



BOARD OF TRUSTEES

AGENDA

December 6, 2010
12:30 p.m.

- I. CALL TO ORDER

- II. ANNOUNCEMENT OF PUBLIC MEETING

- III. ROLL CALL

- IV. RECOMMEND APPROVAL OF MINUTES OF THE NOVEMBER 8, 2010, BOARD OF TRUSTEES REORGANIZATION, PUBLIC, AND CLOSED SESSION MEETINGS Bd. Action

- V. TRUSTEE REAPPOINTMENT – SWEARING-IN OF

Mr. Thomas Monahan, who was reappointed by the Ocean County Board of Chosen Freeholders to serve a four-year term on the Ocean County College Board of Trustees, from October 6, 2010, through December 19, 2014

- VI. COMMENDATIONS

VII. **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 (Mr. Monahan, 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**

VIII. **PRESIDENT'S REPORT**IX. **MISCELLANEOUS**

- A. **Recommend adoption of a resolution to acknowledge, with regret, the resignation of Mr. Robert A. Fall from the Board of Trustees, to express appreciation for his service, and to wish him continued success in his future endeavors** **Bd. Action**

- B. **Recommend adoption of a resolution providing for a closed meeting to be held on Monday, January 24, 2011, 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**

C. **Next meetings of the Board of Trustees on**

FRIDAY, DECEMBER 10, 2010

- | | | |
|-----------------|----------|--|
| 1. Entire Board | Time: | 12:00 noon |
| | Place: | Technology Building
Conference Room |
| | Purpose: | Retreat |

MONDAY, JANUARY 24, 2010

- | | | |
|--|----------|---|
| 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 |

X. **Adjournment**

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



BOARD OF TRUSTEES

Regular Meeting

Minutes

November 8, 2010

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, November 8, 2010, by Mr. Carl V. Thulin, Chair, immediately following the annual reorganization meeting at 12:45 p.m. 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.

Public Meeting
Announcement

Those in attendance were: Mr. Carl V. Thulin, Mrs. Linda Novak, Dr. Bruce Greenfield, Mr. Jerry Dasti, Mr. Stephan Leone, Mrs. Joanne Pehlivanian, Dr. Wilda Smithers, Mr. Warren Wolf, Mr. Harvey York, Mr. Steven Spino, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Jim McGinty, Vice Presidents Don Doran, Tara Kelly, Richard Parrish, and Sara Winchester, and Acting Vice President Richard Strada.

Attendance

The minutes of the September 27, 2010, Board of Trustees closed session and public meeting were approved by majority vote, with abstentions from Mr. Thulin and Mr. Dasti.

Minutes
Approved

Commendations

A crew from ESPN/NFL Films spent a few minutes at the beginning of the meeting to film Mr. Wolf for a program that will highlight him as the football coach who has won the most games in New Jersey's history as well as illustrate his dedication to football and his enthusiasm for coaching. Dr. Larson congratulated Mr. Wolf for this most deserved recognition.

Two representatives from the U.S. Office of Personnel Management's Federal Investigative Services Division, Special Agent Charles J. Rozzi and Supervisory Special Agent Francis B. Reynolds, attended the meeting to present Vice President Don Doran and his registration team with a certificate of appreciation to recognize the excellent customer service and assistance they provided to the agents. The agents have contacted the College on many occasions as they conducted background investigations on applicants for Federal employment, Federal employees, and government contractors to determine their suitability for Federal employment.

Vice President Doran and Ms. Ilene Cohen, Director of Athletics, introduced the members of the women's soccer team. The team was undefeated in the Garden State Conference and in Region XIX and recently returned from the National Championship at Prince George's Community College in Maryland, where they finished in fifth place.

Dr. Larson and the trustees congratulated the team and the coaches. Dr. Larson was with the team in Maryland and was extremely proud of their conduct and their representation of the College.

Finance Committee

The Board approved, upon unanimous roll call vote, the following recommendations from the Finance Committee:

- ◆ The statement of income and expenditures as of September 30, 2010, was accepted.
- ◆ Upon a separate unanimous roll call vote, the Ocean County College Report of Audit for the fiscal year ended June 30, 2010, was accepted.
- ◆ Included in the Finance Report was a recommendation for the trustees to declare a financial emergency at Ocean County College for FY 2012, which begins on July 1, 2011.

Income/
Expenditures
Approved

Report of
Audit Accepted

Ms. Winchester reviewed the steps that were recently taken to address a \$1 million reduction in revenue in this current year, FY 2011. An amended budget was approved by the Board in September to decrease expenditures to produce a balanced budget.

