



BOARD OF TRUSTEES

Regular Meeting

Minutes

February 29, 2016

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:35 p.m. on Monday, February 29, 2016, by Mr. Carl V. Thulin, Chair, in the Boardroom of the Administration Building on the College campus.

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 2015 reorganization meeting and distributed as required by law.

Public Meeting
Announcement

Those in attendance were Mr. Carl V. Thulin, Mrs. Linda Novak, Mr. Stephan Leone, Mr. Frank Dupignac, Mr. Emil Kaunitz, Mr. Thomas Monahan, Mr. Joseph Teichman, Mr. Mordechai Grubin, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Sara Winchester, Vice President Norma Betz, and Associate Vice President Lisa DiBiseglie.

Attendance

Upon unanimous roll call vote, the minutes of the February 1, 2016, Board of Trustees closed session and public meetings were approved.

Minutes Approved

Presentations

Dr. Larson invited leaders of the two Study Abroad Seminars which took place during the winter intersession to today's meeting to discuss their successful tours. Mr. Robert Marchie and Mr. Stephen Downey, both College Lecturer II's of History, spoke of the nine-day History in France, "Battlefields of Europe," seminar, during which 16 students visited numerous historical sites in both France and Luxembourg. Two students who participated in the trip, Mr. Daniel DiMaria and Ms. Rachel Feery, were present and spoke of the seminar as a life-changing experience. Both praised Mr. Marchie and Mr. Downey for their extensive knowledge of the areas visited.

Presentations

Mr. Leone stated that this trip is a prime example of the ways in which Ocean County College changes lives and transforms people. Mrs. Novak encouraged sharing these experiences with the campus community; Mr. Marchie responded that presentations on the seminars are offered under the direction of Dr. Lisa DiBiseglie, Associate Vice President of Academic Affairs, and

Ms. Marilyn Kralik, Lecturer II, Humanities and Fine Arts. Dr. Larson noted that a very detailed presentation was provided to the OCC Foundation by Mr. Marchie.

Mr. Gary Shaffer, Assistant Professor of Humanities and Fine Arts, spoke of the Theatre in London seminar, which was offered for the 37th time this year. The trip was well attended, with 25 participants, 5 of whom were students and several others were repeat travelers from local and theatre communities. The group attended ten plays and had private sessions with directors, actors, and technical crew members. Joining Mr. Shaffer were four of the students who travelled to London, Madison Akins, Taryn Kalsch, Kate Krisulevica, and Connor Reilley, who reported that the trip was more than they expected. They expressed their appreciation to the OCC Foundation for its scholarship support, which enabled them to be a part of this learning adventure.

Dr. Norma Betz, Vice President of Student Affairs, introduced Ms. Ilene Cohen, Executive Director of Judicial Affairs and Athletics, and Mr. A.J. Trump, Director of Athletics, who then introduced Ms. Kathryn Lamastra and Mr. Tom Westen, Head Coach and Assistant Coach of the Women's Basketball team, respectively, as well as several members of the team, Karen Carney, Nicole Gardner, Lauren Lamastra, Evelyn Ogden, Aliya Pana, and April Szymczyk. Having won the Region XIX championship, the team will compete in the NJCAA National Championship Tournament on March 10, 2016, at Brookdale Community College. Congratulations were extended to the team and to Ms. Gardner, who was named the Region XIX tournament MVP.

Ms. Cohen also introduced Ms. Adelle Hickman, who was honored as the OCC Woman of the Year at the National Girls and Women in Sports Day celebration held February 7, 2016, at Seton Hall University. Ms. Hickman said she was honored to receive the award, and she thanked the Athletics Department for the nomination.

