



BOARD OF TRUSTEES

AGENDA

July 27, 2009

12:30 p.m.

- I. **CALL TO ORDER**

- II. **ANNOUNCEMENT OF PUBLIC MEETING**

- III. **ROLL CALL**

- IV. **APPROVAL OF MINUTES OF THE JUNE 22, 2009, BOARD OF TRUSTEES PUBLIC MEETING AND CLOSED SESSION** **Bd. Action**

- V. **COMMITTEES**
 - A. **Finance Committee (Mr. Dasti, Chairperson)**
(Ms. Winchester, Vice President of Finance)
 1. **Recommend approval of business/finance actions as presented (Exhibit A)** **Bd. Action**

B. **Bylaw, Policy, and Curriculum Committee (Mrs. Lewis, Chairperson)**
(Mr. Strada, Acting Vice President of Academic Affairs)

1. Recommend approval of bylaw, policy, and curriculum actions as presented (Exhibit B) **Bd. Action**

C. **Buildings and Grounds Committee (Mrs. Novak, Chairperson)**
(Dr. Parrish, Vice President of Planning and Administration)

1. Recommend approval of buildings and grounds items as presented (Exhibit C) **Bd. Action**

D. **Personnel Committee (Mr. Leone, Chairperson)**
(Ms. Winchester, Vice President of Finance)

1. Recommend approval of personnel actions as presented **Bd. Action**

VI. **PRESIDENT'S REPORT**

VII. **MISCELLANEOUS**

A. **Council of County Colleges Report**

- b. **Recommend adoption of a resolution providing for a closed meeting to be held on Monday, August 24, 2009, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation, the results of which will be released to the public when the need for confidentiality no longer exists** **Bd. Action**

D. Next meetings of the Board of Trustees on**MONDAY, AUGUST 24, 2009**

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| 1. Finance Committee | Time: | 9:30 a.m. |
| | Place: | Business Conference Room |
| 2. Bylaw, Policy, and Curriculum Committee
(as needed) | Time: | 10:00 a.m. |
| | Place: | Academic Affairs Office |
| 3. Buildings and Grounds Committee | Time: | 10:15 a.m. |
| | Place: | Business Conference Room |
| 4. Personnel Committee | Time: | 10:30 a.m. |
| | Place: | President's Office |
| 5. Entire Board | Time: | 11:00 a.m. |
| | Place: | Boardroom |
| | Purpose: | Caucus Meeting—Personnel, Pending Litigation, and Collective Bargaining |
| 6. Entire Board | Time: | 12:30 p.m. |
| | Place: | Boardroom |
| | Purpose: | Regular Public Monthly Meeting |

VIII. Adjournment

This agenda includes all items that are known at this time.



BOARD OF TRUSTEES

Regular Meeting Minutes

June 22, 2009

<p>The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, June 22, 2009, by Mr. Carl V. Thulin, Chair, at 12:35 p.m. in the Boardroom of the Administration Building on the college campus.</p>	Call to Order
<p>The announcement of public meeting was made by Mrs. Bello in compliance with the Open Public Meetings Act of 1975.</p>	Public Meeting Announcement
<p>Those in attendance were: Mr. Carl V. Thulin, Mrs. Linda Novak, Mr. Jerry Dasti, Mrs. Eva Smithers, Dr. Bruce Greenfield, Mr. Stephan Leone, Mrs. Dolores Lewis, Mr. Thomas Monahan, Mr. Warren Wolf, Mr. Harvey York, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President James McGinty, and Vice Presidents Don Doran, Tara Kelly, Richard Parrish, Richard Strada, and Sara Winchester.</p>	Attendance
<p>The minutes of the May 26 and June 1, 2009, Board of Trustees closed sessions and public meetings were approved upon separate roll call votes, with the following abstentions:</p> <ul style="list-style-type: none">◆ Mr. Monahan abstained from voting on the May 26, 2009, Board meeting minutes◆ Mr. Thulin, Mrs. Smithers, Mr. Dasti, and Mrs. Lewis abstained from voting on the June 5, 2009, Board retreat/meeting minutes	Minutes Approved
<p><u>Finance Committee</u></p> <p>The recommendation of the Finance Committee to award a contract for media placement services was withdrawn from the agenda; no action was taken on this item.</p> <p>The Board approved, upon unanimous roll call vote, except where noted, the following recommendations from the Finance Committee, including the amendments:</p> <ul style="list-style-type: none">◆ The statement of income and expenditures as of May 31, 2009, was accepted.	Recommendation for Contract Award Withdrawn Income/ Expenditures Approved

◆ The following contracts were awarded:

