



BOARD OF TRUSTEES

AGENDA

January 30, 2012

12:30 p.m.

- I. CALL TO ORDER

- II. ANNOUNCEMENT OF PUBLIC MEETING

- III. ROLL CALL

- IV. RECOMMEND APPROVAL OF MINUTES OF THE DECEMBER 5, 2011, DECEMBER 9, 2011, AND JANUARY 17, 2012, BOARD OF TRUSTEES PUBLIC AND CLOSED SESSION MEETINGS Bd. Action

- V. SWEARING-IN OF MR. FRANK J. DUPIGNAC, JR., WHO WAS APPOINTED BY THE OCEAN COUNTY BOARD OF CHOSEN FREEHOLDERS TO SERVE ON THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES THROUGH DECEMBER 19, 2012, TO FILL THE UNEXPIRED TERM OF MR. WARREN WOLF

- VI. COMMENDATIONS

VII. COMMITTEES

- A. *Finance Committee (Mr. Dasti, Chairperson)*
(Ms. Winchester, Vice President of Finance and Administration)
1. Recommend approval of business/finance actions as presented (Exhibit A) *Bd. Action*
- B. *Bylaw, Policy, and Curriculum Committee (Mr. Monahan, Chairperson)*
(Mr. Strada, Executive Vice President, Instructional)
1. Recommend approval of bylaw, policy, and curriculum actions as presented (Exhibit B) *Bd. Action*
- C. *Buildings and Grounds Committee (Mrs. Novak, Chairperson)*
(Dr. McGinty, Executive Vice President, Operational)
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 and Administration)
1. Recommend approval of personnel actions as presented *Bd. Action*

VIII. PRESIDENT'S REPORTIX. MISCELLANEOUS

- A. *Recommend adoption of a resolution providing for closed meetings to be held immediately following this meeting and on Monday, March 5, 2012, 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*

B. Next meetings of the Board of Trustees on**MONDAY, MARCH 5, 2012**

(Rescheduled from February 27, 2012)

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

FRIDAY, MARCH 9, 2012

- | | | |
|------------------------|-----------------------------|--|
| 1. Entire Board | Time:
Place:
Purpose: | 12:00 noon
Boardroom
Meeting/Retreat |
|------------------------|-----------------------------|--|

X. Adjournment

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



BOARD OF TRUSTEES

Regular Meeting

Minutes

December 5, 2011

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, December 5, 2011, by Mr. Carl V. Thulin, Chair, at 12:35 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, Mr. Jerry Dasti, Mr. Stephan Leone, Mr. Thomas Monahan, Dr. Wilda Smithers, Mr. Harvey York, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice Presidents Jim McGinty and Richard Strada, and Vice Presidents Don Doran, Tara Kelly, and Sara Winchester.

Attendance

The minutes of the November 7, 2011, Board of Trustees closed session, reorganization, and public meetings were approved by majority vote, with Dr. Smithers abstaining from the vote.

Minutes
Approved

Finance Committee

Mr. Dasti, Chair of the Finance Committee, first discussed the Ocean County College Report of Audit for the fiscal year ended June 30, 2011, that was prepared by Clifton Gunderson, Mt. Laurel. The members of the Audit and Finance Committees had the opportunity to carefully review the report with the auditors and are satisfied with the report itself and its recommendations.

Ms. Nancy Gunza, Partner in Clifton Gunderson, who attended the meeting, was pleased to note that, as a result of the audit, a clean, unqualified report was issued.

Upon unanimous roll call vote, the Ocean County College Report of Audit for the fiscal year ended June 30, 2011, was accepted.

OCC Audit
Report
Accepted

The Board approved, upon roll call vote, the following recommendations. Abstentions by trustees are noted.

- ◆ The statement of income and expenditures as of October 31, 2011, was accepted.

