



BOARD OF TRUSTEES

AGENDA

July 25, 2011
12:30 p.m.

- I. CALL TO ORDER

- II. ANNOUNCEMENT OF PUBLIC MEETING

- III. ROLL CALL

- IV. RECOMMEND APPROVAL OF MINUTES OF THE JUNE 27, 2011, BOARD OF TRUSTEES PUBLIC AND CLOSED SESSION MEETINGS *Bd. Action*

- V. SWEARING-IN OF MS. MARY ALBURTUS, WHO WAS SELECTED TO SERVE AS THE STUDENT/ALUMNI REPRESENTATIVE ON THE OCEAN COUNTY COLLEGE BOARD OF TRUSTEES FOR 2011-2012, THROUGH JUNE 30, 2012

- VI. COMMENDATIONS/PRESENTATIONS

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 providing for a closed meeting to be held on Monday, August 22, 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

B. Next meetings of the Board of Trustees on**Monday, August 22, 2011**

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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 |

X. Adjournment

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



BOARD OF TRUSTEES

Regular Meeting

Minutes

June 27, 2011

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, June 27, 2011, by Mr. Carl V. Thulin, Chair, at 12:30 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, Mrs. Joanne Pehlivanian, Dr. Wilda Smithers, Mr. Warren Wolf, Mr. Steven Spino, Mr. Jack Sahradi, Dr. Jon Larson, Executive Vice Presidents Jim McGinty and Richard Strada, and Vice Presidents Tara Kelly, Richard Parrish, and Sara Winchester.

Attendance

The minutes of the May 23 and June 10, 2011, Board of Trustees closed sessions and public meetings were approved by majority vote, with the following abstentions:

Minutes
Approved

- ◆ Mrs. Novak abstained from voting on the June 10, 2011, minutes.
- ◆ Mr. Dasti abstained from voting on the May 23, 2011, minutes.
- ◆ Dr. Smithers abstained from voting on the June 10, 2011, minutes.

For several months since the departure from the Board of Dr. Bruce Greenfield, the position of Board Secretary has been vacant. Mr. Dasti, as Chair of the Nominating Committee, offered the name of Mr. Stephan Leone to be Secretary. With no other nominations forthcoming, the nominations were closed; the trustees, upon unanimous call vote, elected Mr. Leone to serve as Board Secretary.

Election of
Board Secretary

Finance Committee

Mr. Dasti, Chair of the Finance Committee, reported that a recommendation was being made for a new auditing firm. Five of the bid proposals resulting from the RFP process were deemed to be qualified. The trustees interviewed four firms, and the firm of Clifton Gunderson, was interviewed twice. The Finance Committee is recommending that a contract be awarded to Clifton Gunderson.

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

- | | |
|--|-------------------------------------|
| ◆ The statement of income and expenditures as of May 31, 2011, was accepted. | Income/
Expenditures
Accepted |
| ◆ The following contracts were awarded: | |
| ◆ A maximum of \$75,000 to Allied Fire and Safety, Neptune, New Jersey, for the first year of a two-year agreement for fire prevention and fire control services at Ocean County College. | Contracts
Awarded |
| ◆ A maximum of \$30,000 to All Seasons Maintenance, Inc., Jackson, New Jersey, for the first year of a two-year agreement for lawn mowing and grounds care services at Ocean County College. | |
| ◆ A maximum of \$35,000 to Quality Cut, Inc., Farmingdale, New Jersey, for the first year of a two-year agreement for lawn irrigation services at Ocean County College. | |
| ◆ A maximum of \$30,000 to TruGreen, Inc., Farmingdale, New Jersey, for the first year of a two-year agreement for fertilization and weed control services at Ocean County College. | |
| ◆ A maximum of \$20,000 to Daycare Cleaning Services, Inc., Marlton, New Jersey, for the first year of a two-year agreement for custodial consulting and quality assurance audit services at Ocean County College. | |
| ◆ A maximum of \$400,000 to Diamond Construction, Brick, New Jersey, for the second year of a two-year agreement for snow removal services at the Ocean County College main campus in Toms River. | |
| ◆ A maximum of \$75,000 to Diamond Construction, Brick, New Jersey, for the second year of a two-year agreement for snow removal services at the Ocean County College Southern Education Center. | |
| ◆ A maximum of \$55,000 to Ribbons Express, Cherry Hill, New Jersey, for the second year of a two-year agreement for the purchase of toner cartridges for use at Ocean County College. | |
| ◆ A maximum of \$50,000 to Clifton Gunderson, Haddonfield, New Jersey, for the first year of a two-year agreement for professional auditing services at Ocean County College. | |
| ◆ A maximum of \$6,000 to Saint Barnabas Management Services, Toms River, New Jersey, for an employee assistance program at Ocean County College. | |