Contracts
Awarded

- ◆ A maximum of \$1,911,000 to Santorini Construction, Inc., Neptune, New Jersey, for the renovation of the Robert J. Novins Planetarium.
- ◆ A maximum of \$145,000 to United States Elevator, Inc., Fairfield, New Jersey, for refurbishment of the Administration Building elevator.
- ◆ A maximum of \$577,000 to Hall Building Corporation, Farmingdale, New Jersey, for the expansion of the Facilities Management building.
- ◆ A maximum of \$40,000 to Holley Development Group, Wall, New Jersey, for the first year of a two-year agreement for sweeping services on campus.
- ◆ A maximum of \$30,000 to United States Elevator, Fairfield, New Jersey, for the first year of a two-year agreement for elevator inspection, maintenance, and repair services.
- ◆ A maximum of \$250,000 to PIP Printing, Brick, New Jersey, for campus-wide copy services.
- ◆ A maximum of \$36,346.04 to Ribbons Express, Cherry Hill, New Jersey, for the second year of a two-year agreement for the purchase of toner cartridges for college-wide use.
- ◆ A maximum of \$25,000 to Mr. Keys, Inc., Brick, New Jersey, for the first year of a two-year agreement for locksmith services.
- ◆ A maximum of \$120,000 to Distinguished Food Services, Inc., Toms River, New Jersey, for the second year of a three-year agreement for food service management.
- ◆ A maximum of \$24,577.64 to AFL Web Printing, Voorhees, New Jersey, for the printing of the Fall 2009 Continuing and Professional Education brochures.
- ◆ A maximum of \$170,000 to Gangi Graphics, Brick, New Jersey, for offset printing services.
- ◆ A maximum of \$27,568.25 to Packetlogix, Inc., Barrington, Rhode Island, for a network intrusion prevention and detection system.
- ◆ A maximum of \$851,720 to Flanagan's Contracting Group, Hillsborough, New Jersey, for the construction of a tennis court facility.
- ◆ A maximum of \$35,000 to Hydrologic, Inc., Gloucester, New Jersey, for the second year of a two-year agreement for water treatment services.

- ◆ A maximum of \$100,000 to Cravo Enterprises, Inc., Old Bridge, New Jersey, for the second year of a two-year agreement for concrete sidewalk replacement and curb repairs.
- ◆ A maximum of \$21,500.64 to System Solutions, New York, New York, for the purchase of a network exinda shaper to control network traffic.
- ◆ A maximum of \$24,017.30 to Telvue Corporation, Mt. Laurel, New Jersey, for the purchase and installation of a digital television playout system.
- ◆ A maximum of \$125,000 to Paulsen Remodeling, Toms River, New Jersey, for the second year of a two-year agreement for general maintenance and materials for campus projects.
- ◆ A maximum of \$100,000 to Peterson Services Company, Inc., for the second year of a two-year agreement for boiler and burner maintenance services.
- ◆ A maximum of \$40,000 to Diamond Construction, Brick, New Jersey, for the second year of a two-year agreement for snow removal services at the Southern Education Center.
- ◆ A maximum of \$100,000 to Diamond Construction, Brick, New Jersey, for the second year of a two-year agreement for snow removal services on the Toms River campus.
- ◆ A maximum of \$75,000 to West Jersey Air Conditioning and Heating Company, Pennsauken, New Jersey, for the second year of a two-year agreement for HVAC services.
- ◆ A maximum of \$85,000 to Senica Security, Brick, New Jersey, for the second year of a two-year agreement for security services.
- ◆ A maximum of \$75,000 to Timothy Peters Plumbing and Heating Company, Inc., Toms River, New Jersey, for the second year of a two-year agreement for plumbing services.
- ◆ A maximum of \$68,250 to Daycare Cleaning Services, Inc., Marlton, New Jersey, for the second year of a three-year agreement for custodial services at the Southern Education Center.
- ◆ A maximum of \$3,601,740 to Gingerelli Brothers, Inc., Toms River, New Jersey, for additions, renovations, and alterations to the Arts and Community Center.
- ◆ Resolutions were adopted to award the following contracts:

