



BOARD OF TRUSTEES

AGENDA

February 22, 2010

12:30 p.m.

- I. **CALL TO ORDER**

- II. **ANNOUNCEMENT OF PUBLIC MEETING**

- III. **ROLL CALL**

- IV. **RECOMMEND APPROVAL OF MINUTES OF THE JANUARY 25, 2010, BOARD OF TRUSTEES PUBLIC AND CLOSED SESSION MEETINGS** **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. **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

C. **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, March 22, 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

C. Next meetings of the Board of Trustees on**Monday, March 22, 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 |

IX. Adjournment

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



BOARD OF TRUSTEES

Regular Meeting

Minutes

January 25, 2010

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, January 25, 2010, by Mr. Carl V. Thulin, Chair, at 1240 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. Robert Fall, Mr. Thomas Monahan, Mr. Warren Wolf, Mr. Harvey York, Mr. Ernie Muska, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President James McGinty, Vice Presidents Don Doran, Tara Kelly, Richard Parrish and Sara Winchester, and Interim Vice President Richard Strada.

Attendance

The minutes of the Board of Trustees closed sessions and public meetings were approved as noted:

Minutes
Approved

- ◆ December 7, 2009 – Approved unanimously
- ◆ December 11, 2009 – Approved with an abstention from Dr. Greenfield
- ◆ January 11, 2010 – Approved with abstentions from Mrs. Novak and Mr. York

Dr. Larson introduced Ms. Kathy Durante, Executive Director of the OceanFirst Foundation, and Mr. Michael O'Brien, Vice President of Trust and Asset Management, who presented the College with two checks: The first was for the third \$55,000 installment to support the 2009 OCC Foundation Gala; the second, for \$50,000, will fund fifty \$1,000 student scholarships during 2010, a new initiative for the bank. OceanFirst is donating a total of \$200,000 for student scholarships at OCC, Brookdale Community College, Monmouth University, and Georgian Court University.

Mr. Joseph Coronato, Chair of the OCC Foundation; Ms. Sandy Broughton, Executive Director of the OCC Foundation; Mr. Thulin; and Dr. Larson accepted the checks on behalf of the College. All expressed appreciation to OceanFirst for its generosity, emphasizing what a difference these scholarships will make to our students.

The following resolution was unanimously adopted by the trustees to express the Board's sorrow at the death of Dr. Milton Shaw, who served with distinction and commitment as President of Ocean County College for 18 years:

Resolution
Adopted for
Dr. Milton Shaw

WHEREAS, the members of the Board of Trustees of Ocean County College wish to express their profound sorrow at the death on January 8, 2010, of their esteemed associate, Dr. Milton Shaw, who served with distinction as the President of Ocean County College for 18 years from 1982 to 2000; and

WHEREAS, during his tenure in education, Dr. Milton Shaw had a profound influence on New Jersey community colleges in general and Ocean County College in particular; and

WHEREAS, the accomplishments of Dr. Milton Shaw as President of Ocean County College were many, including:

- ◆ Significantly increasing the College's capacity to serve students through the construction of the W. Kable Russell Instructional Building, the William T. Hiering Science Building, and the Ocean County College Southern Education Center, as well as the renovation of the College Center and the Library and expansion of off-campus educational sites;
- ◆ Ensuring affordable, accessible higher education opportunities for all Ocean County residents and promoting a continued open admissions policy for all who wished to benefit from higher education;
- ◆ Developing articulation agreements with four-year colleges and universities and partnerships with business and industry;
- ◆ Establishing the Veterans Memorial on campus for students to develop a deeper appreciation of the sacrifices of others;
- ◆ Supporting the Ocean County College Foundation in its efforts to provide scholarship awards to students; and

WHEREAS, Dr. Milton Shaw will be remembered as a gentle leader, a man of principle and compassion, a loyal and true friend, and a strong advocate for education, whose first priority was always the student; and

WHEREAS, the trustees, administrators, faculty, and staff are profoundly grateful to Dr. Milton Shaw for his dedicated, inspirational service to Ocean County College;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Ocean County College hereby gives formal expression of its sorrow in the death of Dr. Milton Shaw and recognizes in his passing a deep loss to the Board, the College, and the entire community; and

BE IT FURTHER RESOLVED that the Board of Trustees pays tribute to his outstanding

leadership and devotion to Ocean County College and that a copy of this resolution be spread upon the minutes of this meeting and be tendered to the family of Dr. Milton Shaw as an expression of the Board's sincere sympathy in his family's bereavement.