Income/
Expenditures
Accepted

- ◆ The following contract was awarded:
 - ◆ A maximum of \$13,100 to Trinity Construction, Inc., Jackson, New Jersey, for office renovations in the Arts and Community Center at Ocean County College. Contract Awarded
- ◆ Resolutions were adopted to award the following contracts: Resolutions Adopted for Contract Awards
 - ◆ A maximum of \$20,930 to Tropical Travel Representative, Spring, Texas, for the services of a tour operator for the "World of Maya" travel seminar to Mexico offered by Ocean County College from January 8 to 18, 2012.
 - ◆ A maximum of \$18,800 to Synatech, Tuckerton, New Jersey, for asbestos-abatement services at Ocean County College. Mr. Leone abstained from voting on this contract award.
 - ◆ A maximum of \$75,000 to Dr. Richard Yankosky, Frederick, Maryland, for professional computer management consulting services for distance learning, data warehouse, and information technology at Ocean County College from January 1 to December 31, 2012.
 - ◆ A resolution was adopted to authorize and direct the President to enter into and execute a lease agreement, at a lease cost to the College of \$1, for office space for the Barnegat Bay Partnership Program at the Brown House Parcel in Toms River, New Jersey, pending occupancy costs. Mr. Leone and Mr. Monahan abstained from voting on this resolution. Resolution Adopted for Brown House Lease Agreement
- ◆ The following contracts were amended: Contracts Amended
 - ◆ An additional \$37,018, for a maximum total of \$5,635,880, to Santorini Construction Company, Neptune, New Jersey, for change orders for side walk repairs between the Instructional Building and the Russell Building and additional hot water piping between the Administration Building and the Russell Building as part of the construction of a Combined Heat and Power Plant at Ocean County College (contract originally awarded at the March 28, 2011, Board meeting).
 - ◆ An additional \$31,070, for a maximum total of \$304,486, to Datatel, Inc., Fairfax, Virginia, for the Synoptix software license and maintenance fee through June 30, 2012, as part of the annual software maintenance agreement and e-learning Library three-year subscription at Ocean County College (contract originally awarded at the June 27, 2011, Board meeting).
 - ◆ An additional \$4,100, for a maximum total of \$197,219, to Timecruiser Computing Corporation, Fairfield, New Jersey, for a My Classes Channel Link to the Pearson Learning Studio Project as part of the second year of a five-year agreement for the annual subscription of CampusCruiser at Ocean County College (contract originally awarded at the June 27, 2011, Board meeting).

- ◆ The trustees adopted a resolution to accept a \$70,170 grant award from the New Jersey Department of Community Affairs, Division on Women, to provide funding for services to meet the needs of displaced homemakers in Ocean County by fostering the development of career and employment skills and educational opportunities so clients and their families can become economically self-sufficient. Funding period: July 1, 2011, through June 30, 2012. Project director: Dr. Kate Pandolpho, Director of Career, Employment, and Counseling Services.

Grant Award
Accepted

Bylaw, Policy, and Curriculum Committee

Upon unanimous roll call vote, the following Committee recommendations were approved by the Board:

- ◆ The trustees approved a Tri-Party Memorandum of Understanding by and among TimeCruiser Computing Corporation, Ocean County College, and Tianjin Radio and TV University to undertake a pilot Project during the spring 2012 semester to assess the viability of establishing an accredited online distance learning Project in the People's Republic of China (**Exhibit B-1**)

Memo of
Understanding
Approved -
Pilot Project
in China

- ◆ Also approved were the following items, as accepted by the College Senate at its meetings on October 19 and November 16, 2011:

College Senate
Items Approved

- ◆ Course Status Changes - Inactive

- ◆ New Course

- ◆ MUSC 132, Introduction to Guitar Instruction II

- ◆ Revised Courses

- ◆ MUSC 173, 174, 273, and 274, Concert Band I, II, III, and IV

- ◆ Revised Policies

- ◆ Policy #5132, Students, General Requirements

- ◆ Policy #5144, Students, Withdrawal, Refund

- ◆ Rescinded Policy

- ◆ Policy #5143, Students, Withdrawal, Continuing and Professional Education Courses

- ◆ Policy #3111, Personnel, Academic, General Qualifications, was revised.

Policy #3111
Revised

- ◆ The Board temporarily suspended Policy #3074, Alcohol- and Drug-Free Workplace, and Policy #5246.1, Campus Life, Drugs, during the hours of the Holiday Party, which is scheduled to be held on campus on Friday evening, December 9, 2011.