- ◆ A maximum of \$250,000 to PIP Printing, Brick, New Jersey, for the first year of a two-year agreement for copying services at Ocean County College.
- ◆ A maximum of \$230,000 to The Marathon Group, Mt. Laurel, New Jersey, for media placement services at Ocean County College.
- ◆ Resolutions were adopted to award the following contracts:
 - ◆ For educational services for Continuing and Professional Education course offerings at Ocean County College:
 - ◆ A maximum of \$25,000 to Kokes Fairways, L.L.C., dba Eagle Ridge Golf Club, Lakewood, New Jersey, for golf classes.
 - ◆ A maximum of \$26,460 to Kula-Kamala-Yoga, L.L.C., Lakehurst, New Jersey, for yoga teacher/therapist training classes.
 - ◆ A maximum of \$25,000 to W.I.T.S. Fitness and Training, Inc., Tinton Falls, New Jersey, for personal fitness training courses.
 - ◆ A maximum of \$314,500 to Monmouth-Ocean Hospital Services Corporation, Neptune, New Jersey, for paramedic training, hybrid paramedic training, defensive driving, CPR, and advanced cardiac life support.
 - ◆ A maximum of \$43,470 to the Township of Brick, New Jersey, for funding a sub-award agreement entitled 'Implementation of Pollution Control and Public Outreach and Education Projects at Trader's Cove Municipal Park, Township of Brick, Ocean County, New Jersey,' to be administered through the Barnegat Bay Partnership Program.
 - ◆ A maximum of \$251,235 to Datatel, Inc., Fairfax, Virginia, for an annual software maintenance agreement and e-learning Library three-year subscription at Ocean County College.
 - ◆ A maximum of \$88,565 to NJEDGE.NET, Newark, New Jersey, for the renewal of campus-wide Internet services during FY 2012 through NJEDGE.NET/Consortium at Ocean County College.
 - ◆ A maximum of \$400,000 to Dell Marketing, Round Rock, Texas, for the purchase of Dell computers to replace outdated technology at Ocean County College.
 - ◆ A maximum of \$20,000 to Ricoh Corporation, West Caldwell, New Jersey, for services and supplies for the copier fleet at Ocean County College.
 - ◆ A maximum of \$36,000 to Pedroni Fuel Company, Vineland, New Jersey, for

Resolutions
Adopted for
Contract
Awards

the purchase of unleaded gasoline and diesel fuel for use in vehicles, equipment, and machinery at Ocean County College.

- ◆ A maximum of \$20,000 to Allcomm Technologies, Farmingdale, New Jersey, for the service, repair, and FCC licensing of two-way radios at Ocean County College.
- ◆ A maximum of \$20,000 to Jan Communications, Pennsauken, New Jersey, for the purchase and maintenance of radios and equipment for use at Ocean County College.
- ◆ A maximum of \$40,000 to the Township of Toms River, New Jersey, for police services as needed at Ocean County College.
- ◆ A maximum of \$30,000 to New Jersey Business Systems, Robbinsville, New Jersey, for the maintenance, repair, and additions to the security CCTV system at Ocean County College.
- ◆ A maximum of \$60,000 to Staples Contract and Commercial, Inc., Framingham, Massachusetts, for the second year of a two-year agreement for the purchase of office supplies for use at Ocean County College.
- ◆ A maximum of \$191,036 to Timecruiser Computing Corporation, Fairfield, New Jersey, for the second year of a five-year agreement for the annual subscription of CampusCruiser at Ocean County College.
- ◆ A maximum of \$12,237.50 to Topp Portable Air, Aston, Pennsylvania, for the emergency rental of temporary air conditioners for the Instructional Technology Building at Ocean County College.
- ◆ A maximum of 50,000 to Labor Ready Northeast, Inc., Lakewood, New Jersey, for the first year of a two-year agreement for temporary worker services at Ocean County College.
- ◆ A maximum of \$75,000 to Bray Barnes, Esq., of Security Evaluation and Solutions Group, L.L.C., Red Bank, New Jersey, for professional consulting services for the Homeland Security Program at Ocean County College.
- ◆ The following contracts were amended:
 - ◆ An additional \$3,600, for a maximum total of \$57,835, to Ebsco Subscriptions Services, Tinton Falls, New Jersey, for the purchase of additional miscellaneous library subscriptions (contract originally awarded at the July 26, 2010, Board meeting).
 - ◆ An additional \$6,000, for a maximum total of \$26,000, to Ricoh Corporation,

Contracts
Amended

West Caldwell, New Jersey, for additional charges for service and supplies for the copier fleet at Ocean County College (contract originally awarded at the June 28, 2010, Board meeting).