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 December 31, 2009, was accepted. | Income/
Expenditures
Approved |
| ◆ The following contracts were awarded: | Contracts
Awarded |
| ◆ A maximum of \$50,000 to Controlled Environmental Systems, Inc., Spring House, Pennsylvania, for insulation and asbestos removal services on campus. | |
| ◆ A maximum of \$47,950 to Bowman and Company, Woodbury, New Jersey, for the second year of a two-year agreement for auditing services at OCC. | |
| ◆ Resolutions were adopted to award the following contracts: | |
| ◆ A maximum of \$67,445 to Monmouth-Ocean Hospital Services Corporation, Neptune, New Jersey, for educational instructional services for the Hybrid Paramedic Training Program through Continuing and Professional Education. | Resolutions
Adopted for
Contract Awards |
| ◆ A maximum of \$30,030 to FSD Enterprises, Little Silver, New Jersey, for professional consulting services for wireless communications at OCC. | |
| ◆ A maximum of \$230,000 to Center State Management Corporation, T/A The Marathon Group, Mt. Laurel, New Jersey, for advertising/media buying and placement services at OCC. | |
| ◆ A maximum of \$86,037.68 to Dimension Data, Charlotte, North Carolina, for the purchase of telephone equipment and an upgrade to the telephone/wireless system at OCC. | |
| ◆ A maximum of \$20,209.65 to Trendway Corporation, c/o Butler Office Interiors, Toms River, New Jersey, for the purchase of office furniture for the Planetarium. | |
| ◆ The following contracts were amended: | Contracts
Amended |

- ◆ An additional \$1,600, for a maximum total of \$26,174.37, to Sirsi Corporation, Provo, Utah, for remote conversion services as part of the renewal of the annual software maintenance for the Library Automated System during 2009-2010 (contract originally awarded at the July 27, 2009, Board meeting).
- ◆ An additional \$500, for a maximum total of \$50,943.69, to EBSCO Subscription Services, Tinton Falls, New Jersey, for the purchase of additional Library periodical subscriptions during 2009-2010 (contract originally awarded at the July 27, 2009, Board meeting).
- ◆ An additional \$23,760.50, for a maximum total of \$10,465,031, to Tormee Construction, Tinton Falls, New Jersey, for a change order for additional sidewalk work as part of the construction of the John C. Bartlett, Jr., Hall (contract originally awarded at the May 27, 2008, Board meeting and amended at the April 27, May 26, November 2, and December 7, 2009, Board meetings).
- ◆ An additional \$118,850, for a maximum total of \$2,199,246, to Santorini Construction, Inc., Neptune, New Jersey, for a change order for water service changes and modifications, roof revisions, and installation of precast wall and seat caps during renovation of the Robert J. Novins Planetarium (contract originally awarded at the June 22, 2009, Board meeting and amended at the July 27 and December 7, 2009, Board meetings).
- ◆ An additional \$223,538, for a maximum total of \$3,921,722, to Gingerelli Brothers, Inc., Toms River, New Jersey, for change orders to include design, construction, and installation of fire sprinkler and upgrades to Theatre seating (\$195,627) and an upgrade to sound equipment and additional roof drains (\$27,911) as part of the addition to and renovation of the Arts and Community Center (contract originally awarded at the June 22, 2009, Board meeting and amended at the November 2, 2009, Board meeting).
- ◆ An additional \$7,800, for a maximum total of \$52,609, to Yezzi Associates, Toms River, New Jersey, for a change order to replace the Ocean County College sign as part of the professional architectural services for the expansion of the Facilities Management Building (contract originally awarded at the April 27, 2009, Board meeting and amended at the November 2, 2009, Board meeting).
- ◆ An additional \$175,000, for a maximum total of \$227,080, to Economic Project Solutions, N. Brunswick, New Jersey, for a change order for additional work as part of professional construction management services for renovations and deferred maintenance projects (contract originally awarded at the June 22, 2009, Board meeting), including:
 - ◆ \$50,000 for the adjusted cost for Information Technology Building renovations

