



BOARD OF TRUSTEES

Regular Meeting

Minutes

September 22, 2016

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order at 12:31 p.m. on Thursday, September 22, 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.

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 June 2016 Board 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. Thomas Monahan, Mrs. Joanne Pehlivanian, Ms. Danielle Robleski, Mr. Jack Sahradiak, Dr. Jon Larson, Executive Vice President Sara Winchester, Vice President Norma Betz, and Associate Vice President Lisa DiBisceglie.

Attendance

The minutes of the August 25, 2016, and September 9, 2016, closed session and public meetings were approved.

Board of Trustees
Minutes Approved

Presentations/Commendations

Dr. Larson commended Ms. Ann Lohrey, Supervisor of e-Learning, Financial Aid, for completing the requirements for a Master of Science Degree in Higher Education from Walden University. Ms. Lohrey thanked Dr. Larson and the Board for their support.

Commendations

The trustees adopted, upon unanimous roll call vote, a resolution to express their profound sorrow upon the death on August 20, 2016, of Ms. Rosanne L. Citta, who served with distinction and commitment as a member of the Ocean County College Foundation from 1991 until her death. The resolution follows:

Resolution
Adopted for
Ms. Rosann L. Citta

WHEREAS, the members of the Board of Trustees of Ocean County College wish to express their profound sorrow at the death on August 20, 2016, of Ms. Rosanne L. Citta, who served with distinction and commitment as a member of the Ocean County College Foundation from 1991 until her death; and

WHEREAS, the contributions of time, energy, and resources of Ms. Rosanne L. Citta to the College and higher education exemplified the true meaning of unselfish public service, earning her recognition as a champion of education; and

WHEREAS, the generosity and commitment exhibited by Ms. Rosanne L. Citta continued the outstanding service and philanthropy of her father, Mr. Joseph A. Citta, who was a member of the Ocean County College Foundation from 1970 to 2005 and who was appointed as a member of the Ocean County College Board of Trustees, serving from 1973 to 2005;

NOW, THEREFORE, BE IT RESOLVED that the students, staff, faculty, administration, and trustees of Ocean County College express their deep sorrow and great sense of loss upon the death of Ms. Rosanne L. Citta, while at the same time, affirm their sincere gratitude for her accomplishments while serving the Ocean County College Foundation and the citizens of Ocean County; and

BE IT FURTHER RESOLVED that a copy of this resolution be spread upon the minutes of this meeting and be tendered to the family of Ms. Rosanne L. Citta as an expression of the Board’s sincere sympathy in the family’s bereavement.

The Board adopted, upon unanimous roll call vote, a resolution to recognize the outstanding dedication and commitment of Dr. Wilda Smithers on the occasion of her resignation from the Board of Trustees.

Resolution Adopted - Service of Dr. Wilda Smithers

Finance Committee

Ms. Winchester presented the Finance report in the absence of Mr. Dasti, Chair. Upon unanimous roll call vote, the Finance Committee items were approved as amended.

- The statement of income and expenditures as of August 31, 2016, was accepted.
- The following contracts were awarded:
 - A maximum of \$44,290 to STPCx, Horsham, Pennsylvania, for professional mechanical, electrical, plumbing, and envelope commissioning services for the new Health Sciences Building at Ocean County College.
 - A maximum of \$160,000 to Aspire Technology Partners, LLC, Hazlet, New Jersey, for the purchase of Cisco data/voice/video network and related hardware and software equipment for use at Ocean County College.

Income/Expenditures Accepted

Contracts Awarded

- A maximum of \$30,000 to various vendors as follows for the purchase and delivery of athletic uniforms and apparel for use by the Athletic Department at Ocean County College:

- All American Sports Corporation, Elyria, Ohio
- American Process Lettering, Inc., Primos, Pennsylvania
- BSN Sports, Inc., Farmers Branch, Texas
- It’s Greek to Me, Inc., Manhattan, Kansas
- Leisure Unlimited, Iselin, New Jersey
- Shields Corporation, West Lawn, Pennsylvania
- Sports Paradise, Willingboro, New Jersey

- Resolutions were adopted to award the following contracts:

Resolutions
Adopted for
Contract Awards

- A maximum of \$45,074 to Lexmark Enterprise Software, LLC, Shawnee, Kansas, for license renewal for document imaging program software maintenance for use at Ocean County College.

