 to Bartash Printing, Inc., Philadelphia, Pennsylvania, for the printing of the Continuing and Professional Education brochures for Fall 2017 at Ocean County College.
- The following contracts were amended:
 - An additional \$36,960, for a maximum total of \$4,533,504, to Ellucian Company, L.P., Fairfax, Virginia, for a consumer price index increase for 2017 for professional management information services at Ocean County College (contract originally awarded at the November 2, 2015, Board meeting).
 - An additional \$5,500, for a maximum total of \$36,400, to AspirEDU, Inc., Tampa, Florida, for professional student retention analytics for the FYES 155 Fall 2017 classes at Ocean County College (contract originally awarded at the January 12, 2017, Board meeting).

Contracts
Amended

- An additional \$30,000, for a maximum total of \$928,000, to RSC Architects, Hackensack, New Jersey, for a change from Computer Aided Design (CAD) to Building Information Modeling (BIM) to the architectural consulting services for a new Performing Arts Academy at Ocean County College (contract originally awarded at the April 13, 2017, Board meeting).
- An additional \$20,000, for a maximum total of \$80,000, to Johnstone Supply, Inc., Kenilworth, New Jersey, for additional heating, ventilation, and air conditioning (HVAC) supplies and materials for use at Ocean County College (contract originally awarded at the December 8, 2016, Board meeting).
- An additional \$199,000, for a maximum total of \$530,700, to Louis Berger Group, Inc., Toms River, New Jersey, for additional professional site construction management services for the Instructional Building renovations at Ocean County College (contract originally awarded at the March 30, 2015, Board meeting).
- An additional \$239,040, for a maximum total of \$10,115,040, to Benjamin R. Harvey Company, Inc., Ocean, New Jersey, for the change orders for the Instructional Building renovations at Ocean County College (contract originally awarded at the November 3, 2016, Board meeting).
- The following contract was extended: Contract
Extended
 - An additional \$1,975 to Atlantic Switch and Generator, LLC, Hainesport, New Jersey, for a three-month extension for generator service and repairs at Ocean County College for the period covering July 1, 2017, through September 30, 2017 (contract originally awarded at the May 23, 2016, Board meeting).
- The following bid proposals were rejected: Bid Proposals
Rejected
 - For the printing of the Continuing and Professional Education Brochures at Ocean County College, due to inconclusive pricing of proposals received on June 1, 2017. Services will be rebid at a future date.
 - For Fundraising Software and Relationship Management Software Solution at Ocean County College in accordance with New Jersey Statute 18A:18A-22.d, to substantially revise the specifications for the goods or services. Services will be rebid at a future date.
 - For the inspection and service of fire prevention and fire control equipment at Ocean County College, in order to substantially revise the specifications for the goods or services. Services will be rebid at a future date.

Bylaw, Policy, and Curriculum Committee

Mr. Monahan introduced Dr. DiBisceglie, who presented the Bylaw, Policy, and Curriculum Agenda. The Board, upon unanimous roll call vote, approved the following recommendations from the Bylaw, Policy, and Curriculum Committee:

- The following items, as accepted by the College Senate at its meeting on June 7, 2017, were approved: College Senate
Items Approved
 - New Courses
 - TURK 101, Elementary Turkish I
 - TURK 102, Elementary Turkish II

Buildings and Grounds Committee

Mrs. Novak reported that planning continues on “The Hub,” OCC’s One-Stop Shop, with an expected completion date of April 2018. New way-finding signage will be installed on campus shortly and upgrades to the campus security cameras continue. The Performing Arts Academy plans are coming along with architects providing a plan utilizing the space at the best cost. The Library envelope study nears completion and an envelope study for the Administration Building will begin shortly. In response to Mr. Thulin’s inquiry, Mr. Matthew Kennedy, Assistant Vice President of Facilities, explained the college follows regulations regarding notifications that video cameras are in use on campus.