- ◆ \$50,000 for deferred maintenance projects for the Facilities Department
 - ◆ \$30,000 for replacement of the Administration Building elevator
 - ◆ \$20,000 for air conditioning upgrade in the Health and Human Performance Center
 - ◆ \$15,000 for the pool chlorination system
 - ◆ \$10,000 for the maintenance vehicle wash area
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- ◆ An additional \$15,000, for a maximum total of \$75,000, to Waste Management of New Jersey, Inc., Toms River, New Jersey, for a three-month extension from December 1, 2009, to February 28, 2010, to the third year of a three-year agreement for refuse removal services on campus (contract originally awarded at the April 28, 2008, Board meeting and amended at the July 27, 2009, Board meeting).
 - ◆ An additional \$40,000, for a maximum total of \$70,000, to Simplex Grinnell, Egg Harbor Township, New Jersey, for additional work during the first year of a two-year agreement for fire prevention inspection services on campus (contract originally awarded at the August 24, 2009, Board meeting).
 - ◆ An additional \$103,552.70, for a maximum total of \$821,702.73, to Hall Building Corporation, Farmingdale, New Jersey, for a change order for additional equipment and card readers, installation of new NetQ data locations, repair of existing roof, and electrical extras as part of the expansion of the Facilities Management Building (contract originally awarded at the June 22, 2009, Board meeting and amended at the August 24, September 21, and December 7, 2009, Board meetings).
 - ◆ The Board rejected all proposals received on December 1, 2009, for the Power Purchase Agreement. Only one company submitted a proposal, which exceeded specifications and requirements, and that company indicated it was economically impossible for it to provide a system to satisfy requirements as delineated in the Request for Proposals.

Ms. Winchester presented the proposed OCC FY 2011 budget request, indicating that a \$2 per credit increase has been included, from \$92 to \$94, the first increase in the past year and a half, which represents less than a 2 percent increase. The budget has been predicated on a 5 percent increase in enrollment, level funding from the County, and a 6 percent decrease in State funding. There will be no increase in fees.

Ms. Winchester reported that 55 percent of OCC students receive some kind of funding through Financial Aid. FY 2011 PELL grants will increase to \$5,500, which exceeds the total cost of full-time student tuition and fees at OCC.

According to Dr. Larson, even with this increase, OCC's tuition will be either the lowest or second to lowest of all community colleges in the State. Additionally, he reported that free tuition is provided to the unemployed, and this semester that amounts to over \$200,000.

Dr. Larson expressed pride in the work the College team does; because of their efforts, this modest tuition increase is possible. Mr. Fall said it is important to recognize that the increase was limited to \$2 per credit due to the budget reductions that were identified and implemented by the administration.

Ms. Winchester also recommended approval of Policy #5300, Tuition and Fees, after amending the Ocean County Silver Edge Senior Citizen tuition to \$44 per credit.

In accordance with New Jersey Public Law 94, Chapter 48, Mr. Thulin called a public hearing for those members of the college community who wished to testify on the OCC proposed FY 2011 budget request and Policy #5300, Tuition and Fees.

Public Hearing

There were no responses when Mr. Thulin asked if anyone from the public or any of the trustees had any other comments regarding tuition or the budget, so the public hearing was closed. The trustees then took the following action upon separate unanimous roll call votes:

- ◆ Revised Policy #5300, Student, Tuition and Fees, to reflect a \$2 increase per credit in tuition, from \$92 to \$94; and
- ◆ Approved the Ocean County College FY 2011 budget request.

