



BOARD OF TRUSTEES

Regular Meeting

Minutes

August 25, 2016

<p>The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:31 p.m. on Thursday, August 25, 2016, 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.</p>	Call to Order
<p>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 June 2016 Board meeting and distributed as required by law.</p>	Public Meeting Announcement
<p>Those in attendance were Mr. Carl V. Thulin, Mrs. Linda Novak, Mr. Stephan Leone, Mr. Jerry Dasti, Mr. Frank Dupignac, 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.</p>	Attendance
<p>The minutes of the July 28, 2016, and August 12, 2016, closed session and public meetings were approved.</p>	Board of Trustees Minutes Approved
<p><u>Presentations/Commendations</u></p>	
<p>Dr. Larson commended Ms. Laura Rickards, Director of EOF, Center for Access and Equality, for completing the requirements for a Master of Fine Arts Degree in Creative Writing from Fairleigh Dickinson University. Ms. Rickards read an excerpt from a piece that was written as a part of her graduate program and thanked Dr. Larson and the Board for their support.</p>	Commendations
<p><u>Finance Committee</u></p>	
<p>Mr. Dasti explained that the College is on good financial footing notwithstanding enrollment deficits during recent years, with applause to Ms. Winchester, who in turn, thanked the County of Ocean for their constant support. Upon unanimous roll call vote, the Finance Committee items were approved.</p>	
<p>➤ The statement of income and expenditures as of July 31, 2016, was accepted.</p>	Income/Expenditures Accepted

- The following contracts were awarded: Contracts
Awarded
 - A maximum of \$1,177,394.75 to Pritchard Industries, Inc., Florham Park, New Jersey, for the first year of a three-year contract, effective October 1, 2016, through September 30, 2017, for custodial services at Ocean County College.
 - A maximum of \$65,000 to Peterson Service Company, Inc., Medford, New Jersey, for chiller maintenance services from September 1, 2016, through June 30, 2017, with the option of one additional year, at Ocean County College.
 - A maximum of \$125,000 to Core Mechanical, Inc., Pennsauken, New Jersey, for HVAC maintenance services from September 1, 2016, through June 30, 2017, with the option of one additional year, at Ocean County College, the Southern Education Center, and the Barnegat Bay Partnership Property.
 - A maximum of \$45,000 to Timothy Peters Plumbing Company, Inc., Toms River, New Jersey, for plumbing services from September 1, 2016, through June 30, 2017, with the option of one additional year, at Ocean County College, the Southern Education Center, and the Barnegat Bay Partnership Property.
 - A maximum of \$45,600 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 \$15,000 to WITS Fitness and Training, Inc., Tinton Falls, New Jersey, for the purchase of a personal fitness training course through the Continuing and Professional Education Department at Ocean County College.
 - A maximum of \$80,000 to Conner Strong and Buckelew Companies, Inc., Marlton, New Jersey, for the optional third year of a three-year agreement for professional consulting for broker and risk management services at Ocean County College.

- Resolutions were adopted to award the following contracts: Resolutions
Adopted for
Contract Awards
 - A maximum of \$28,000 to Madison Plumbing, Heating, and Industrial Supply, LLC, Madison, New Jersey, for the purchase of miscellaneous plumbing supplies for use at Ocean County College.
 - A maximum of \$43,000 to Pemberton Supply Company, LLC, Lumberton, New Jersey, for the purchase of miscellaneous electrical supplies for use at Ocean County College.
 - A maximum of \$19,000 to People Admin, Inc., Austin, Texas, for the purchase of an automated applicant tracking management system for use by the Human Resources Department at Ocean County College.
 - A maximum of \$33,768 to SHI International Corporation, Somerset, New Jersey, for a one-year agreement for the Adobe Enterprise software license for use at Ocean County College.