- ◆ A maximum of \$26,306.04 to Dell Marketing, Round Rock, Texas, for the purchase of computers for the Arts and Community Center.
- ◆ A maximum of \$107,770.77 to Dimension Data, Charlotte, North Carolina, for the purchase of switches and telephones for the John C. Bartlett, Jr. Hall.
- ◆ A maximum of \$53,700 to Imodules Software, Inc., Overland Park, Kansas, for the purchase of integration software for e-mail marketing.
- ◆ A maximum of \$75,000 to Baker and Taylor, Charlotte, North Carolina, for the purchase of library books.
- ◆ A maximum of \$85,000 to A.D.P., Inc., Dayton, New Jersey, for payroll services.
- ◆ A maximum of \$30,000 to Carpet Showcase, Bridgewater, New Jersey, for campus-wide carpet repairs and replacements.
- ◆ A maximum of \$25,000 to Pedroni Fuel Company, Vineland, New Jersey, for the purchase and delivery of gasoline.
- ◆ A maximum of \$40,000 to Net Q Multi Media Company, Jackson, New Jersey, for labor, materials, and equipment to service the OCC fiber optics and networks.
- ◆ A maximum of \$60,000 to Honeywell, Marlton, New Jersey, for components for the Honeywell/Delta 1000 Energy Management System.
- ◆ A maximum of \$20,000 to MSC Industrial Direct, Edison, New Jersey, for the purchase of miscellaneous parts, supplies, equipment, and materials for campus projects.
- ◆ A maximum of \$20,000 to Jewel Electric Supply, Jersey City, New Jersey, for the purchase of lighting supplies. Mr. Leone abstained from voting on this contract award.
- ◆ A maximum of \$17,500 to York International Corporation, Blackwood, New Jersey, for the first year of a two-year agreement for HVAC services for chillers in various buildings.
- ◆ A maximum of \$150,000 to Cambridge Construction Management, Somerville, New Jersey, for professional construction management services for the Arts and Community Center.
- ◆ A maximum of \$52,080 to Economic Project Solutions, N. Brunswick, New Jersey, for professional construction management services for renovations and deferred maintenance projects.

Resolutions
Adopted for
Contract Awards

- ◆ A maximum of \$135,257 to SunGard Higher Education Managed Services, Inc., Maitland, Florida, for grants support services.
- ◆ The following contracts were amended:
 - ◆ An additional \$15,875, for a maximum total of \$209,468, to Datatel, Inc., Fairfax, Virginia, for additions to Web Advisor licenses as part of the renewal of the annual software maintenance agreement during 2008-2009 (contract originally awarded at the August 25, 2008, Board meeting).
 - ◆ An additional \$2,400, for a maximum total of \$39,400, to Thomson Gale, Farmington Hills, Michigan, for additional multi-volume literature reference sets and other publications for the Ocean County College Library (contract originally awarded at the August 28, 2008, Board meeting).
 - ◆ An additional \$6,250, for a maximum total of \$94,750, to Assessment Technologies Institute, Overland Park, Kansas, for the purchase of additional custom evaluation tests for Nursing students (contract originally awarded at the June 16, 2008, Board meeting and amended at the February 23 and May 26, 2009, Board meetings).
 - ◆ An additional \$26,241.70, for a maximum total of \$9,823,043.18 to Wallace Contracting, Point Pleasant, New Jersey, for a change order to include ceramic lab and kiln room HVAC alterations, power for display case, and replacement of ticket office window during the construction/renovation of the Arts and Community Center (contract originally awarded at the August 27, 2007, Board meeting and amended at the March 7, April 28, May 27, July 28, August 25, September 22, November 3, and December 1, 2008, and January 26, February 23, April 27, and May 26, 2009, Board meetings).
 - ◆ An additional \$8,000, for a maximum total of \$542,590, to DMR Architects, Hasbrouck Heights, New Jersey, for furnishing bidding documents for the purchase and installation of furniture as part of the professional services for the John C. Bartlett, Jr., Hall (contract originally awarded at the March 26, 2007, Board meeting and amended at the November 5, 2007, and March 24, 2008, Board meetings).
 - ◆ An additional \$6,582.50, for a maximum total of \$71,582.50, to Pravin H. Patel, Toms River, New Jersey, for additional fees as a construction consultant for Ocean County College (contract originally awarded at the March 7, 2008, Board meeting).

Contracts
Amended

Bylaw, Policy, and Curriculum Committee

Upon the recommendation of the Bylaw, Policy, and Curriculum Committee, the Board unanimously approved the following upon roll call vote:

- ◆ Items accepted by the College Senate at its meeting on June 3, 2009:

◆ Revised Courses:

- ◆ BCET 124, Project Planning and Control
- ◆ BCET 134, Construction Methods and Pricing for Estimating
- ◆ CVET 231, Design of Structure
- ◆ CVET 232, Design of Concrete
- ◆ CVET 241, Soil Mechanics and Foundations
- ◆ CVET 254, Hydrology and Hydraulics
- ◆ CVET 256, Land Development and Site Planning
- ◆ ENGR 180, Computer-Aided Graphics: Basic Auto CAD
- ◆ ENGR 196, Geographic Information Systems
- ◆ ENGR 198, Autodesk Inventor

College Senate
Items Approved

◆ Ocean County College General Education Goals and Objectives

- ◆ Revision to Policy #7220, Special Programs, Educational Research Projects
- ◆ The temporary suspension of Policy #3074, Alcohol- and Drug-Free Workplace, and Policy #5246.1, Campus Life, Drugs, during the hours of the Ocean County College Foundation Summer Gala, which is being held on campus on Saturday evening, September 12, 2009