Finance Committee

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

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| ➤ The statement of income and expenditures as of January 31, 2016, was accepted. | Income/Expenditures Accepted |
| ➤ A resolution was adopted to redirect the FY 2016 capital facilities project funding to the construction of a new Health Sciences Building totaling an estimated \$18,550,000, and to direct appropriate College officials to seek financial support from the State of New Jersey through Chapter 12 funding and the County of Ocean for this project. | Resolution Adopted for FY 2016 Chapter 12 Funding |
| ➤ A resolution was adopted to approve the FY 2017 capital facilities project for the construction of a new Health Sciences Building totaling an estimated \$18,550,000, and to direct appropriate College officials to seek financial support from the State of New Jersey through Chapter 12 funding and the County of Ocean for this project. | Resolution Adopted for FY 2017 Chapter 12 Funding |
| ➤ A resolution was adopted to authorize participation in the Middlesex Regional Educational Services Commission Cooperative for the purpose of utilizing the purchasing power of the Cooperative for various contracts at Ocean County College. | Resolution Adopted for Cooperative Participation |

- The following contracts were awarded: Contracts Awarded
 - A maximum of \$14,133 to Hertz Equipment Rental Corporation, East Brunswick, New Jersey, for the purchase of a new scissor lift for the Jon and Judith Larson Student Center at Ocean County College.
 - A maximum of \$41,302 to Applied Video Technology, Inc., Kimberton, Pennsylvania, for the purchase of audio visual equipment for use at Ocean County College.

- The following contracts were amended: Contracts Amended
 - An additional \$23,355, for a maximum total of \$450,232, to Cambridge Construction, Somerville, New Jersey, for a one and one-half month extension effective January 1, 2016, to February 15, 2016, for on-site construction management consulting services at Ocean County College (contract originally awarded at the March 26, 2012, Board meeting).
 - An additional \$991, for a maximum total of \$34,231, to Butler Office Interiors, Toms River, New Jersey, for the purchase of three additional panels as part of the furnishings for the Administration Building renovations (contract originally awarded at the February 1, 2016, Board meeting).
 - An additional \$18,745, for a maximum total of \$16,753,389.19, to Brockwell and Carrington Contractors, Inc., Towaco, New Jersey, for change orders to furnish and install vacuum breakers, water connections and backflow preventers at food service equipment, and additional excavation for installation of piping in the Jon and Judith Larson Student Center at Ocean County College (contract originally awarded at the November 4, 2013, Board meeting).
 - An additional \$6,666, for a maximum total of \$28,726, to Deterrent Technologies, Inc., Ocean, New Jersey, for additional software licenses for use at Ocean County College (contract originally awarded at the October 5, 2015, Board meeting).
 - An additional \$29,226.38, for a maximum total of \$1,704,948.40, to DTZ, Bloomfield, New Jersey, for the purchase of new maintenance equipment and custodial services for the Jon and Judith Larson Student Center as part of the third year of a three-year agreement for custodial services at Ocean County College (contract originally awarded at the June 22, 2015, Board meeting).

- The Board re-adopted a resolution to authorize the application for a \$50,000 grant from the State of New Jersey, Department of Environmental Protection, to fund a project entitled, "Projects Enhancing Citizen Science in the Barnegat Bay," through the Barnegat Bay Partnership Program. Re-adoption of the resolution was needed to satisfy State requirements. Project Period: 2015-16. Project Manager: Dr. Stan Hales, Director of the Barnegat Bay Partnership. Grant Application Authorized

- The Board adopted a resolution to accept a “de minimis cash-out settlement” to satisfy the hazardous substance and waste allegation by the United States Environmental Protection Agency and Louisiana Department of Environmental Quality and to authorize the appropriate College official to execute the settlement and pay \$4,500 to the Marine Shale Processors Site Trust.

Acceptance of “de minimis Cash-Out Settlement”

Prior to taking action on the revision to Policy #5300, Tuition and Fees, Mr. Thulin called a public hearing in accordance with New Jersey Public Law 94, Chapter 48, for those members of the college community who wished to testify.

Public Hearing

Ms. Winchester said that a recommendation is being made to revise Policy #5300, Tuition and Fees, to moderately increase tuition from \$109 to \$112 per credit, which equates to less than 3%. She indicated that there is no recommendation to increase student fees. She also noted that this very slight increase in tuition is possible only because the College continues to receive generous support from the County of Ocean and because the College continually reviews its expenditures to keep them as low as possible.