Policies #3074
and #5246.1
Suspended for
December 9, 2011

Buildings and Grounds Committee

Dr. McGinty reported the following:

- ◆ The solar project on Bartlett Hall is close to completion and is awaiting approval by JCP&L.
- ◆ The installation of the new water main to service the Gateway Building will be completed by the end of December.
- ◆ Design submissions for the Mill Creek Center are currently under review.
- ◆ The Human Resources Office will move to the Arts and Community Center to provide with additional space.

Upon unanimous roll call vote, the Facilities Engineering and Operations Status Report for October 31, 2011, was accepted.

Facilities
Engineering
Report Accepted

Personnel Committee

Mr. Leone stated there were several recommendations included in the Personnel Report for the non-renewal of full-time faculty next year, faculty who would have attained tenure in Fall 2012. Dr. Larson reported to the trustees that Ms. Maria Flynn, Instructor of Social Sciences, waived her right to privacy for the opportunity to address the trustees during this public meeting. At Dr. Larson request, Mr. Thulin recognized Professor Flynn for her comments.

Ms. Flynn expressed her shock and disappointment in learning that her employment contract would not be renewed for 2012-2013. She was shocked and disappointed because she has had numerous classroom evaluations and conferences since first employed, and she was never informed by any of her supervisors that there were areas in which she needed improvement.

Ms. Flynn met with Dr. Larson, who, she said, informed her the recommendation for non-renewal was made because of where she resides. Ms. Flynn assured the Board that she is a dedicated professional with a passion for teaching, who has the best interests of the students as a priority at all times.

Mr. Thulin thanked Ms. Flynn for her comments. The Personnel Report was then moved as recommended and approved, upon unanimous roll call vote.

Personnel Report
Approved

President's Report

The Spring 2012 Colloquium is scheduled for Thursday, January 19, 2012, in the Theatre. In light of our 2014 Middle States evaluation, this year's theme is "The Self-Study Design Report: A Review and Discussion of our Upcoming Middle States Accreditation Process." An invitation was extended to the Board members to attend.

President's
Report

Ms. Janet Hubbs, Assistant to the President for Institutional Quality and Co-Chair of the Middle States Self-Study Committee, briefly discussed a recent news article concerning actions taken against New Jersey colleges and universities that have failed to demonstrate learning outcomes assessment measures. Ms. Hubbs assured the trustees that OCC has a

robust and comprehensive process for assessing student learning, one that has received commendation by the Middle States Commission on Higher Education. This is due, in large part, because of the efforts of Dr. Carolyn Lafferty, Associate Vice President of Academic Affairs, who joins Ms. Hubbs as Co-Chair of the Middle States Self-Study Committee.

Two employees were recognized for their successes:

- ◆ Mr. Scott Bruinooge, Coordinator of Publications, and Mr. Jim Vasslides, Barnegat Bay Partnership Scientist, for their outstanding work on the *2011 State of the Bay Report*, which was awarded a Silver Medallion by the National Council for Marketing and Public Relations.
- ◆ Dr. Jim Brown, Associate Professor of Science, spoke at the 9th Annual Conference of the Pennsylvania Distance Learning Association on *Ten Tips to Teaching Science Totally Online*.

A holiday party will take place on Friday, December 9, at 6 p.m. in the Gymnasium. It will be an inexpensive, casual affair that will give employees the opportunity to get together.

The next Board of Trustees Retreat is scheduled for Friday, December 9, at 12:00 noon.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, January 23, 2012, at 11:00 a.m. for the purpose of discussing personnel action, collective bargaining, and pending and anticipated litigation.

Resolution
Adopted for
Closed Meeting-
January 23,
2012

The following meetings were scheduled:

Monday, January 23, 2012	10:00 a.m.	Finance Committee	Meetings Scheduled
	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 Meeting	

Mr. Thulin invited comments from the trustees and the public. Several faculty read statements expressing deep concern that the contract of a highly regarded colleague, Professor Maria Flynn, was not being renewed. Those who spoke were Dr. Kathy Tietge, Associate Professor of Sociology and President of the OCC Faculty Association; Ms. Linda Henderson, Professor of Mathematics; and Dr. Robert Furstoss, Instructor of English and Literature.

Public
Comments

Several students commented on the professors whose contracts were not being renewed.

