



BOARD OF TRUSTEES

AGENDA

June 22, 2009

12:30 p.m.

- I. **CALL TO ORDER**

- II. **ANNOUNCEMENT OF PUBLIC MEETING**

- III. **ROLL CALL**

- IV. **APPROVAL OF MINUTES OF THE MAY 26 AND JUNE 5, 2009, BOARD OF TRUSTEES PUBLIC MEETINGS AND CLOSED SESSIONS** **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 in recognition of 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** **Bd. Action**
- C. **Recommend adoption of a resolution providing 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, 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, JULY 27, 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

May 26, 2009

<p>The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Tuesday, May 26, 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, Mr. Robert Fall, Mr. Stephan Leone, Mrs. Dolores Lewis, Mr. Warren Wolf, Mr. Harvey York, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President James McGinty, and Vice Presidents Don Doran, Richard Parrish, and Sara Winchester.</p>	Attendance
<p>The minutes of the April 27, 2009, Board of Trustees closed session and public meeting were approved upon unanimous roll call vote.</p>	Minutes Approved
<p>Ms. Elaine Schardien, Coordinator of the NJ STARS Program, introduced several students who are members of the OCC NJ STARS Club, Charis Chambers, Kathryn Napolitano, Marion Burke, and Oscar Navarro, as well as Colleen Doran, an OCC graduate and NJ STARS II student at Monmouth University. OCC's NJ STARS Club was the first established in the state, and, because of its great work, is serving as a model as other institutions form similar groups. The Board congratulated and commended the Club members for their focus this year on giving back to the community; they have volunteered their services to Habitat for Humanity, Simon's Soup Kitchen, the March of Dimes, and the OCC Harvest Party. The presence of the NJ STARS students is not only changing the dynamic of OCC but is also having a positive effect on the community's perception of our College.</p>	Presentations
<p>Ms. Kathleen Bombery, Project Coordinator of the Displaced Homemakers Program of Ocean County, thanked the Board, Dr. Larson, and the college staff for their support of this program, which is making such a positive difference in its clients' lives. The program was established on campus in 2007 and assists women who have lost their primary source of income through divorce, separation, death, or disability of a spouse to become economically self-sufficient. Ms. Bombery introduced Ms. Bridget Mancini, who described the impact the program has had in helping her acquire the necessary skills to secure employment in today's labor market.</p>	

Upon unanimous roll call vote, the Board adopted a resolution to proclaim the month of June 2009 as Displaced Homemakers Awareness Month at Ocean County College.

Resolution
Adopted for
Homemakers
Awareness
Month

Finance Committee

Two recommendations were withdrawn from the Finance Committee agenda; no action was taken on them:

Recommendations
for Contract
Awards
Withdrawn

- ◆ For the construction of the tennis court facility on campus
- ◆ For professional environmental engineering services for various projects on campus

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

- ◆ The statement of income and expenditures as of April 30, 2009, was accepted.
- ◆ The following contracts were awarded:
 - ◆ A maximum of \$31,289.22 to Pocket Nurse, Ambridge, Pennsylvania, for the purchase of healthcare education equipment, Phase I, for use at Ocean County College.
 - ◆ A maximum of \$22,908.59 to Pocket Nurse, Ambridge, Pennsylvania, for the purchase of healthcare education equipment, Phase II, for use at Ocean County College.
 - ◆ A maximum of \$27,376 to Leica MicroSystems, Bannockburn, Illinois, for the purchase of an educational forensic microscope system for use at Ocean County College.
 - ◆ A maximum of \$18,970.54 for the purchase of digital cameras for use at Ocean County College:
 - ◆ \$12,420.54 to Dell Marketing, Round Rock, Texas, and
 - ◆ \$6,550 to Guaranteed Products, Brick, New Jersey.
 - ◆ A maximum of \$39,254 to Total Video Products, Inc., Mickleton, New Jersey, for the purchase of digital mass media equipment for use at Ocean County College.
 - ◆ A maximum of \$50,000 to Peterson Service Company, Medford, New Jersey, for the second year of a two-year service agreement for electronic and pneumatic controls at Ocean County College.