Policy #5300
Revised

OCC FY 2011
Budget Request
Approved

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 November 18 and December 2, 2009, and January 6, 2010, were approved:
 - ◆ New courses:
 - ◆ HEBR 151, Elementary Modern Hebrew I
 - ◆ HIST 268, History and Culture of the Jewish People
 - ◆ Revised courses:
 - ◆ ENGL 151, English I
 - ◆ PHAR 101, Pharmacology Principles and Calculations
 - ◆ Revised certificate program:
 - ◆ Paralegal Studies Certificate of Proficiency

College Senate
Items Approved

- ◆ Revised degree program:
 - ◆ A.A. Degree in Digital Mass Media – Broadcast/Production Option
 - ◆ A.A. Degree in Digital Mass Media – Journalism Option
 - ◆ A.A. Degree in Liberal Arts
 - ◆ A.A.S. Degree in Interpreter Training – English Interpreting
 - ◆ A.A.S. Degree in Nursing

- ◆ Revised policies:
 - ◆ Policy #5124, Students, Admission, Readmission
 - ◆ Policy #5132, Students, General Requirements
 - ◆ Policy #5156, Students, Academic Standards, Unsatisfactory Academic Progress

- ◆ The following policy was revised:
 - ◆ Policy #5325, Students, Tuition and Fees, Senior Citizens

Policy #5325
Revised

Buildings and Grounds Committee

Dr. Parrish reviewed the status of the many facilities projects currently underway, some of which are the Gateway Building, the Administration Building elevator, and the Theatre. He also reported that an architect will soon be hired to begin the College Center addition project.

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

Facilities
Engineering
Report Accepted

Personnel Committee

Upon unanimous roll call vote, the Personnel Report as recommended by the Personnel Committee, including its addendum, was approved.

Personnel Report
Approved

President's Report

Ms. Janet Hubbs, Assistant to the President for Institutional Quality, introduced Ms. Mary Troy, the College's new Institutional Research Technician, who gave a report on enrollment figures as of today, the first day of spring 2010 classes:

President's
Report

- ◆ 9,887 students are registered for 100,295 credits, representing an increase in total enrollment of 6.7 percent and an increase in total credit hours of 5.5 percent.
- ◆ Full-time enrollment is up 2.7 percent at 5,329 students, and part-time enrollment is up 11.8 percent at 4,558 students.
- ◆ OCC leads the State in the number of NJ STARS students at 682, which represents 15.5 percent of the total number at all community colleges.

The Spring 2010 Colloquium, held on Friday, January 21, was a great success. The keynote speaker, Dr. David Daniel, Associate Professor of Psychology at James Madison University, was received well by faculty.

The annual Student Leadership Conference, held this year on January 13, 14, and 15, was once again an exceptional event for all of the participants. The focus of the conference, the concept of engagement, is so well presented, and everyone comes away with a deep sense of commitment to the values that are explored through a series of workshops and activities. Dr. Larson commended Mr. Don Doran and those who assist him in presenting this wonderful conference for the students.

The Community College National Legislative Summit is scheduled for February 8, 9, and 10 in Washington, D.C. Mr. Thulin, Mr. Dave Wolfe, Senior Assistant to the President, and Mr. Bray Barnes, Assistant to the President, will accompany Dr. Larson to scheduled meetings with state and national legislators, including Congressmen Chris Smith and John Adler.

Dr. Larson shared with the trustees the Fall 2009 Seton Hall magazine in which a Profile of Mr. Warren Wolf was included. A 1949 graduate of Seton Hall University, Mr. Wolf was honored for his 51 years of coaching and for his winning record.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, February 22, 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 –
2/22/10

The following meetings were scheduled:

Monday, February 22, 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

With no additional comments from the trustees or the public, the meeting adjourned at 1:30 p.m.

Adjournment

Respectfully submitted,

Bruce Greenfield, Ed.D.
Secretary

Connie Bello
Recording Secretary