- For the authorization of the purchase of natural gas supply services as the lead agent for the New Jersey County College Joint Energy Purchasing Consortium.
- The following contracts were amended:
 - An additional \$15,850, for a maximum total of \$84,750, to Panoramic Window and Door Systems, Stockton, New Jersey, for material changes in color and the addition of integral blinds, and for a construction allowance in the event of unforeseen field conditions or weather conditions, for the window replacement renovations in the Nursing Building at Ocean County College (contract originally awarded at the June 28, 2016, Board meeting).
 - An additional \$13,500, for a maximum total of \$1,016,786, to Kimmel Bogrette Architecture + Site, Conshohocken, Pennsylvania, for a change order for the temporary chiller design, freeze pumps, and pipe rerouting, for the renovation of the Instructional Building at Ocean County College (contract originally awarded at the September 23, 2013, Board meeting).
- The following contract was extended:
 - An additional \$10,000 to Dimension Data North America, Inc., Charlotte, North Carolina, for a one-month extension of the one-year contract for campus-wide Cisco data/voice/video network and related hardware and software equipment renewal for use at Ocean County College (contract originally awarded at the August 24, 2015, Board meeting).
- The following grant award was accepted:
 - \$20,000 from the New Jersey Council of County Colleges through a grant from the Prudential Foundation for a College Credit Now Program to focus on 11th and 12th grade students who are college ready and eligible for dual enrollment courses, with priority given to students living below the poverty line. Project period: September 1, 2016, through December 31, 2016. Project Director: Dr. Henry Jackson, Executive Director of Academic Success.

Bylaw, Policy, and Curriculum Committee

The Board, upon unanimous roll call vote, approved the following recommendations from the Bylaw, Policy, and Curriculum Committee:

- The Board approved the revised 2016-2017 Ocean County College academic calendar.

- Revision to Policy #1311, Bylaws for the Operation of the Board of Trustees, Operation, Meetings, Regular, Annual, Retreats, and Special Policy Revision Approved
- The following items, as accepted by the College Senate at its meetings on July 6, 2016, and July 20, 2016, were approved: College Senate Items Approved
 - New Course: MATH 023, Algebra Basics
 - Program Termination: Certificate of Completion in Dietary Manager

Buildings and Grounds Committee

Mrs. Novak introduced Mr. Matthew Kennedy, Assistant Vice President of Facilities, who reported that the Facilities Department accomplished much of the summer classroom refurbishment. He also shared that approvals are moving ahead for the Instructional Building renovations and that the Health Sciences Building budget and completion date are on schedule. Mr. Kennedy and Mr. Hatem Akl, Chief Information Officer, discussed the recent malfunction of the emergency generator and the desire for JCP&L to treat the College as a priority location in order to be notified of any service interruptions in advance.

- The Buildings and Grounds Committee Report for July 28, 2016, was unanimously approved. Building/Grounds Report Accepted

Personnel Committee

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

Dr. Larson introduced Ms. Heidi Sheridan, who has been appointed as Interim Dean of Arts and Humanities.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Thursday, September 22, 2016, 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 22, 2016

The following meetings were scheduled:

Meetings
Scheduled

Thursday, September 22, 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.	Closed Session
	12:30 p.m.	Regular Monthly Public Meeting

President's Report

Dr. Larson introduced Ms. Jan Kirsten, Executive Director of College Relations, who discussed the 2016-2017 Student Handbook, "Time Well Spent," the Summer/Fall 2016 Edition of "Ocean Views," and the Fall 2016 Continuing and Professional Education Brochure. Ms. Kirsten thanked Mr. Scott Bruinooge, Manager of Graphic Design, Ms. RoseAnn D'Urso, Manager, Promotional Planning, and Ms. Juliet Kaszas-Hoch, e-Learning Adjunct Assistant Professor of English, for their outstanding work on these publications.