Income/
Expenditures
Approved

Contracts
Awarded

- ◆ A maximum of \$100,000 to Zack Painting Company, Inc., Fords, New Jersey, for the second year of a two-year agreement for painting services at Ocean College.

- ◆ Resolutions were adopted to award the following contracts:
 - ◆ A maximum of \$200,000 to Sibona Group, Manahawkin, New Jersey, for an architect of record for various projects at Ocean County College. Resolutions
Adopted for
Contract Awards

 - ◆ A maximum of \$75,000 to Gravett Consulting Group, Forked River, New Jersey, for professional civil engineering services for various projects at Ocean County College.

 - ◆ A maximum of \$75,000 to IAQ, Inc., Bensalem, Pennsylvania, for professional HVAC commissioning and consulting services for various projects at Ocean County College.

 - ◆ A maximum of \$50,000 to Inertech Associates, Freehold, New Jersey, for IT commissioning services at Ocean County College.

 - ◆ A maximum of \$70,451.76 to Apple Computer, Inc., Austin, Texas, for the purchase of Apple computers for use at Ocean County College.

 - ◆ A maximum of \$165,587.49 to Dell Marketing, Round Rock, Texas, for the purchase of Dell computers for use at Ocean County College.

 - ◆ A maximum of \$79,310 to SunGard Higher Education Managed Services, Inc., Maitland, Florida, for professional institutional research services at Ocean County College.

- ◆ The following contracts were amended: Contracts
Amended
 - ◆ An additional \$2,631, for a maximum total of \$20,631, to W.I.T.S. Fitness and Training, Inc., Tinton Falls, New Jersey, for the purchase of educational services for personal fitness training for additional students for Continuing and Professional Education (contract originally awarded at the September 22, 2008, Board meeting).

 - ◆ An additional \$33,182.23, for a maximum total of \$9,796,801.48 to Wallace Contracting, Point Pleasant, New Jersey, for a change order to include enlarging doors in rehearsal room, changing flooring to carpet, installing Gypsum board, and installing new cover on electrical panel 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, and April 27, 2009, Board meetings).

- ◆ An additional \$35,100, for a maximum total of \$10,371,169, to Tormee Construction, Inc., Tinton Falls, New Jersey, for a change order for the replacement of concrete during the construction of the John C. Bartlett, Jr., Hall on campus (contract originally awarded at the May 27, 2008, Board meeting and amended at the April 27, 2009, Board meeting).
- ◆ An additional \$31,000, for a maximum total of \$53,962.20, to Lighthouse Communications, Lanoka Harbor, New Jersey, for campus wiring and installation projects at Ocean County College (contract originally awarded at the February 23, 2009, Board meeting and amended at the March 23, 2009, Board meeting).
- ◆ An additional \$15,000, for a maximum total of \$181,600, to Perceptive Software, Shawnee, Kansas, for Phase II of the purchase and installation of a document imaging management system (contract originally awarded at the April 28, 2008, Board meeting and amended at the April 27, 2009, Board meeting).
- ◆ An additional \$1,970.14, for a maximum total of \$24,470.14, to Pocket Nurse, Pittsburgh, Pennsylvania, for the purchase of additional Nursing laboratory supplies (contract originally awarded at the June 16, 2008, Board meeting and amended at the February 23, 2009, Board meeting).
- ◆ An additional \$18,500, for a maximum total of \$88,500, to ATI Testing, 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, 2009, Board meeting).
- ◆ An additional \$15,150, for a maximum total of \$50,785, to Economic Project Solutions, N. Brunswick, New Jersey, for pre-phase and construction-phase management services for the addition to the Facilities Management Building at Ocean County College (contract originally awarded at the March 23, 2009, Board meeting).
- ◆ An additional \$60,000, for a maximum total of \$2,625,000, to Tozour Trane Energy, King of Prussia, Pennsylvania, for the rental of a temporary chiller in the Administration Building to be used until a permanent chiller is installed as part of the energy conservation project at Ocean County College (contract originally awarded at the March 23, 2009, Board meeting).
- ◆ The Board adopted a resolution authorizing the submission of an application for a \$369,719 award from the New Jersey Department of Education for the continuation of a grant through the Carl D. Perkins Vocational and Technical Education Act to support instructional equipment and supplies, professional development, student travel, and tutoring. The emphasis for this funding cycle will be on Career Clusters that sup-

Grant
Application
Authorized

port workforce development, economic development, and stakeholder partnerships. Funding period: July 1, 2009, to June 30, 2010. Project director: Ms. Gina Suriano, Director of Grants.