With no comments forthcoming, Mr. Thulin closed the public hearing, and the Board unanimously approved the revision to Policy #5300, Tuition and Fees.

Policy #5300,
Tuition and Fees,
Revised

With the approval of the tuition increase, the Ocean County College FY 2017 Budget was approved.

OCC FY 2017
Budget Approved

Bylaw, Policy, and Curriculum Committee

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 February 17, 2016:

College Senate
Items Approved

- Revised Courses

- HEBR 251, Intermediate Modern Hebrew I
 - HEBR 252, Intermediate Modern Hebrew II
 - ITAL 200, Intermediate Italian I
 - ITAL 202, Intermediate Italian II
 - JAPN 101, Elementary Japanese I
 - JAPN 102, Elementary Japanese II
 - JAPN 201, Intermediate Japanese I
 - JAPN 202, Intermediate Japanese II
 - PORT 101, Elementary Portuguese I
 - PORT 102, Elementary Portuguese II
- The temporary suspension of Policy #3074, Alcohol- and Drug-Free Workplace, and Policy #5246.1, Campus Life, Drugs, during the evening hours of the following events:

Policies #3074 and
#5246.1 Suspended

- An Ocean County College Foundation 100 Women Campaign Networking Reception in the Gallery of the Jay and Linda Grunin Center for the Arts on Thursday, March 3, 2016.
- A complimentary food and beer tasting supplied by the Government of Quebec for the De Temps Antan concert in the Gallery of the Jay and Linda Grunin Center for the Arts on Friday, March 4, 2016.
- A reception for the adjudicators of the New Jersey Teen Arts Festival in the Gallery of the Jay and Linda Grunin Center for the Arts on Tuesday, May 31, 2016. The State-wide festival begins on Wednesday, June 1, 2016.

Buildings and Grounds Committee

Mrs. Novak reported that the trustees had an excellent retreat on Friday, February 26, 2016, at which the 2016 Ocean County College Facilities Plan was reviewed.

As a result of the discussion at the retreat, Mr. Leone spoke of the need to evaluate the actual utilization of all facilities on campus. Additionally, when talking about a new Health Sciences Building, the trustees noted the need to revisit the issue of ADA compliance between the lower and upper campus.

Mrs. Novak introduced Mr. Matthew Kennedy, Assistant Vice President of Facilities, who reported:

- The Certificate of Occupancy was received for the Jon and Judith Larson Student Center.
- The Mill Creek Sailing Center dock is complete and fundraising is underway for construction of the building.
- The installation of the parking lot LED lighting has been completed.
- Boilers are now functional, which have the capacity to link all buildings on campus for cooling.
- Minor renovations to the ground floor of the Administration Building have been completed utilizing in-house staff; additional renovations will be made to the first floor for the One-Stop Center after the Academic Affairs Office moves to the second floor.

The trustees then, upon unanimous roll call vote:

- Adopted a resolution to approve the 2016 Ocean County College Facilities Master Plan. Facilities Master Plan Approved
- Accepted the Buildings and Grounds Committee Report for February 29, 2016. Building/Grounds Report Accepted

Personnel Committee

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

Personnel Report
Approved

President's Report

Dr. Norma Betz, Vice President of Student Affairs, introduced Ms. Lisa Kasper, Director of Admissions, who provided a report on recruitment initiatives during the past year with high school juniors and seniors and shared the Viking-branded theme targeted to schools and students. She explained that Recruiter CRM has the ability to send reminders to prospective students to complete unfinished admissions applications as well as for automated follow-up and sustained communication with students after they apply. Ms. Kasper stated that currently 25% of Ocean County high school graduates attend Ocean County College, out of the 75% who go on to attend college.

President's
Report

Mr. Leone expressed the Board's appreciation for the comprehensive report and the work that is being done in an effort to recruit new students.

Dr. Lisa DiBisceglie, Associate Vice President of Academic Affairs, introduced Mr. Jeff Harmon, Associate Vice President of e-Learning and Enterprise Initiatives, and Dr. Maysa Hayward, Dean of Instructional Outreach, who provided an update on the IMI (International Company for Human Resources and Management Development) Partnership. Approximately 350 people will be trained each week to be employed by call centers in Egypt. OCC provides five ESL course modules to these students, with each module taking one month to complete. After successfully completing the modules, students will receive a certificate of completion.

