



**BOARD OF TRUSTEES**

**Regular Meeting**

**Minutes**

**August 24, 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, August 24, 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. Jerry Dasti, Mr. Stephan Leone, Mr. Frank Dupignac, Mr. Robert Fall, Mr. Joseph Teichman, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Sara Winchester, Vice President Gerald Racioppi, and Associate Vice President Lisa DiBisceglie.

Attendance

The minutes of the July 27, 2017, Board of Trustees closed session and public meeting were unanimously approved.

Minutes Approved

Welcome

Dr. Larson introduced Dr. Gerald Racioppi, OCC's new Vice President of Student Affairs. Dr. Racioppi most recently served as Dean of Student and Enrollment Services at Central Community College in Nebraska and in various positions at Tarrant County College District in Texas. He has extensive experience in many student services, especially recruitment, financial aid, Title IX, and data analysis. The trustees welcomed Dr. Racioppi to Ocean County College.

Dr. G. Racioppi Welcomed

Finance Committee

The following Finance Committee items were unanimously approved upon roll call vote:

- The statement of income and expenditures as of July 31, 2017, was accepted.

Income/Expenditures Accepted

- The amended Ocean County College FY 2018 Budget was approved. Amended FY 2018  
Budget Approved
- The following contracts were awarded: Contracts  
Awarded
  - A maximum of \$68,875.25 to Allied Fire and Safety Equipment Company, Inc., Neptune, New Jersey, for the first year of an optional two-year contract for the inspection and service of fire prevention and fire control equipment at Ocean County College.
  - A maximum of \$50,000 to Hurst Review Services, Inc., Brookhaven, Mississippi, for the purchase of a review course for nursing students to prepare for the National Council Licensure RN examination at Ocean County College.
  - A maximum of \$25,000 to Atlantic Switch and Generator, LLC, Hainesport, New Jersey, for the first year of an optional two-year contract for generator service and repairs at Ocean County College.
  - A maximum of \$85,000 to the following vendors for the first year of optional two-year contracts for transportation services for OCC athletic teams for sporting events at various locations and for various Student Life trips at Ocean County College:
    - Stouts Charter Service, Inc., Trenton, New Jersey
    - Suburban Trails, Inc., New Brunswick, New Jersey
  - A maximum of \$40,000 to AdmitHub, Inc., Arlington, Massachusetts, for the implementation, design, and one-year licensing of a software application for student enrollment and retention for the HUB at Ocean County College.
  - A maximum of \$44,000 to Indiana Printing and Publishing Company, Inc., Indiana, Pennsylvania, for the printing of the Continuing and Professional Education brochures for Spring 2018, Summer Career 2018, and Summer Camps 2018 at Ocean County College.
- Resolutions were adopted to award the following contracts: Resolutions  
Adopted
  - A maximum of \$33,768 to SHI International Corporation, Somerset, New Jersey, for the second year of a three-year agreement for the Adobe Enterprise software license for use at Ocean County College.
  - A maximum of \$28,000 to Ellucian Company, L.P., Fairfax, Virginia, for e-commerce annual fees for all online financial transactions at Ocean County College.
  - A maximum of \$283,216.60 to Aspire Technology Partners, LLC, Eatontown, New Jersey, for the first year of a three-year agreement for the purchase of virtual desktop hardware equipment for use at Ocean County College.

- A maximum of \$126,095.26 to Aspire Technology Partners, LLC, Eatontown, New Jersey, for the first year of a three-year agreement for VMware Licensing software for use at Ocean County College.
- For the second year of two-year agreement with Economic Modeling, LLC, Moscow, Idaho, for professional economic modeling program services, through the New Jersey Council of County Colleges (NJCCC) Joint Purchasing Consortium (JPC) at Ocean County College.
- The following contracts were amended: Contracts Amended
  - An additional \$4,715.87, for a maximum total of \$279,615.87, to Spartan Construction, Inc., South Amboy, New Jersey, for glass replacement as part of the professional masonry repairs to the Library Building at Ocean County College (contract originally awarded at the February 23, 2017, Board meeting).
  - An additional \$23,407, for a maximum total of \$123,007, to North Star Signs, Inc., Fairfield, New Jersey, for modifications and corrections to the sign specifications for the replacement of campus signage at Ocean County College (contract originally awarded at the June 1, 2017, Board meeting).
  - An additional \$21,800, for a maximum total of \$33,795, to MSA Architects, Little Silver, New Jersey, for additional professional architectural and engineering services for the HUB project at Ocean County College (contract originally awarded at the November 3, 2016, Board meeting).
  - An additional \$43,980, for a maximum total of \$76,660, to Elert and Associates Networking Division, Inc., Stillwater, Minnesota, for additional professional consulting services for technical specifications for access control and video surveillance upgrades to the CCTV system at Ocean County College (contract originally awarded at the November 3, 2016, Board meeting).
- The Board adopted a resolution to approve the leasing of land on the OCC campus to the Ocean County Vocational Technical School to build, own, and operate a Performing Arts Academy and to authorize the President to execute the donor gift agreement and stock pledge agreement and ownership and operating agreement with the Ocean County Vocational Technical School and any and all other documents necessary to effectuate the partnership. Resolution Adopted

Bylaw, Policy, and Curriculum Committee

In the absence of Mr. Monahan, Chair, Dr. DiBisceglie presented the Bylaw, Policy, and Curriculum Committee items, which were unanimously approved upon roll call vote:

- New Policies New Policies  
Approved
  - Policy #2307, Administration, Administrative Operations, Filming and Photography of Ocean County College
  - Policy #8100, Campus Safety and Security, Timely Warning
  - Policy #8200, Campus Safety and Security, Emergency Notification System
  - Policy #8300, Campus Safety and Security, Registered Sex Offender Statement
  - Policy #8400, Campus Safety and Security, Campus Security Authorities
  - Policy #8500, Campus Safety and Security, Crime Prevention Education Programs
  - Policy #8600, Campus Safety and Security, Alcohol and Substance Abuse
- Revised Policy Policy Revised
  - Policy #2305, Administration, Administrative Operations, External Communications
- Rescinded Policies Policies Rescinded
  - Policy #3074, Personnel, All Employees, Alcohol-Free and Drug-Free Work Place
  - Policy #5246.1, Students, Campus Life, Conduct, Drugs

#### Buildings and Grounds Committee

Mrs. Novak, Chair, reported that the construction of the new Health Sciences Building and the renovation of the Instructional Building are both on time and on budget. The campus signage project will be completed after minor revisions and additions are made. A consulting services contract has been awarded at this meeting for the implementation, design, and installation of a software system that will provide the technology needed for the new HUB at OCC. Ms. Sheenah Hartigan, Director of Student Services Operations, briefly described the ways in which this new system will benefit the students through more efficient registration processes.

- The Buildings and Grounds Committee Report for August 24, 2017, was unanimously accepted upon roll call vote. Building/Grounds  
Report Accepted

#### Personnel Committee

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

Personnel Report  
Approved

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Thursday, September 28, 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 -  
September 28, 2017

President's Report

President's Report

Great progress is being made on the international front in e-Learning, but Dr. Joseph Konopka, Senior Aide to the President, thought it important to share the efforts underway and progress being made in growing partnerships in the U.S. One of the more exciting projects is the partnership with Kaiser Permanente; Dr. Konopka asked Ms. Kate Mohr, Supervisor of e-Learning, Advising, to report on the expansion of the program.

Ms. Mohr explained that Kaiser Permanente, through its Ben Hudnall Trust, funds educational opportunities for its employees and has designated OCC as a preferred provider. To date, individual courses have been offered, but, as a result of the success of this partnership, Ben Hudnall is now interested in making available the online delivery of full OCC degree programs in health sciences. Ms. Mohr distributed the new brochure that has been developed, with the assistance of Mr. Scott Bruinooge, Manager of Graphic Design, which will be distributed to Kaiser Permanente employees. At the Board's request, detailed program statistics will be shared at the next meeting.

Dr. Konopka explained that the success of the association with Kaiser Permanente offers great potential because it can serve as a model for future programs and partnerships with many other organizations. The development of strong, positive relationships with our partners is critical to the College's outreach opportunities.

The College and the OCC Foundation joined together to produce a new OCC video. It was coordinated by Ms. Jan Kirsten, Executive Director of College Relations, and Ms. Heather Barberi, Executive Director of the OCC Foundation. The video targets affordability, campus life, and quality. It will be used in the community as well as in high schools to promote the College and the Foundation. Mr. Fall noted that the video will be one component of an integrated message that will be shared with the community in many different venues to highlight the College and its exceptional academic, cultural, and athletic opportunities.

After watching the video, the trustees commended Ms. Kirsten, Ms. Barberi, and all others involved in its production for their outstanding efforts.

A brief summary was provided on the recent visit by Dr. Abdel Wahab Ezzat, President of Ain Shams University, Dr. Hussein Eissa, Former President ASU and Egyptian Parliament Member, and Dr. Rasha Ihab, Egyptian Coordinator of the Kean/Ocean Ain Shams Program, from August 9 through 17. Dr. Larson and the e-Learning team of Dr. Joe Konopka, Dr. Maysa Hayward, and Mr. Salim Hussien traveled with the guests to Washington, D.C., to meet with Oliver John from the Egyptian Desk of the U.S. Department of State; Dr. Tarek Shawqi, the Egyptian Minister of

Higher Education; and Dr. Mohamed Hamda, the Egyptian Cultural Attaché. They also met with Ms. Rochelle Hendricks, New Jersey Secretary of Higher Education, to inform her of OCC’s plans. The overall visit was extremely successful for both Ain Shams University and OCC.

Dr. Steve Kubow, Acting Associate Vice President of Kean Ocean, updated the trustees on preparations for the start of the semester. They are currently exploring the possibility of a 3+1 generic baccalaureate nursing program, with OCC offering the first three years and Kean, the fourth year. Dr. Kubow reported that it appears Kean Ocean fall semester enrollment will exceed expectations.

Dr. Larson reminded the trustees about Fall Colloquium on Thursday, August 31, 2017, and invited all to attend this important event that begins the semester.

The following meetings were scheduled:

Meetings  
Scheduled

<b>Thursday, September 28, 2017</b>	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

Following Mr. Thulin’s request for public comments, Dr. David Bordelon, Associate Professor of English and Literature, spoke of discrepancies in the maximum class size of e-Learning English and mathematics classes. Although the Board-approved syllabi for Reading and Writing classes shows a class size of 20, e-Learning sections have almost double that number, 35 students, designated as the maximum class size. The faculty find this to be detrimental to student learning and difficult for those teaching the courses because students in these classes require significantly more personal attention to be successful.

Public  
Comments

Dr. Larson indicated the differing class sizes will be reviewed and evaluated. In general, student learning fares better, according to outcomes and assessment, in e-Learning classes than in face-to-face classes, but there may be some differentiation depending on the disciplines/classes being taught.

With no further comments from the Board members or the public, the meeting adjourned at 1:44 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone  
Secretary

Jodi Heitmann  
Executive Assistant to the President