Bylaw, Policy, and Curriculum Committee

Upon unanimous roll call vote, the 2010-2011 and 2011-2012 Academic Calendars were approved, as recommended by the Bylaw, Policy, and Curriculum Committee.

2010-2011 and
2011-2012
Academic
Calendars
Approved

Buildings and Grounds Committee

Upon unanimous roll call vote, the Facilities Engineering and Operations Status Report for April 30, 2009, was accepted.

Facilities
Engineering
Report Accepted

Dr. Parrish reported that enrollment in the summer sessions continues to increase. The number of credit hours in the first five-week session is up 11.5 percent over last year at this same point in time, the ten-week session is up 10.8 percent, and the twelve-week session is up 38.9 percent. The combined increase for all summer sessions at this time as compared to last year is up 13.2 percent.

Dr. Parrish also provided a status report on various facilities projects:

- ◆ An opening ceremony for the John C. Bartlett, Jr., Hall will follow the July 27 Board meeting.
- ◆ A contract award recommendation for the Planetarium renovation will be presented at the June 22 Board meeting.
- ◆ The campus-wide energy management project is well underway, as are the projects to improve security on campus.
- ◆ The creation of the rain garden, with funding from Phi Theta Kappa and management from the Barnegat Bay National Estuary Program, will begin shortly.
- ◆ There are 31 architects who have expressed interest in designing the Gateway Building; a contract recommendation will be made at the July 27 Board meeting.

Personnel Committee

The Personnel Report, as recommended by the Personnel Committee, was unanimously approved upon roll call vote.

Personnel Report
Approved

President's Report

Dr. Larson informed the trustees that the Viking News won 13 awards at the annual New Jersey College Newspaper Conference and Awards Luncheon sponsored by the New Jersey Press Foundation. The conference was held on Saturday, April 14, at the Trenton Marriott Hotel, and the theme was "College Newspaper Websites as a Destination for Students and the Campus Community." Dr. Larson and the trustees extended congratulations to the Viking News advisor and staff.

President's
Report

Congratulations and appreciation were also expressed to Ms. RoseAnn D'Urso, Manager of Promotional Programming, for her great work in promoting the college. Ms. D'Urso wrote an article, "Trading your college's trash for cash," which was published in the May 22 edition of the national trade newspaper, *Community College Times*. She also was instrumental in a second article that appeared in the same edition, "Science programs find a home online," in which OCC was prominently featured.

Dr. Larson commended Ms. Janet Hubbs, Chair of the Steering Committee for the Periodic Review Report prepared for and sent to the Middle States Commission on Higher Education. Ms. Hubbs provided excellent leadership on this comprehensive evaluation of our institution's progress and growth since our Middle States Self-Study Report in April 2004.

The trustees adopted, upon unanimous roll call vote, a Certificate of Appreciation to be presented to Mr. Jack Lamping in recognition of his outstanding service to the Ocean County College Foundation from 1976 until his retirement in 2005 and in tribute to his extraordinary contributions and devotion to Ocean County College for over 30 years.

Certificate of
Appreciation -
Mr. Jack
Lamping

The Board also adopted, upon unanimous roll call vote, a resolution memorializing Mr. William D. Smith, Adjunct Assistant Professor of Social Science, Education, and Public Service, from June 26, 1996, until his death on March 12, 2009.

Resolution
Adopted -
Mr. William D.
Smith

Dr. Larson reminded the trustees of the Board Retreat scheduled for Friday, June 5, at 12:00 noon in the Technology Building Conference Room and the annual New Jersey Council of County Colleges Trustee Conference on Monday, June 15, from 3:00 to 8:00 p.m. at the Trenton Marriott in Lafayette Yard.