- ◆ An additional \$6,250, for a maximum total of \$154,134, to Assessment Technologies Institute, Overland Park, Kansas, for the purchase of computer forms for the Testing Center at Ocean County College (contract originally awarded at the June 28, 2010, Board meeting).
- ◆ An additional \$6,668, for a maximum total of \$3,969,648, to SunGard Higher Education Managed Services, Inc., Maitland, Florida, for the third year of a five-year agreement for computer management services at Ocean County College (contract originally awarded at the January 24, 2011, Board meeting).
- ◆ An additional \$13,500, for a maximum total of \$73,500, to Richard Yankosky Consulting, Frederick, Maryland, for additional professional consulting services for distance learning, data warehouse, and information technology (contract originally awarded at the January 24, 2011, Board meeting).
- ◆ An additional \$26,000, for a maximum total of \$196,000 to Gangi Graphics, Brick, New Jersey, for additional offset printing services during 2010-2011 (contract originally awarded at the April 26, 2010, Board meeting).
- ◆ An additional \$14,295, for a maximum total of \$24,408,788, to Niram, Inc., Boonton, New Jersey, for a change order for additional soil due to an over dig of the basement footprint by the County as part of the construction of the Gateway Building (contract originally awarded at the December 10, 2010, Board meeting).
- ◆ An additional \$9,317, for a maximum total of \$1,783,493.84, to Applied Landscaping Technologies, Montville, New Jersey, for a change order to install chain link fence along the retaining wall as part of the development of the athletic field complex at Ocean County College (contract originally awarded at the September 27, 2010, Board meeting).
- ◆ An additional \$299,875, for a maximum total of \$369,875, to Connor Strong Companies, Inc., Marlton, New Jersey, for annual premiums as part of broker and risk management insurance consulting services (contract originally awarded at the May 23, 2011, Board meeting).
- ◆ All bids received for the Planetarium landscaping project at Ocean County College were rejected because the low bid was withdrawn and all other bids exceeded the budgeted amount for this project. Bids Rejected - Planetarium Landscaping
- ◆ The Board authorized an application for a \$404,307 Carl D. Perkins Career and Technical Education Grant award from the New Jersey Department of Education for the purpose of developing more fully the academic, career, and technical skills Grant Application Authorized

of Ocean County College students through instruction, equipment and supplies, professional development, student travel, and tutoring, with emphasis on career clusters that support workforce development, economic development, and stakeholder partnerships. Funding period: July 1, 2011, through June 230, 2012. Project director: Ms. Mary Burke, Associate Professor of Computer Science.

- ◆ The Board accepted a \$75,000 grant award from the New Jersey Commission on Higher Education for Adults Back at College: OCC's Program for Disengaged Adults Returning to College for the purpose of providing support services to returning OCC students who left OCC without earning a degree or certificate. Funding period: July 2, 2011, through June 30, 2012. Project director: Dr. Kate Pandolpho, Director of Career, Employment, and Personal Counseling.

Grant Award
Accepted

Bylaw, Policy, and Curriculum Committee

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

- ◆ The following items as accepted by the College Senate at its meeting on June 15, 2011:
 - ◆ Revised Certificate Programs:
 - ◆ Business Studies Certificate of Completion
 - ◆ Exercise Science Certificate of Proficiency
 - ◆ Revised Courses:
 - ◆ ASLN 100, Basic American Sign Language I
 - ◆ ASLN 102, Basic American Sign Language II
 - ◆ BIOL 161, General Biology I
 - ◆ BIOL 162, General Biology II
 - ◆ BUSN 215, Integrated Software Applications
 - ◆ BUSN 251, Business Law I
 - ◆ BUSN 267, Real Estate Law
 - ◆ BUSN 275, Principles of Finance
 - ◆ BUSN 291, International Business: A Cultural Perspective
 - ◆ COEM 120, Television Studio Production
 - ◆ COEM 220, Television Location Production
 - ◆ ENGR 181, Graphics for Engineers
 - ◆ THTR 190, Children's Theatre Performance
 - ◆ Revised Policy #7165, Educational Programs, Course and Curriculum, Course Evaluation

College Senate
Items Approved

Buildings and Grounds Committee

Mrs. Novak publicly thanked Dr. Richard Parrish at this Board meeting, his last before his retirement on June 30, for all he has done for Ocean County College during his 40+ years of employment. As Chair of the Buildings and Grounds Committee, she saw that every decision he made was based on the best interests of the students and the College. The trustees wished Dr. Parrish well as he moves into the future.