There being no further business to conduct and no further comments from the Board members or the public, the meeting adjourned at 1:45 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Recording Secretary



BOARD OF TRUSTEES

Public Retreat/Meeting

December 9, 2011

Minutes

A special retreat/meeting of the Ocean County College Board of Trustees was called to order by Mr. Carl V. Thulin, Chair, at 12:20 p.m., on Friday, December 9, 2011, in the Boardroom of the Administration Building on the college campus.

Call to Order

The announcement of public meeting was made in compliance with the Open Public Meetings Act of 1975.

Public Meeting
Announcement

Those in attendance were: Mr. Carl V. Thulin, Mrs. Linda Novak, Mr. Jerry Dasti, Mr. Stephan Leone, Mr. Thomas Monahan, Mr. Jack Sahradi, and Dr. Jon Larson. Also in attendance were Executive Vice Presidents Jim McGinty and Richard Strada; Ms. Sara Winchester, Vice President of Finance and Administration; Mr. Don Doran Vice President of Student Affairs; Mr. Ken Olsen, Assistant Vice President of Facilities Planning and Construction; Mr. Robert Kumpf, Director of Security; and Mr. Kevin Blackney, Blackney Hayes Architects.

Attendance

At 12:23 p.m., a resolution was adopted to move into a closed session for the purpose of discussing personnel matters, collective bargaining, and pending litigation, the results of which will be released to the public when the need for confidentiality no longer exists.

Resolution
Adopted for
Closed Session

At 1:55 p.m., the closed session ended and the public meeting reconvened.

Public Meeting
Reconvened

Items discussed:

- ◆ Gateway Building – At the November Board meeting, four change orders for professional architectural and engineering services for the Gateway Building were withdrawn from the agenda, and no action was taken on them. The trustees had asked that additional information be provided to them.

Gateway
Building

All of the changes orders were explained and discussed so the Board better understood them. The trustees will now evaluate the information they were given and re-examine the overall plan for the Gateway Building.

Dr. Larson said only work deemed to be essential to the functioning of the Gateway Building needs to be moved forward; all other non-essential projects can be deferred, if so desired by the Board. Also reviewed were the sources of funding for the Gateway Building.

- ◆ College Center - Ms. Winchester presented a financial plan for a new College Center based on the funding that will be available for the project on July 1, 2012. Given the current economic conditions and the subsequent uncertainty of future enrollment, it would be in the best interest of the College to reduce the scope of this project.
- ◆ Policy and Procedures – A review is underway of College Policies #2430, Administration/General, and #5247, Student Conduct/Discipline, as they relate to sexual assault. Mr. Doran, Mr. Kumpf, and Athletic Director Ilene Cohen will make recommendations for revision, as necessary, to ensure that procedures are in place to act quickly and professionally.

College Center

Policy Review

Both policies currently require immediate notification to Campus Security should an assault occur or be suspected. In most cases and as appropriate, Campus Security will contact the Toms River Police Department.

When the policy review is complete, a more detailed report will be provided to the Board.

Finance Committee

Upon unanimous roll call vote, the Board approved the following financial recommendations:

- ◆ To award a contract, as the Lead Agency in a joint agreement with New Jersey community colleges, to Hess Corporation, Woodbridge, New Jersey, for the purchase and delivery of natural gas supply services for a 27 month period during 2012 to 2014.
- ◆ To adopt a resolution to authorize the President to enter into and execute a settlement agreement, not to exceed \$97,000, with United Water of Toms River, Harrington Park, New Jersey, to resolve an outstanding balance for additional water services at Ocean County College.
- ◆ To award a contract, not to exceed \$662,722, to SunGard Higher Education Managed Services, Inc., Maitland, Florida, for the first two months of the fourth year of a five-year agreement for the period January 1 through February 29, 2012, for professional computer management services.

Contract Awarded

Resolution Adopted for Agreement

Contract Awarded

Bylaw, Policy, and Curriculum Committee

The following Bylaw, Policy, and Curriculum Committee recommendation was approved upon unanimous roll call vote:

- ◆ Approved the Ocean County College General Education Goals and Objectives, based on the New Jersey Council of County Colleges General Education Foundation.