Policy #7220
Revised

Policies #3074
and #5256.1
Suspended for
Foundation Gala

Buildings and Grounds Committee

Dr. Parrish reported on summer enrollment:

Enrollment

- ◆ There is a combined 9.2 percent increase in credit hours this summer in the first five-week, ten-week, and twelve-week summer sessions as compared to last summer.
- ◆ Credit hours for the second five-week, six-week, and post summer sessions are currently 16.8 percent higher than last year at this same point in time.
- ◆ Applications for the fall 2009 semester are up 4.4 percent over last year, and actual registration for the fall semester is 15.5 percent greater than last year at this time.

Dr. Larson thanked Mr. Strada, Mr. Doran, and their staffs for the great job being done in attracting students and making courses available to meet their needs. The continued growth in enrollment is wonderful news for the college but it also presents new challenges in course offerings and student services.

Also provided by Dr. Parrish was a report on the status of the many facilities projects on campus.

Upon unanimous roll call vote, the Facilities Engineering and Operations Status Report for May 31, 2009, was accepted.

Facilities
Engineering
Report Accepted

Personnel Committee

Mr. Leone highlighted two significant items in this month's Personnel Report:

- ◆ The employment of Mr. Robert Kumpf as Director of College Security, effective August 3.
- ◆ The donation by Dr. Larson of \$15,000 to the Ocean County College Foundation, which represents his annual increase in compensation for 2009-2010. Mr. Leone expressed appreciation to Dr. Larson for this contribution.

The Personnel Report and its addendum, as recommended by the Personnel Committee, were unanimously approved upon roll call vote.

Personnel Report
Approved

President's Report

A resolution was adopted, upon unanimous roll call vote, to recognize the outstanding dedication and commitment of Ms. Nicole Zavattieri during her one-year term as the student/alumni representative on the Board of Trustees during 2008-2009.

Resolution
Adopted for
Ms. Nicole
Zavattieri

Dr. Larson introduced Mr. Ernie Muska, who will serve as the student/alumni representative from July 2009 through June 2010.

Mr. Carol Kaunitz, Director of Auxiliary Services, was excited to report to the trustees that the Bookstore Buy Back Program has been extremely successful during the past year. Over \$424,000 has been paid to our students for almost 11,000 books, which represents a 79 percent increase over last year. Mr. Leone suggested that this Buy Back Program might have as big an impact on student savings as maintaining the cost of tuition and fees. He commended the Bookstore and the administration.

Ms. Winchester spoke of the anticipated double digit increase, perhaps as high as 20 percent, in State Health Benefit Plan premiums, effective as early as January 2010. An increase of this size translates to \$400,000-500,000 for half of fiscal year 2010, from January to June 2010. On an annual basis, the cost will be close to \$1,000,000. Ms. Winchester is reviewing the budget to determine how such a large increase could be accommodated.

Ms. Winchester will be among a small group of community college business officers who will attend a meeting with State representatives in Trenton to talk about this premium increase. Depending on the outcome of that meeting, the Board may take formal action to express its opposition to increased premiums as well as to ask for parity with State colleges in that they receive additional, separate State aid to pay health benefit premiums. It should also be made clear to college employees that the Board, to the extent possible, will do all it can to control these escalating costs.

Dr. Larson highlighted Ms. Martha Molinini's recognition as a Beacon Scholar in the Mathematics and Science category at the 2009 Beacon Conference. He commended her for her receipt of this prestigious award, and he expressed appreciation to Mr. Neil

Schiller, Professor of Mathematics, who served as Ms. Molinini's mentor for her paper entitled, "Dark Matter and the Criteria of Adequacy."

Dr. Jim Brown, Associate Professor of Science, spoke of the presentations he recently made in Denver on the impact of offering science classes totally online. Ocean County College is serving as a model for other institutions that want to offer online science courses. Dr. Larson thanked Dr. Brown for his vision and advocacy of online education.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, July 27, 2009, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution
Adopted for
Closed Meeting --
July 27, 2009

The following meetings were scheduled:

Monday, July 27, 2009	9:30 a.m.	Finance Committee
	10:15 a.m.	Buildings and Grounds Committee
	10:00 a.m.	Bylaw, Policy, and Curriculum Committee (As Needed)
	10:30 a.m.	Personnel Committee
	12:30 p.m.	Regular Public Meeting

With no additional comments from the trustees or the public, the meeting adjourned at 1:10 p.m.

Adjournment

Respectfully submitted,

Linda L. Novak
Secretary

Connie Bello
Recording Secretary