



BOARD OF TRUSTEES

AGENDA

**September 27, 2010
12:30 p.m.**

- I. CALL TO ORDER

- II. ANNOUNCEMENT OF PUBLIC MEETING

- III. ROLL CALL

- IV. RECOMMEND APPROVAL OF MINUTES OF THE AUGUST 23 AND SEPTEMBER 17, 2010, BOARD OF TRUSTEES PUBLIC AND CLOSED SESSION MEETINGS *Bd. Action*

- V. SWEARING-IN OF MRS. JOANNE PEHLIVANIAN AND DR. WILDA SMITHERS, BOTH OF WHOM WERE APPOINTED BY THE OCEAN COUNTY BOARD OF CHOSEN FREEHOLDERS TO SERVE THREE-YEAR TERMS ON THE OCEAN COUNTY BOARD OF TRUSTEES, FROM AUGUST 18, 2010, THROUGH DECEMBER 19, 2013

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**

B. **Bylaw, Policy, and Curriculum Committee (Mr. Monahan, Chairperson)**
(Dr. McGinty, Executive Vice President, Operational)

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 REPORT**

VIII. **MISCELLANEOUS**

- A. **Recommend adoption of a resolution providing for a closed meeting to be held on Monday, November 8, 2010, 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, NOVEMBER 8, 2010**

Note: The annual reorganization meeting will be held on Monday, November 8, 2010. There will be no meeting on the fourth Monday in October.

- | | | |
|--|----------|---|
| 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

August 23, 2010

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, August 23, 2010, 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, Dr. Bruce Greenfield, Mr. Robert Fall, Mr. Stephan Leone, Mr. Warren Wolf, Mr. Harvey York, Mr. Steven Spino, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President Jim McGinty, Vice Presidents Don Doran, Tara Kelly, Richard Parrish, and Sara Winchester, and Interim Vice President Richard Strada.

Attendance

The minutes of the July 26, 2010, Board of Trustees closed session and public meeting were approved by unanimous roll call vote.

Minutes
Approved

The following employees were commended for their educational achievements:

Employee
Commendations/
Recognitions

- ◆ Ms. Susan Ebeling-Witte, Community Services Specialist, Career, Employment, and Personal Counseling, for attaining a Master of Science degree with a major in Psychological Counseling from Monmouth University.
- ◆ Ms. Antoinette Toscano, English Computer Laboratory Technician, for attaining a Bachelor of Arts degree with a major in Business Studies from The Richard Stockton College of New Jersey.

Two former employees were memorialized by resolution following their recent death:

- ◆ Mr. Lawrence Lazarro, Adjunct Professor of Social Science, who served the College for 27 years.

- ◆ Mr. Al Gregoritch, Professor of Social Science, who taught for 20 years at the College.

Receiving his resolution was Mr. Steve Gerding, an OCC graduate who first met Mr. Gregoritch as a student and continued to enjoy a 30 year friendship with him. Mr. Gerding spoke of the tremendous influence Mr. Gregoritch had on his life as he followed a criminal justice career path similar to that of Mr. Gregoritch.

Dr. Ali Botein-Furrevig, Assistant Professor of English and Literature, was invited to this meeting to discuss her new book, "Heart of the Stranger, A Portrait of Lakewood's Orthodox Community." Dr. Botein-Furrevig spoke of the spiritual journey she enjoyed as she researched the history of Judaism. She signed copies of her book for the trustees.

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 July 31, 2010, was accepted.
- ◆ The following contracts were awarded:
 - ◆ A maximum of \$55,000 to Ribbons Express, Cherry Hill, New Jersey, for the first year of a two-year agreement for the purchase of toner cartridges for campus-wide use.
 - ◆ A maximum of \$824,900 to Kraft Power Corporation, Pompton Plains, New Jersey, for the purchase of equipment for the Combined Heat and Power Plant at Ocean County College.
 - ◆ A maximum of \$463,700 to Broad USA, Hackensack, New Jersey, for the purchase of a chiller/heater for the Combined Heat and Power Plant at Ocean County College.
 - ◆ A maximum of \$21,663 to Total Video Products, Mickleton, New Jersey, for the purchase of a theatre projection system for the Arts and Community Center at Ocean County College.
- ◆ Resolutions were adopted to award the following contracts:
 - ◆ A maximum of \$24,000 to Longtree and Associates, L.L.C., Middletown, New Jersey, for educational services for a course in Certified Assisted Living Administration and Comprehensive Alzheimer's Dementia to be offered by Continuing and Professional Education at Ocean County College.