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

Facilities
Engineering
Report Accepted

Personnel Committee

Mr. Leone, Chair of the Personnel Committee, presented the Personnel Report and its addendum, noting that the addendum included President Larson’s 2011-2012 employment contract as well as promotions for Ms. Winchester to Vice President of Finance and Administration; Mr. Fulvio Cesco-Cancian to Director of Facilities; and Ms. Ann Feneis to Executive Assistant to the Vice President of Finance and Administration.

Personnel Report
Approved

The Personnel Report and its addendum were approved upon unanimous roll call vote.

A resolution was also adopted upon unanimous roll call vote to give formal expression to its great sense of loss in the death of Ms. Sandra Carine, former Director of Institutional Development from May 1, 2000, to November 18, 2006, who passed away on June 13, 2011.

Resolution
Adopted for
Ms. Sandy
Carine

President’s Report

Ocean County College was one of only three institutions to receive increased grant funding in FY 2012, \$17,500 over the FY 2011 allocation, from the New Jersey Department of Education under the Carl D. Perkins Career and Technical Education Act of 2006. Mr. Strada attributed this increase to the hard work of Ms. Mary Burke, Associate Professor of Computer Science and Project Director; Dr. Carolyn Lafferty, Associate Vice President of Academic Affairs; Ms. Janet Hubbs, Assistant to the President for Institutional Quality, and her staff; and Information Technology staff.

President’s
Report

Community College Week, a national publication covering community, technical, and junior colleges, has named Ocean County College 87th in its listing of the Top 100 Associate Degree Producers in the nation.

Ms. Hubbs spoke briefly about the management of resources at Ocean County College and the increased productivity that has been realized as a result of departmental and staff reorganizations, position revisions and reassignments, strategic use of part-time employees, employee retraining, and the elimination of redundant positions. Since FY 2005, student enrollment has increased 42.4 percent while staffing increased only 13 percent; in effect, the College has been able to maintain its quality while serving more students with fewer employees.

Mr. Leone commended the College administration for its success in controlling costs while increasing services to students. Contrary to the national trend of college tuition increasing by as much as 10 percent, Ocean County College has maintained its tuition rate for the last two years and has still managed to fulfill its mission efficiently and comprehensively.

Mr. Bob Kumpf, Director of College Security, gave a progress report on a variety of security initiatives:

- ◆ The camera system throughout the campus continues to be upgraded and expanded;
- ◆ The number of automated defibrillators on campus has increased from 9 to 19, with an additional 2 mobile units, and over 40 employees have been trained to use the equipment;
- ◆ The Community Service Officers program, which assigns students to work with Security Officers, continues to be successful and provides a sense of credibility within the student population on campus;
- ◆ A number of Security Officers were recognized by the New Jersey College and University Public Safety Association for the dedication and commitment they demonstrate as they do their jobs: Officers Sydney Stroman, Larry Pietrangelo, John Sweirz, Joe CiCero, Glenn Frischman, Bruce Richmond, and John Bottari.

Mr. Kumpf especially highlighted the CARE (Campus Assessment, Response, and Evaluation) Team as the single most important program in maintaining a safe campus. This early intervention program assists in identifying, reaching out to, and supporting individuals who may be experiencing difficulties. As a result of this intervention, many potential problems have been diffused by the team and its members.

Ms. Kelly discussed the new focus and direction of the Academy for Lifelong Learning and the subsequent increase in membership to over 2,500 participants. Members receive discounts to the OCC Bookstore and Theatre, Planetarium, and Garden State Philharmonic performances as well as enjoy the benefits of the Academy Rewards Program.

The OCC Foundation is hosting the "Grand Slam Summer Celebration" on Saturday, August 27. Retired Judge Robert A. Fall, former trustee, will be honored as Humanitarian of the Year. Mr. Leone, who is serving as Chair of the event, encouraged everyone to attend the Celebration and support the Foundation.

Miscellaneous

A resolution was adopted upon unanimous roll call vote to recognize the outstanding dedication and commitment of Mr. Steven Spino during his one-year term as the student/alumni representative on the Board of Trustees during 2010-2011. On behalf of the Board, Mr. Thulin expressed his appreciation to Mr. Spino for being a vital member of the Board. Mr. Spino thanked the Board for the experience, noting that his participation on the Board will serve him well in the future.

Resolution
Adopted to
Recognize
Mr. Steven
Spino

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, July 25, 2011, 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 25, 2011

The following meetings were scheduled:

Monday, July 25, 2011	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
	11:00 a.m.	Closed Session
	12:30 p.m.	Regular Public Meeting

Meetings
Scheduled

There being no further business to conduct and no comments from the public, the meeting adjourned at 1:30 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Recording Secretary