General
Education
Goals
Approved

Miscellaneous

The next meetings of the Board are scheduled for:

Thursday, January 12, 2012	12:00 noon	Retreat/Meeting	Meetings Scheduled
Monday, January 23, 2012	10:00 a.m.	Finance Committee	
	10:00 a.m. (as needed)	Bylaw, Policy, and Curriculum Committee	
	10:30 a.m.	Buildings and Grounds Committee	
	10:30 a.m.	Personnel Committee	
	12:30 p.m.	Regular Public Monthly Meeting	

With no further business or comments from the trustees or the public, the meeting adjourned at 2:25 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Recording Secretary



BOARD OF TRUSTEES

Public Retreat/Meeting

January 17, 2012

Minutes

A special retreat/meeting of the Ocean County College Board of Trustees was called to order by Mr. Stephan Leone, Secretary, in Chair Carl V. Thulin's absence, at 12:20 p.m., on Tuesday, January 17, 2012, in the Boardroom of the Administration Building on the college campus.

Call to Order

The announcement of public meeting was made in compliance with the Open Public Meetings Act of 1975.

Public Meeting
Announcement

Those in attendance were: Mr. Stephan Leone, Mrs. Linda Novak (via telephone), Mr. Jerry Dasti, Mr. Frank Dupignac, Mr. Thomas Monahan, Mrs. Joanne Pehlivanian, Dr. Wilda Smithers, Mr. Jack Sahradiak, and Dr. Jon Larson. Also in attendance were Executive Vice Presidents Jim McGinty and Richard Strada; Ms. Sara Winchester, Vice President of Finance and Administration; and Mr. Ken Olsen, Assistant Vice President of Facilities Planning and Construction.

Attendance

Items discussed:

- ◆ China Trip – Dr. Larson reported that his trip to China with Dr. Jim McGinty and Dr. Xiao-ming Yang, Professor of English, from December 10 to 17 was very successful. They visited Shanghai, Tianjin, and Xian. Although the purpose of the trip was to formalize the Memorandum of Understanding with the President of Tianjin Radio and Television University for a pilot project for e-learning courses to be offered to their students, Dr. Larson said they were extremely pleased when the President of Xian International Studies University and his staff demonstrated great interest and enthusiasm in exploring the possibility of their institution partnering with Ocean County College for the delivery of online courses leading to degrees.

There is great potential in these distance education programs for OCC, the Chinese institutions, and their students. Dr. Larson will keep the trustees informed as plans progress.

- ◆ Facilities Projects – A proposed sequence for various College facilities projects was reviewed with the trustees, including:

- ◆ The completion of the Gateway Building in November, with classes beginning in January 2013.
- ◆ The construction of a new 55,000 square foot College Center, costing less than \$20 million.
- ◆ The repair or demolition of the W. Kable Russell Building.
- ◆ The renovation of the Administration Building.

Additionally, funding plans for the construction of the College Center and other long-term capital projects were discussed. If, after additional review and discussion, the trustees support these plans, the College will move forward with the design of the College Center.

- ◆ FY 2013 OCC Budget – The proposed FY 2013 OCC budget includes a tuition increase of \$4 per credit, from \$94 to \$98, effective in the fall 2012 semester. This represents the first tuition increase in four years. Other proposed changes include increases in college fees, technology fees, and, after an analysis, course fees, including Nursing, which have not changed since 2005. The budget also proposes the return of e-learning tuition to the traditional in-county and out-of-county rate structure.

The budget is also predicated on anticipated flat funding from the State and the County, a 3 percent decrease in on-campus enrollment, and a slight increase in e-learning enrollment.

The FY 2013 OCC Budget will be recommended for acceptance at the January 30 Board meeting.

- ◆ Policy #3115, Personnel, Academic, Full-Time Faculty Tenure -- A recommendation will be made at the January 30 Board meeting to revise this policy to reflect a higher percentage of full-time faculty who may be tenured.

The following meetings of the Board were scheduled:

Monday, January 30, 2012	10:00 a.m.	Finance Committee
	10:00 a.m.	Bylaw, Policy, and
	(as needed)	Curriculum Committee
	10:30 a.m.	Buildings and Grounds Committee
	10:30 a.m.	Personnel Committee
	12:30 p.m.	Regular Public Monthly Meeting

With no further business or comments from the trustees or the public, the meeting adjourned at 1:40 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Recording Secretary