Now, as the FY 2012 budget is being developed, it has become apparent that revenue to the College will continue to decrease. Ms. Winchester reported that the budget is being developed based on the following projections:

FY 2012 Loss in Revenue

- ◆ FY 2012 enrollment is projected to be flat, with no increase from FY 2011.
- ◆ Tuition and fees will not be increased in FY 2012 due to the already difficult economic conditions the students are facing.
- ◆ It is anticipated that the County of Ocean will cut its funding to the College by \$500,000. Although Ocean County has been extremely supportive of the College for many years, it is now facing a loss of revenue; unfortunately, that loss must be passed on to the entities it supports.
- ◆ A relatively minor decrease of approximately 5%, or \$386,000, is projected from the State of New Jersey. However, it is not known how much of the higher education funding will be available to the community colleges and, thus, to Ocean County College; and, if enrollment declines, funding from the State decreases.
- ◆ The College's various noncredit programs continue to do well, but the teacher

education programs, which have been very successful in generating revenue in the past, have had a significant drop in enrollment as a result of the economic conditions.

- ◆ Kean University enrollment has exceeded projections, so some of the loss in revenue described above has been offset by the success of the partnership.

FY 2012 Increased Expenses

- ◆ Increased personnel expenses, such as salaries, health benefit premiums, employer taxes, and contributions to retirement.
- ◆ Increased contracted service expenses, such as software maintenance.
- ◆ Increased number of Ocean County residents taking advantage of free tuition for the unemployed, a program that is mandated by the State of New Jersey.
- ◆ Increased fees for the use of student credit cards.

The loss in revenue and the increased expenses produce a \$1.58 million deficit in FY 2012. As a result, steps must be taken through a recommended declaration of a financial emergency.

- ◆ Based on the information provided by Ms. Winchester and the requirement, by New Jersey Statute, to develop a balanced budget, the Board unanimously adopted, with a separate roll call vote, a resolution to declare a financial emergency at Ocean County College in FY 2012 as a result of decreased enrollment, decreased State of New Jersey and County of Ocean aid, and increased expenses.
- ◆ The following contracts were awarded:
 - ◆ A maximum of \$300,000 to Diamond Construction, Brick, New Jersey, for the first year of a two-year agreement for snow removal services at the Ocean County College main campus during 2010-2011.
 - ◆ A maximum of \$50,000 to Diamond Construction, Brick, New Jersey, for the first year of a two-year agreement for snow removal services at the Ocean County College Southern Education Center during 2010-2011.
 - ◆ A maximum of \$200,000 to Ocean Construction, L.L.C., Linwood, New Jersey, for the first year of a two-year agreement for demolition and replacement of exterior concrete sidewalks and curbs at Ocean County College.
 - ◆ A maximum of \$17,796 to Interboro Packaging Corporation, Montgomery, New York, for the purchase of custodial trash can liners for use at Ocean County College.
 - ◆ A maximum of \$4,600 to TM Painting, Neptune, New Jersey, for the painting of the monolith in the lake at Ocean County College.

Resolution
Adopted for
Financial
Emergency
at OCC

Contracts
Awarded

- ◆ A maximum of \$21,262 to Total Video Products, Mickleton, New Jersey, for the purchase and installation of a theatre projection system at Ocean County College.
- ◆ A maximum of \$26,000 to Engle Printing and Publishing Company, Inc., Lancaster, Pennsylvania, for the printing of the Continuing and Professional Education Spring 2011 brochures at Ocean County College.
- ◆ A maximum of \$14,560 to Carrier Commercial Services, Fairfield, New Jersey, for the purchase and installation of a new air handler coil in the Library at Ocean County College.

◆ Resolutions were adopted to award the following contracts:

