



## BOARD OF TRUSTEES

### AGENDA

March 28, 2011  
12:30 p.m.

- I. CALL TO ORDER
  
- II. ANNOUNCEMENT OF PUBLIC MEETING
  
- III. ROLL CALL
  
- IV. RECOMMEND APPROVAL OF MINUTES OF THE FEBRUARY 28, 2011, BOARD OF TRUSTEES PUBLIC AND CLOSED SESSION MEETINGS Bd. Action
  
- V. COMMENDATIONS
  
- VI. 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

VI. COMMITTEES (continued...)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**

VII. PRESIDENT'S REPORTVIII. MISCELLANEOUS

- A. Recommend adoption of a resolution providing for a closed meeting to be held on Monday, April 25, 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, APRIL 25, 2011**

- |  |          |   |
|--|----------|---|
| 1. <b>Finance Committee</b>                                      | Time:    | 9:30 a.m.   |
|  | Place:   | Business Conference Room  |
| 2. <b>Bylaw, Policy, and Curriculum Committee</b><br>(as needed) | Time:    | 10:00 a.m.  |
|  | Place:   | Academic Affairs Office   |
| 3. <b>Buildings and Grounds Committee</b>                        | Time:    | 10:15 a.m.  |
|  | Place:   | Business Conference Room  |
| 4. <b>Personnel Committee</b>                                    | Time:    | 10:30 a.m.  |
|  | Place:   | President's Office  |
| 5. <b>Entire Board</b>   | Time:    | 11:00 a.m.  |
|  | Place:   | Boardroom   |
|  | Purpose: | Caucus Meeting—Personnel, Pending Litigation, and Collective Bargaining |
| 6. <b>Entire Board</b>   | 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

February 28, 2011

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, February 28, 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, Mrs. Joanne Pehlivanian, Dr. Wilda Smithers, Mr. Steven Spino, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice Presidents Jim McGinty and Richard Strada, Vice Presidents Don Doran, Tara Kelly, Richard Parrish, and Sara Winchester.

Attendance

The minutes of the January 24, 2011, Board of Trustees closed session and public meetings were approved by majority vote, with Mr. Leone abstaining from the vote.

Minutes  
Approved

Ms. Ilene Cohen and Mr. AJ Trump, Director of Athletics and Assistant Director of Athletics, respectively, attended the meeting with several students. Dr. Larson recognized Ms. Cohen as one of the finest athletic directors he has known throughout his career. He was proud to report that she was honored by the Garden State Athletic Conference at the National Girls and Women in Sports Day at Seton Hall University on February 6 as the 2011 Athletic Director of the Year. Dr. Larson also introduced Ms. Robynn Frank, who was selected as the OCC Woman Athlete of the Year and also recognized at the Conference. Ms. Frank served as the principal speaker at the event, and she had a wonderful presentation. The Board expressed their congratulations to Ms. Cohen and Ms. Frank, and Dr. Larson presented them with resolutions from the Ocean County Board of Freeholders commending them for their achievements.

Commendations

Dr. Larson and Ms. Cohen were also very excited to share the news that the day before, on Sunday, February 27, the Men's Basketball team won the National Junior College Athletic Association (NJCAA) Region XIX Division III Championship. Three players attended the meeting and were congratulated: Mr. Jeremy Watkins; Mr. Steven Salley, who was selected as the Most Valuable Tournament Player; and Mr. JaMario Clayton, who was named the Region XIX Player of the Year. Additionally, Head Coach Rory Caswell was named the Region XIX Coach of the Year. As a result of this win, OCC's

team will play in the NJCAA National Championships hosted by Sullivan County Community College in New York from March 10-12.

Ms. Cohen shared more good news: The Men's and Women's Swim teams also qualified for the NJCAA Championships, which will take place from March 2-5 in Buffalo, New York.

And, finally, as a result of this fall's season, the National Alliance of Two-Year Athletics Administrators (NATYAA) Cup Program ranked Ocean County College's Athletic Program as fourth in the country. The program recognizes excellence in two-year college athletics based on success in national championship competitions.

All of the players, the coaches, and the Athletic Department staff were applauded for their outstanding accomplishments.

Col. Alan Smith, OCC Adjunct Instructor of History and Training Director for Employer Support of the Guard and Reserve, who serves as OCC's Veterans Club Advisor, provided the trustees with information on the club's activities and the upcoming fundraising dinner scheduled for April 26 at the Toms River American Legion. He also informed the Board of the outstanding work Mr. Mike Sparrow, recently employed Coordinator of Veterans Affairs, is doing in meeting the needs of the Ocean County veterans.