Miscellaneous

Mr. Thulin encouraged trustees to attend the NJCCC Trustee Conference on June 15, which will include best practices presentations by several trustees.

Mr. Thulin also commented on the pride everyone should feel about the College. Last week was very special as the academic year culminated with the Nurses' Pinning Ceremony, the Awards Ceremony, and the 42nd Commencement.

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, June 22, 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 --
May 26, 2009

The following meetings were scheduled:

Friday, June 5, 2009

12:00 noon

Board of Trustees Retreat/Meeting

Meetings
Scheduled

Monday, June 22, 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 1:15 p.m.

Adjournment

Respectfully submitted,

Linda L. Novak
Secretary

Connie Bello
Recording Secretary



BOARD OF TRUSTEES

Public Retreat/Meeting

June 5, 2009

Minutes

A special retreat/meeting of the Ocean County College Board of Trustees was called to order by Mrs. Linda Novak, Secretary, at 12:30 p.m., on Friday, June 5, 2009, in the Conference Room of the Technology 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: Mrs. Linda Novak, Mr. Robert Fall, Dr. Bruce Greenfield, Mr. Stephan Leone, Mr. Thomas Monahan, Mr. Harvey York, Ms. Nicole Zavattieri, Mr. Jack Sahradnik, Dr. Jon Larson, Dr. Jim McGinty, and Ms. Sara Winchester.

Attendance

Ms. Winchester reviewed the revised Ocean County College Long-Term Capital Plan, which added a Phase I expansion of the College Center in place of an Administration Building addition. This revision to the Capital Plan will not significantly affect the program already established with Ocean County to bond the College's capital projects.

Also reviewed was the College's estimated debt service, by fiscal year, which will result from the County's bonding of the Capital Plan projects. Ms. Winchester reported that the College will be able to manage the Capital Plan and the resulting debt service obligation without difficulty in future years, based even on very conservative revenue assumptions.

The many projects supported by the Unrestricted Fund Balance since June 30, 2008, were reviewed, including those that have been completed, are currently underway, and are planned for the future.

All of these plans and projects will be closely monitored, evaluated, and revised, as necessary, on a continuous basis, and the trustees will receive frequent status reports.

Dr. McGinty provided additional detail on the proposal to expand the College Center. It is envisioned that all of the offices that directly serve students will be moved from the Administration Building to the College Center to provide a one-stop service center for the students.

The trustees agreed that it would be in the best interests of the college and its students to build a two-story, 26,000 square foot addition to the College Center. More specific information was requested by the trustees on the proposed utilization of the building and its estimated cost, but it was agreed to move ahead with the planning of the College Center expansion.

The executed Memorandum of Understanding among Kean University, Kean University Foundation, and Ocean County College has been received. OCC's counsel is currently developing a lease agreement between Kean and Ocean for the Gateway Building. Over 30 architectural firms have expressed interest in designing the Gateway Building, and several of the firms will be invited to give formal presentations.

Dr. Larson suggested the establishment of an American Citizenship Center on campus, an initiative that would fit well within the community college mission, whereby assistance would be provided to residents seeking citizenship. The trustees are interested in pursuing this idea; Dr. Larson will establish a committee to research appropriate legal and social issues and formulate a proposal.

Computer netbooks will be purchased for trustees to use in accessing material for the Board meetings.

At 2:00 p.m., the Board, upon unanimous roll call vote, adopted a resolution to move immediately into a closed session for the purpose of discussing personnel matters, 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.

Resolution Adopted for Closed Meeting

At 2:37 p.m., the closed session ended and the public meeting reconvened.

Public Meeting Reconvened

The next meetings are scheduled for:

Monday, June 22, 2009

- 9:30 a.m. Finance Committee
- 10:00 a.m. Bylaw, Policy, and Curriculum Committee
- 10:15 a.m. Buildings/Grounds Committee
- 10:30 a.m. Personnel Committee
- 12:30 p.m. Regular Public Monthly Meeting

Meetings Scheduled

With no further business to discuss and no comments from the public, the meeting adjourned at 2:40 p.m.

Adjournment

Respectfully submitted,

Linda L. Novak
Secretary

Connie Bello
Recording Secretary