- ◆ A maximum of \$110,000 to Berry, Sahradnik, Kotzas, and Benson, Toms River, New Jersey, for the first year of a two-year agreement for professional legal services at Ocean County College.
- ◆ A maximum of \$25,106.70 to Sirsi Corporation, Provo, Utah, for the renewal of software maintenance for the Library Automated System at Ocean County College.
- ◆ A maximum of \$20,000 to York International Corporation, Blackwood, New Jersey, for the second year of a two-year agreement for HVAC maintenance services for chillers in the Instructional and Science Buildings at Ocean County College.
- ◆ A maximum of \$53,564 to Rutgers University, New Brunswick, New Jersey, for two sub-award agreements through the Barnegat Bay Partnership, "In Situ Surveys of Sea Grass Habitat in the Northern Segment of the Barnegat Bay" (\$20,000) and "Implementing American Eel Passage on Existing Dams" (\$33,064).
- ◆ A maximum of \$121,950 to the Academy of Natural Sciences, Philadelphia, Pennsylvania, for a sub-award agreement through the Barnegat Bay Partnership, "Development and Implementation of an Integrated Tidal Wetlands Monitoring and Assessment Program in Barnegat and Delaware Bays."
- ◆ A maximum of \$64,976 to Monmouth University, West Long Branch, New Jersey, for a sub-award agreement through the Barnegat Bay Partnership, "Real Time Water Quality Monitoring Using Data Loggers in Barnegat Bay."
- ◆ A maximum of \$49,940 to Siemens Building Technologies, Inc., Blue Bell, Pennsylvania, for the purchase of Ethernet microservers for integration with the existing APOGEE graphical interface software package at Ocean County College.

Resolutions
Adopted for
Contract Awards

- ◆ A maximum of \$24,163.23 to Dell Marketing, Round Rock, Texas, for the renewal of the software maintenance agreement for the desktop package license at Ocean County College.
- ◆ A maximum of \$21,340.73 to Fords National Auto Mart, Ocean, New Jersey, for the purchase of a full-size passenger van for use at Ocean County College.
- ◆ A maximum of \$88,803 to Faithful and Gould, Inc., Ewing, New Jersey, for professional construction management services for the athletic field project at Ocean County College.
- ◆ The following contracts were amended:
 - ◆ An additional \$9,986, for a maximum total of \$585,316, to Concord Engineering Group, Inc., Voorhees, New Jersey, for a change order for the design of equipment to be added to campus hot water delivery pumps as part of the professional engineering services for the combined heat and power plant and related utility distribution services (contract originally awarded at the September 21, 2009, Board meeting). Contracts Amended
 - ◆ An additional \$35,000, for a maximum total of \$990,640, to Blackney Hayes Architects, Philadelphia, Pennsylvania, for change orders for design changes to coordinate drawings with the County road project, separate parking lot bid package, and new water line on Buckwald Drive as part of the professional architectural and engineering services for the Gateway Building (contract originally awarded at the July 27, 2009, Board meeting).
 - ◆ An additional \$22,315, for a maximum total of \$65,305, to GoPrint Systems, Inc., San Ramon, California, for the annual support and maintenance for the GoPrint server and the purchase of miscellaneous material and supplies for the print/cost recovery system (original contract awarded at the September 21, 2009, Board meeting).
- ◆ The Board cancelled the \$24,000 contract awarded to Longtree and Associates, L.L.C., Middletown, New Jersey, for educational services for a course in Certified Assisted Living Administration and Comprehensive Alzheimer's Dementia to be offered by Continuing and Professional Education at Ocean County College due to lack of student enrollment (contract originally awarded at the August 23, 2010, Board meeting). Contract Cancelled
- ◆ The following contracts, awarded at the September 27, 2010, Board meeting for the purchase of custodial products, were corrected: Contracts Corrected
 - ◆ \$37,417.18 to A-Eastern Wholesale Paper Company, Inc., Brick, New Jersey
 - ◆ \$7,535.50 to Eastern Bag and Paper Group, Hamilton, New Jersey

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:

- ◆ The following items, as accepted by the College Senate at its meetings on October 6 and October 20, 2010, were approved: College Senate
Items Approved
 - ◆ New Courses
 - ◆ HIST 182, World Civilization II
 - ◆ MUSC 120, Applied Music I
 - ◆ MUSC 121, Applied Music II
 - ◆ MUSC 220, Applied Music III
 - ◆ MUSC 221, Applied Music IV
 - ◆ MUSC 142, Jazz Band I
 - ◆ MUSC 143, Jazz Band II
 - ◆ MUSC 242, Jazz Band III
 - ◆ MUSC 243, Jazz Band IV
 - ◆ MUSC 185, Introduction to Jazz History
 - ◆ MUSC 191, Beginning Jazz Theory and Improvisation
 - ◆ Revised Courses
 - ◆ HEHP 252, Nutrition for Fitness and Sports
 - ◆ HONR 150, Honors Experience I
 - ◆ HONR 250, Honors Experience II
 - ◆ HONR 292, Honors Seminar
 - ◆ New Certificate Program
 - ◆ Certificate of Proficiency in Nutrition
 - ◆ Revised Degree Program
 - ◆ A.A. Degree in Liberal Arts
- ◆ A resolution was adopted to acknowledge the Board of Trustees approval on August 23, 2010, of the Associate in Science degree program in Homeland Security. Resolution
Adopted for
A. S. Degree in
Homeland Security
- ◆ The following 2010-2011 Ocean County College Advisory Committees were approved:

- a. Addictions and Human Services Advisory Committee
- b. Arts Center Advisory Committee
- c. Business Advisory Committee
- d. Criminal Justice Advisory Committee
- e. Education Advisory Committee
- f. Fire Science Advisory Committee
- g. Hispanic Advisory Committee
- h. Media and Communications Advisory Committee
- i. Nursing Advisory Committee
- j. Ocean County Tech Prep Advisory Committee
- k. Paralegal Advisory Committee
- l. Sailing Program Advisory Committee
- m. Veterans Advisory Committee

2010-2011
Advisory
Committees
Approved

- ◆ The Board approved the temporary suspension of Policy #3074, Alcohol- and Drug-Free Workplace, and Policy #5246.1, Campus Life, Drugs, on Friday, December 3, and Tuesday, December 7, during the hours of the “Out of this World” Planetarium parties, which are being scheduled for the successful bidders of the auction items at the 2009 and 2010 Ocean County College Foundation Summer Celebrations.

Suspension of
Policies #3074
and #5246.1
for Planetarium
Events

Buildings and Grounds Committee

Dr. Parrish reported that capital projects will continue at the College, primarily supported by Chapter 12 funds, to provide for the future growth of the institution. Several current and future projects include:

- ◆ Athletic fields
- ◆ Roads and parking
- ◆ Gateway Building
- ◆ Heat and Power Plant
- ◆ Millcreek Sailing Center
- ◆ Information Technology Building renovation

Dr. Larson commended Dr. Parrish and his team for their outstanding oversight of so many different building projects on and off the campus. Their work is very much appreciated.

Upon unanimous roll call vote, the Facilities Engineering and Operations Status Report for September 30, 2010, was accepted.

Facilities
Engineering
Report Accepted

Personnel Committee

The Personnel Report was approved as recommended upon unanimous roll call vote. Included in the report was a resolution memorializing Mr. Richard K. Meyers, Professor of English and Literature from August 31, 1988, until his retirement on July 1, 2010, who passed away on October 22, 2010.

Personnel Report
Approved

President's Report

The National Council Licensure Examination for Registered Nurses program recently reported that all 72 OCC Nursing Program graduates who sat for the examination between October 2009 and March 2010 successfully passed the test. Compared to other Nursing programs in the state and the nation, OCC's Nursing Program ranked first among 19 state programs, first of 584 similar programs, and first of 972 programs in the nation.

President's Report

The success of our Nursing Program graduates demonstrates the academic excellence and the quality education received by our students. Congratulations were extended to the students, to Ms. Coleen Manzetti, Assistant Dean of Nursing, the Nursing faculty, and all others who support the program.

Mr. Bob Kumpf, Director of Security, shared with the trustees information on the recent peer assessment visit made to the campus to evaluate security and safety. This visit was in compliance with the *New Jersey Homeland Security Best Practices Guidelines for the Higher Education Sector*, which was developed to address safety and security concerns at higher education institutions. The College received a very favorable report because of the many initiatives that are being undertaken to make the campus more secure.

Ms. Gina Suriano-Guarino, Director of Resource Development, provided a summary of the assistance provided by SunGard Higher Education for the College to increase its grants function capacity and its grants revenue. SunGard began this service to the College in July 2009, and several significant grants have been received as a result. With the current financial challenges faced by the College, the receipt of grant funding to support the College's mission takes on added significance.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, December 6, 2010, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution
Adopted for
Closed Meeting-
December 6,
2010

The following meetings were scheduled:

Monday, December 6, 2010	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

Meetings
Scheduled

In response to Mr. Thulin's request for public comments, Mr. Herbert Germann, retired OCC faculty member and Treasurer of the Association of New Jersey County College Faculty (ANJCCF), spoke of "good faith" and presented a Call for Action from

Public Comments

ANJCCF regarding negotiations with OCC faculty. Mr. Thulin questioned the basis on which Mr. Germann or the ANJCCF represent the OCC faculty, and Mr. Germann indicated he would provide additional information to Mr. Thulin.

There being no further business to conduct, the meeting adjourned at 2:10 p.m.

Adjournment

Respectfully submitted,

Bruce Greenfield, Ed.D.
Secretary

Connie Bello
Recording Secretary