Dr. Norma Betz, Director of Financial Aid, spoke briefly on the grant award from the New Jersey Higher Education Student Assistance Authority made available through the New Jersey Commission on Higher Education to support the Opening Pathways to Education Now (OPEN) Program. This is the third year the College has received this Federal College Access Challenge Grant, the primary purpose of which is to assist families with completing the Free Application for Federal Student Aid (FAFSA). Dr. Larson thanked Dr. Betz, Ms. Winchester, and their colleagues for the fine job Financial Aid does in supporting the students.

#### 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 January 31, 2011, was accepted.
- ◆ The following contracts were awarded:
  - ◆ A maximum of \$65,475 to Total Video Products, Mickleton, New Jersey, for the purchase and installation of NEC projectors at Ocean County College.
  - ◆ A maximum of \$98,000 to EMSA Construction, Inc., Parlin, New Jersey, for the installation of solar panels in the Bartlett Building at Ocean County College.

Income/  
Expenditures  
Approved

Contracts  
Awarded

- ◆ A maximum of \$27,200 to Paulus, Sokolowski & Sartor, L.L.C., Warren, New Jersey, for professional engineering services for the replacement of unit ventilators in the Instructional Building and the Russell Building at Ocean County College.
- ◆ A maximum of \$21,784.18 to Lateral Medical Corporation, Wappingers Falls, New York, for the purchase and installation of healthcare educational equipment for the Nursing Department at Ocean County College.
- ◆ Resolutions were adopted to award the following contracts: Resolutions  
Adopted for
  - ◆ A maximum of \$85,706.25 to New Jersey Business Systems, Robbinsville, New Jersey, for the purchase and installation of cameras, network drives, and equipment to improve the security system at Ocean County College.
  - ◆ A maximum of \$24,600 to Entrinsik, Inc., Raleigh, North Carolina, for the purchase of Informer web reporting Unidata user licenses at Ocean County College.
  - ◆ A maximum of \$67,500 to SunGard Higher Education Managed Services, Inc, Maitland, Florida, for grant support services for a six-month period from January 1 through June 30, 2011, at Ocean County College.
  - ◆ A maximum of \$51,160 to Academy of Natural Sciences, Philadelphia, Pennsylvania, for a sub award agreement entitled, "Development and Implementation of an Integrated Tidal Wetlands Monitoring and Assessment Program in the Barnegat Bay and Delaware Estuaries," to be administered through the Barnegat Bay Natural Estuary Program.
- ◆ The following contracts were amended: Contracts  
Amended
  - ◆ An additional \$40,000, for a maximum total of \$273,813, to Datatel, Inc., Fairfax, Virginia, for additional professional services for the CORE (basic communications management) and HR (payroll and Webadvisor) systems (contract originally awarded at the August 23, 2010, Board meeting).
  - ◆ An additional \$200,000, for a maximum total of \$500,000, to Diamond Construction, Brick, New Jersey, for additional unanticipated snow removal on the Toms River campus mall (contract originally awarded at the November 8, 2010, Board meeting) (Exhibit A-11)
  - ◆ An additional \$40,000, for a maximum total of \$90,000, to Diamond Construction, Brick, New Jersey, for additional unanticipated snow removal at the Southern Education Center in Manahawkin (contract originally awarded at the November 8, 2010, Board meeting).
  - ◆ An additional \$2,145, for a maximum total of \$126,828.30, to Panoramic Window and Door Systems, Inc., Monmouth Beach, New Jersey, for a change order

for additional labor costs required during weekend hours (contract originally awarded at the November 2, 2009, Board meeting).