Dr. Hayward shared that, during their recent visit to IMI, she and Mr. Harmon trained 13 IMI facilitators by utilizing a flipped-classroom pedagogical model and developed the infrastructure in order to begin the language training this fall. IMI financed the set-up of high tech computer labs that will be used for training.

Mr. Harmon also explained that, after meeting with Amid East, the second Study Abroad in Morocco session will take place this summer; also being investigated is a similar opportunity for a future trip to Jordan.

Ms. Winchester introduced Ms. Tracey Donaldson, Assistant Vice President of Human Resources, Ms. Carol Appleby, Recruiting Operations Administrator, and Ms. Cindy Fallon, Staff and Recruitment Technician, who presented an overview of the College's applicant portal, PeopleAdmin. Ms. Appleby acknowledged Ms. Jan Kirsten, Executive Director of College Relations, and Ms. Maureen Conlon, Assistant Director of Web Services, for their efforts with the launch of the portal, which includes a welcome letter from Ms. Donaldson, information about OCC, career success stories of current employees, and benefits available based on the type of position. Ms. Appleby also shared that employees are able to view their most up-to-date position descriptions. Ms. Fallon discussed the applicant tracking system and shared that the talent pool has increased with the additional postings on Higher Ed and Vet Jobs. Dr. Larson thanked everyone for their efforts with this new system.

Dr. Larson introduced Dr. Stanton Hales, Director of the Barnegat Bay Partnership, who spoke about the Partnership's 2015 Program Evaluation by the United States Environmental Protection Agency. The program is evaluated every five years. The agency was particularly impressed by the support the BBP receives from the College and the County. Dr. Hales thanked Mr. Scott Bruinooge, Manager of Graphic Design, for his work on the report and also thanked the Board for its support. Dr. Hales also shared the statewide website that BBP developed, Jersey Friendly Yards, which offers landscaping advice to help protect the Barnegat Bay.

Dr. Larson introduced Ms. Erica Carboy, Lecturer II of English, who discussed Ocean County College's Global Education Committee's upcoming Irish Heritage Festival, which commemorates the 100th anniversary of the Easter Rebellion and celebrates Irish culture. There are over 30 programs that will take place beginning March 10 and running through April 26. This program has been coordinated by Ms. Carboy and Dr. Marilyn Kralik, Lecturer II of Humanities and Fine Arts. The College community is being invited to attend as many of the events as possible.

Dr. Larson shared the advertisement from the AstroTurf Company highlighting OCC's Athletic Field.

On Thursday, March 10, OCC will be hosting the New Jersey Council of County Colleges' Trustee Seminar. Dr. Larson hopes that many of our trustees will be able to attend this valuable seminar.

Dr. Larson introduced Ms. Tracy Walsh, Dean of the School of Nursing and Health Sciences, who spoke of the Accreditation Commission for Education in Nursing (ACEN) visit, which recommends unqualified reaccreditation of OCC's Nursing Program. Ms. Walsh thanked all members of the campus community who participated in this effort and thanked the Nursing team for their assistance and the Board for its strong support. Dr. Larson commended Ms. Walsh and her staff for their outstanding leadership.

Mr. Steve Kubow, Acting Associate Vice President of Kean Ocean, reported that a letter was sent to the State Board of Nursing in support of the generic BSN degree program. Mr. Kubow hopes to be able to move forward with the program in the near future; if approved, it will be the first generic program in New Jersey.

At this point in the meeting, a quorum was no longer available to adopt a resolution for a closed meeting on Monday, March 28, 2016. The resolution will be adopted at the beginning of the March meeting.

Miscellaneous

The following meetings were scheduled:

Meetings
Scheduled

Monday, March 28, 2016	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.	Regular Monthly Public Meeting
	12:30 p.m.	Resumption of Public Meeting

With no further comments from the Board members or the public, the meeting adjourned at 2:15 p.m. Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Secretary to the Board of Trustees