President's
Report

Dr. Larson introduced Ms. Jennifer Fazio, Director of Student Life, who explained that the Student Handbook project is a huge undertaking by Ms. Alison Noone, Assistant Director of Student Life, who works for months in order to ensure that all information included is as up-to-date as possible prior to going to print. The handbook highlights every student service area, contains key information as well as a student planner, and the cover includes student artwork. It is utilized across campus by students, staff, and faculty, and will be distributed during welcome week activities. Ms. Fazio thanked Mr. Bruinooge and Ms. Noone for their assistance with this project.

Dr. Larson introduced Ms. Pat Fenn, Assistant Vice President of Continuing and Professional Education, Workforce Development, who thanked Ms. Kirsten and the College Relations staff for the work on the Fall 2016 Continuing and Professional Education Brochure. Ms. Fenn explained that, in working with Datatel, the printer was able to pinpoint the mail routes best served for this catalog. She also stated that enrollment for the new Veterinary Assistant Program is near capacity and the department is working with the State initiative on healthcare.

Dr. Lisa DiBisceglie, Associate Vice President of Academic Affairs, introduced Dr. Henry Jackson, Executive Director of Academic Success, who updated the Board on the success of the College Readiness Now and College Credit Now programs between Ocean County College and students from several Ocean County high schools.

Dr. Larson introduced Mr. Hatem Akl, Chief information Officer, Mr. Jeffrey Harmon, Assistant Vice President of e-Learning and Enterprise Initiatives, and Dr. Maysa Hayward, Dean of Instructional Outreach, to discuss the promising opportunities that resulted during

their recent trip to Egypt and Morocco, which included a visit with the staff and students who participated in this summer's study abroad trip to Morocco. Dr. Hayward introduced Ms. Beth McNeil, a student who participated in the first Morocco study abroad trip. Ms. McNeil explained that, as a result of her success in the program and continuation of Arabic language study, she has been invited to teach English by Amideast in Morocco for nine months, beginning this September. Dr. Larson commended Mr. Akl, Mr. Harmon, and Dr. Hayward for their efforts in making the trip so successful.

Dr. Larson introduced Ms. Tracy Walsh, Dean of the School of Nursing and Health Sciences, who shared that the College was awarded accreditation by the Accreditation Commission for Education in Nursing until 2024.

Dr. Larson introduced Dr. Steve Kubow, Acting Associate Vice President of Kean Ocean, who reported that the celebration of the tenth anniversary of the Kean Ocean Partnership will be held on September 22nd. He called attention to the banner that was installed at the circle on West College Drive in honor of this milestone. Kean University looks forward to continuing this valuable partnership. Dr. Kubow shared that Kean Ocean enrollment for the fall semester is up 3.75% from last year and he anticipates the addition of several new majors to programs available on the Toms River campus. The new Kean University Director of Nursing has been meeting with Ms. Tracy Walsh to review the curriculum of the proposed joint BSN program and hopes to move forward with Board of Nursing approval. In response to Mr. Leone's inquiry regarding marketing of Kean Ocean, Dr. Kubow explained that, once their new Public Relations team is up-to-speed, new promotional materials will be developed.

Dr. Larson introduced Mr. Justin Holder, Manager of the new OCC Barnes and Noble bookstore. Mr. Holder is an eleven-year veteran with Barnes and Noble and looks forward to working with the College community.

Dr. Larson reported that the Fall Colloquium will be held on September 1st at 9:00 a.m. for administration, staff, and faculty. There will also be an evening session for adjunct faculty at 6:00 p.m.

Mr. Dasti explained that he feels the Board should express thanks to those who have made an impact on the College while they are still serving. He requested a motion to express thanks to Mrs. Novak for her years of service by naming the new Health Sciences Building after the Novak family. Mr. Leone moved Mr. Dasti's motion be tabled so that the discussion can be continued at a later time. Mr. Leone's motion was approved with an abstention from Mr. Dasti.

Mr. Leone recognized the passing of Ms. Roseann L. Citta, long time contributor to the College and the Foundation.

With no further comments from the Board members or the public, the meeting adjourned at 2:02 p.m. Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President