- A maximum of \$22,278.69 to Ellucian Company, L.P., Fairfax, Virginia, for the e-commerce annual volume fee for all online transactions at Ocean County College.

- A maximum of \$30,000 to Koda Communications Group, LLC, Bayville, New Jersey, for the purchase of sailboats and associated equipment and supplies in support of an ADA-compliant sailing program at Ocean County College.

- A maximum of \$30,873.75 to Bil-Jim, Toms River, New Jersey, for the emergency repair of the underground chilled water pipe at Ocean County College.

- A maximum of \$29,889.57 to the Partnership Delaware Estuary (PDE) – New Jersey Department of Environmental Protection (NJDEP) – NFWF Grant for the funding of a project entitled, “Barnegat Bay Site Specific Intensive Monitoring – Summer/Fall 2016: Scientific Assessment and Enhancement of Coastal Wetland Resilience in New Jersey’s Atlantic and Bayshore Estuaries” through the Barnegat Bay Partnership at Ocean County College.

- The following resolutions were adopted:

Resolutions
Adopted

- To authorize and direct the President to execute a maximum of \$700,000 to Niram, Inc., Boonton, New Jersey, as a final settlement agreement upon review and approval of Ocean County College counsel for the construction of the Gateway Building at Ocean County College.

- For the renewal of Ocean County College’s membership in the School Alliance Insurance Fund for the period of July 1, 2016, to July 1, 2019, to appoint the Executive Vice President of Finance and Administration as OCC’s Fund Commissioner, and to authorize the Executive Vice President to execute the renewal of the Indemnity and Trust Agreement.

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 following academic calendars: Academic Calendars
Approved
 - a. Revised 2016-2017 Academic Calendar
 - b. 2017 Accelerated Academic Calendar

- The following items, as accepted by the College Senate at its meetings on August 24, 2016, and September 14, 2016, were approved: College Senate
Items Approved
 - Revised Policy
 - Policy #5132, Student Registration, General Requirements
 - Course Revisions
 - BIOL 130, Human Anatomy and Physiology I
 - BIOL 131, Human Anatomy and Physiology II
 - BIOL 162, General Biology II
 - BIOL 232, Microbiology
 - BIOL 264, General Microbiology
 - HIST 171, Western Civilization to 1650
 - HIST 172, Western Civilization from 1650
 - MATH 165, College Algebra

Buildings and Grounds Committee

Mrs. Novak introduced Mr. Matthew Kennedy, Assistant Vice President of Facilities, who reported that the Toms River Planning Board approved the building of the Performing Arts Academy on campus with very positive comments received from the Planning Board members. Mr. Kennedy explained that Purchasing will next request bids to be submitted and estimates the project could be completed for August 2019. Mr. Kennedy also informed the Board that the new Health Sciences Building is on time and within budget.

- The Buildings and Grounds Committee Report for September 22, 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

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Thursday, November 3, 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 -
November 3, 2016

The following meetings were scheduled:

Meetings
Scheduled

Thursday, November 3, 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.	Annual Reorganization Meeting	
	Immediately Following	Regular Public Monthly Meeting	

President's Report

Dr. Larson introduced Mr. Jeffrey Harmon, Associate Vice President of e-Learning, and Ms. Jennifer Evans, College Lecturer II, Marketing, who discussed OCC's first Massive Open Online Course (MOOC), a free-of-charge, non-credit based course used as a recruitment tool and to create awareness of OCC's e-Learning programs. Upon completion of the online course, participants receive a certificate of completion. Ms. Evans explained there were 41 enrollments in OCC's first offering, "Increase Your Tips: Success in the Service Industry," which began September 12, 2016.