- The Buildings and Grounds Committee Report for June 29, 2017, was unanimously accepted. Building/Grounds
Report Accepted

Personnel Committee

Mr. Leone, Chair, reported that the search for Vice President of Student Affairs is nearly complete with a recommendation forthcoming.

- Mr. Leone presented the Personnel Report, which was unanimously approved as amended upon roll call vote. Personnel Report
Approved

President’s Report

Dr. Larson introduced Ms. Mary Troy, Assistant Director of Institutional Research, and Mr. Scott Bruinooge, Manager of Graphic Design, who introduced the new OCC Fact Book, which was distributed to the Trustees and is also available on the OCC website and provides data for a five-year period, from fall 2012 through fall 2016, and will be updated each year. Dr. Larson thanked Ms. Troy and Mr. Bruinooge for the great work on the fact book.

President’s
Report

Mr. Mark Wilson, Director of Cultural Affairs, and Ms. Kayci Clayton, Grants Manager, discussed the Beyond the Classroom lecture series, “Stories of Service,” which will highlight Ocean County’s large veteran population and record their stories. Ms. Clayton discussed the grant funding and donations secured to support this project. Mr. Wilson discussed OCC Foundation Board Member, Mr. Dave Wintrode’s \$10,000 donation to support free shows for children at the Grunin Center, including Dr. Kaboom and Bubble Trouble, and a \$5,000 donation from OceanFirst Bank for student scholarships of the full stage performance of the children’s opera Brundibar. These donations enable the ability to showcase Ocean County College to Ocean County families. Dr. Larson thanked Ms. Clayton for her work in bringing these grants to OCC and Mr. Wilson for his contributions to the campus.

Ms. Jan Kirsten, Executive Director of College Relations, and Mr. Ralph Bertini, Television Production Director, discussed their participation in the Township of Toms River’s 250th Anniversary Celebration, which includes placing a recording of the “Toms River Talks” program by Mr. Bertini and his team of students highlighting the rich history and culture of Toms River, into a time capsule during a ceremony in December. Mr. Bertini thanked Ms. Kirstin for helping secure the resources for this exciting project. Dr. Larson’s report contains a copy of a thank you letter received in appreciation to Ms. Kirsten for their assistance.

Dr. Larson introduced Dr. Jessica Adams, Executive Director and Associate Professor of Physical Education, Recreation, and Health at Kean University, who thanked Dr. Reustle for her sabbatical report. Dr. Adams explained there is interest in pursuing new programs that would benefit students and this great partnership.

Miscellaneous

The Board adopted, upon unanimous roll call vote, a resolution to recognize the outstanding dedication and commitment of Ms. Danielle Robleski during her one-year term as the student/alumni representative on the Board of Trustees during 2016-2017. Mr. Thulin and the members of the Board thanked Ms. Robleski for her involvement and contributions. In return, Ms. Robleski responded that it was an honor and privilege to serve on the Board as a student advocate and explained how the experience has prepared her to move forward with her personal and educational endeavors and also thanked the Foundation for its assistance.

Resolution
Adopted -
Service of
Danielle Robleski

Upon unanimous roll call vote, a resolution was adopted to provide for closed meetings to be held on Thursday, July 13, 2017, at 12:00 noon, and Thursday, July 27, 2017, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution
Adopted for
Closed Meetings -
July 13, 2017 and
July 27, 2017

The following meetings were scheduled:

Meetings
Scheduled

Thursday, July 27, 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

Mr. James Carroll, Demarest, New Jersey, addressed the Board regarding his daughter, an e-Learning student. Mr. Thulin thanked Mr. Carroll for taking the time to attend today's meeting and share his story.

Public Comments

Ms. Robleski shared she recently attended the NJCCC dinner in Trenton, where she met Dr. Christine Harrington, Executive Director of Statewide Community College Student Success Center, New Jersey Council of County Colleges, where Dr. Harrington expressed her praise for Dr. Lori Harris-Ransom, Dean of Academic Services, and OCC's staff.

With no further comments from the Board members or the public, the meeting adjourned at 1:40 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President