- ◆ An additional \$9,000, for a maximum total of \$999,640, to Blackney Hayes Architects, Philadelphia, Pennsylvania, for a change order for additional sidewalk plans and specifications for the Gateway Building (contract originally awarded at the July 27, 2009, Board meeting).
- ◆ An additional \$19,620, for a maximum total of \$1,095,724, to Santorini Construction, Neptune, New Jersey, for a change order for renovations to the laboratories in the OIT Building (contract originally awarded at the May 24, 2010, Board meeting).
- ◆ An additional \$14,375, for a maximum total of \$129,335, to Assessment Technologies Institute, Overland Park, Kansas, for additional tests for students enrolled in the Nursing Program (contract originally awarded at the June 28, 2010, Board meeting).
- ◆ An additional \$14,506.08, for a maximum total of \$17,506.08, to SBP Industries, Cranford, New Jersey, for the rental of a diesel generator for the Planetarium (contract originally awarded on August 27, 2010, for \$3,000, an amount under the purchasing threshold and, therefore, not requiring Board action).
- ◆ An additional \$10,025.40, for a maximum total of \$20,025.40, to TOPP Portable Air, Aston, Pennsylvania, for the rental of an air cooled chiller for the Planetarium (contract originally awarded on July 1, 2010, for \$10,000, an amount under the purchasing threshold and, therefore, not requiring Board action).
- ◆ A \$7,500 grant award was accepted from the New Jersey Commission on Higher Education for the Ocean County College Opening Pathways to Education Now (OPEN) Initiative, which will increase awareness of affordability and access to postsecondary education for underrepresented student populations, particularly minority, low income, and first generation high school seniors as well as to assist New Jersey families and students by helping them complete the Free Application for Federal Student Aid (FASFA). Project director: Dr. Norma Betz, Director of Financial Aid. Funding period: February 2011 to August 31, 2011. Grant Accepted

#### 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 meeting on January 5, 2011, were approved: College Senate  
Items Approved

- ◆ New Courses:
  - ◆ CSIT 165, Programming I
  - ◆ CSIT 166, Programming II
  - ◆ CSIT 176, Computer Organization and Architecture
  - ◆ CSIT 265, Data Structures and Analysis
- ◆ Revised Certificate Programs:
  - ◆ Certificate of Completion in Information Technology
  - ◆ Certificate of Proficiency in Information Technology
- ◆ Revised Degree Programs:
  - ◆ A.A.S. Degree in Computer Science – Information Technology
  - ◆ A.A.S. Degree in Computer Science – Game Development and Design
  - ◆ A.S. Degree in Computer Science – Information Systems
  - ◆ A.S. Degree in Computer Science – Information Technology
  - ◆ A.S. Degree in Computer Science
- ◆ Revised Policy:
  - ◆ Policy #5122, Students, Admission, General Requirements

#### Buildings and Grounds Committee

Mrs. Novak, Chair, commented on groundwork being done at the Gateway Building site. A College website will be created to document the exciting progress of the building construction.

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

Facilities  
Engineering  
Report Accepted

#### Personnel Committee

The Personnel Report, including its addendum, was approved as recommended upon unanimous roll call vote. Within the report was a resolution expressing sympathy upon the death of Mr. Thomas Donelan, Sr., Preventive Maintenance Mechanic, who worked full-time at the College from September 15, 2003, until his retirement on January 1, 2007, and part-time from April 7, 2007, until his death on February 7, 2011. The resolution was adopted upon a separate unanimous roll call vote.

Personnel Report  
Approved

#### President's Report

Dr. Larson, Mr. Thulin, Mrs. Novak, Mr. Strada, Mr. Doran, and Ms. Maureen Reustle, Dean of Academic Services, will attend the Trustee Seminar sponsored by the New Jersey Council of County Colleges tonight. Dr. John Gardner, Policy Center on the First Year of College, will be the guest speaker, and our representatives will discuss the benefits of the program to OCC students.

President's  
Report

The visit by Dr. Larson, Mr. Bray Barnes, and Mr. Dave Wolfe to the Community College National Legislative Summit from February 13 to 16 was quite successful. They discussed several issues with Congressmen: the establishment of a Homeland Security Education and Training Center; the establishment of an Ocean County College-Barnegat Bay Partnership EnviroCenter; a partnership with the U.S. Naval Air Force, Specialty Systems, Inc., and Ocean County College for the development of an Aviation Data Management and Control System; and the Ocean County College School of E-Learning.

A ribbon-cutting ceremony will take place on Friday, April 8, for the OCC Arts and Community Center, and a special grand opening event is scheduled for Saturday, April 9, with a performance by "The Three Phantoms in Concert," with music by the Garden State Philharmonic, conducted by its Artistic Director Anthony LaGruth.

The first Ocean County College Senior Living Expo will be held on Wednesday, March 16, from 10 a.m. to 2 p.m. in the College Gymnasium. The Saint Barnabas Health Care System and Harrogate are sponsoring the event, which will include over 30 vendors. Businesses, community organizations, and civic nonprofit agencies will have informative displays and exhibits.

The next Trustee Retreat is scheduled for Friday, March 11, from noon to 3 p.m.

#### Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, March 28, 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-  
March 28,  
2011

The following meetings were scheduled:

<b>Monday, March 28, 2011</b>	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

There being no further business to conduct and no more comments from the public, the meeting adjourned at 1:40 p.m.

Adjournment

Respectfully submitted,

Connie Bello  
Recording Secretary