President's
Report

Dr. Larson also introduced Mr. Harmon and Dr. Maysa Hayward, Dean of Instructional Outreach, who updated the Board on the three-way dual degree program between OCC, Ain Shams University, and Kean University. Mr. Harmon explained that the program will launch October 31, 2016, with 37 students currently enrolled. Students will earn degrees from Ain Shams University and Kean University, beginning with OCC online courses. Mr. Harmon thanked Mr. Hatem Akl, Chief Information Officer, Mr. Jack Kelnhofer, Dean of e-Learning, Ms. Karen Papakonstantinou, Executive Director of Strategic Projects, Ms. Elise Barocas, Controller, and the Payroll and Accounting Departments for their assistance with the launch.

Dr. Larson introduced Mr. Jason Ghibesi, and Ms. Jennifer Barnes, both Lecturer IIs in Political Science, who discussed the events taking place September 19 to 23, 2016, in honor of Constitution Day. Mr. Ghibesi explained that the programs provide an opportunity for students to become familiar with the Constitution, how it affects their lives as citizens, and gives them a better understanding of their Constitutional rights. Ms. Barnes hopes that, by participating in these events, students will become more involved in their community. The events have reached standing room only capacity. Ms. Barnes also discussed other events taking place through the Governmental Affairs Institute, including the 1st Annual Mayors' Panel on October 27, 2016.

Mr. Ghibesi and Ms. Barnes are securing speakers for additional events to take place during the spring semester. They thanked the Board for its support and acknowledged the assistance of Dr. Lisa DiBisceglie, Associate Vice President of Academic Affairs; Dr. Rosann Bar, Dean of the School of Business and Social Science; and Ms. Jan Kirsten, Executive Director of College Relations. Ms. Danielle Robleski, Student/Alumni Trustee, commented on the session she attended by Dr. Henry Jackson, which she explained was very informative and well attended.

Dr. Betz shared with the Board the marketing brochure created for Ocean County guidance counselors, which shares a broad spectrum of information regarding the College. The publication will bring guidance counselors and students to campus. Dr. Betz thanked Mr. Scott Bruinooge, Manager of Graphic Design, for his work on the informative piece.

Dr. Larson introduced Dr. Steve Kubow, Acting Associate Vice President of Kean Ocean, who mentioned that the celebration in honor of the tenth anniversary of the Kean Ocean Partnership will be held following today's meeting. Dr. Dawood Farahi, President of Kean University, and Ms. Ada Morell, Board Chair, will be attending. Dr. Kubow explained Kean Ocean plans to increase graduate courses offered on campus in Special Education, Applied Behavioral Analysis, Writing, and Occupational Therapy. He also explained that Dr. Farahi has interest in residential facilities at OCC and would like to start the discussion on that topic.

Dr. Larson introduced Ms. Kirsten, who discussed the Barnegat Bay Sailing Hall of Fame on October 1, 2016. Thanks to the hard work of Mr. Kennedy and the Facilities team, the gym is transformed into elegant space for this wonderful event. Ms. Kirsten thanked Mr. Bruinooge for creation of the ad journal and explained that all money raised for this event benefits the Ocean County College Sailing Program.

Dr. Larson informed all present of the second Town Hall Meeting scheduled for Thursday, October 27, at 3:30 p.m. Mr. Leone encourages student attendance at this event.

Mr. Leone referenced literature seen from other institutions which highlights teaching staff. He suggests OCC consider similar publications promoting the quality of the full-time faculty, Lecturers, and Adjuncts at OCC.

Ms. Heather Barberi, Executive Director of the Ocean County College Foundation, thanked the Trustees for their support of the Foundation Golf Outing which took place on September 20, 2016. The event was a great success and helped to raise money for scholarships to support our students.

Public Comments

Dr. Larson commended Ms. Barberi, who will be honored this evening by the Girl Scouts of the Jersey Shore as one of the Phenomenal Women under 40 campaign.

With no further comments from the Board members or the public, the meeting adjourned at 1:37 p.m. Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Jodi Heitmann
Executive Assistant to the President