Income/
Expenditures
Approved

Contracts
Awarded

Resolutions
Adopted for
Contract Awards

- ◆ A maximum of \$42,546.78 to Thomson Gale, Farmington Hills, Michigan, for the purchase of multi-volume literature reference sets and other publications for the Library at Ocean County College.
- ◆ A maximum of \$187,126 to Timecruiser Computing Corporation, Fairfield, New Jersey, for the first year of a five-year agreement for the CampusCruiser subscription at Ocean County College.
- ◆ A maximum of \$233,813 to Datatel, Inc., Fairfax, Virginia, for Datatel software maintenance during 2010-2011 at Ocean County College.
- ◆ A maximum of \$27,500 to Siemens Building Technologies, Inc., Blue Bell, Pennsylvania, for software system support and maintenance for the energy management system during 2010-2011 at Ocean County College.
- ◆ A maximum of \$35,000 to Simplex Grinnell, Egg Harbor Township, New Jersey, for hardware/software for card access during 2010-2011 at Ocean County College.
- ◆ A maximum of \$30,000 to New Jersey Business Systems, Robbinsville, New Jersey, for maintenance, repairs, and additions to the CCTV system during 2010-2011 at Ocean County College.
- ◆ A maximum of \$36,038.50 to Dell Marketing, Round Rock, Texas, for the purchase of Dell computers for Ocean County College.
- ◆ The following contracts were amended:
 - ◆ An additional \$140,425, for a maximum total of \$521,810, to Economic Project Solutions, N. Brunswick, New Jersey, for additional construction management consulting services for the Planetarium; IT Building; deferred maintenance; Gym chlorination, color selection, pool HVAC; and Nursing Building (contract originally awarded at the February 23, 2009, Board meeting).
 - ◆ An additional \$23,000, for a maximum total of \$367,968, to Connor Strong Companies, Inc., Marlton, New Jersey, due to increased building values and the CAT boat (contract originally awarded at the June 28, 2010, Board meeting).
 - ◆ An additional \$1,490, for a maximum total of \$1,961,490, to SunGard Higher Education Managed Services, Inc., Maitland, Florida, for a continuation of existing computer management services at Ocean County College for the period July 1, 2010, through December 31, 2010 (contract originally awarded at the December 7, 2009, Board meeting).

Contracts
Amended

- ◆ An additional \$30,000, for a maximum total of \$456,725, to Cambridge Construction Management, Somerville, New Jersey, for additional construction management consulting services through the completion of the Theatre renovation in the Arts and Community Center (contract originally awarded at the March 23, 2009, Board meeting).
- ◆ An additional \$1,800, for a maximum total of \$25,800, to Academy Express, L.L.C., Hoboken, New Jersey, for a three-month extension of bus service to various locations for trips offered by Ocean County College (contract originally awarded at the July 27, 2009, Board meeting).
- ◆ An additional \$91,703, for a maximum total of \$2,342,619.50, to Santorini Construction, Inc., Neptune, New Jersey, for change orders to the renovation of the Planetarium (contract originally awarded at the June 22, 2009, Board meeting).

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 August 4, 2010, were approved:

College Senate
Items Approved

- ◆ New Courses
 - ◆ ARTS 284, Art Seminar in Japan I
 - ◆ ENGL 110, ESL Strategies for Academic Success
 - ◆ ENGL 131, Writing for College
 - ◆ HEBR 152, Elementary Modern Hebrew II
 - ◆ HLSC 171, Fundamentals of Emergency Management
 - ◆ HLSC 172, Domestic and International Terrorism
 - ◆ HLSC 173, Introduction to Security
 - ◆ HLSC 174, Introduction to the Intelligence Function
 - ◆ HLSC 200, Risk Management and Analysis
 - ◆ HLSC 201, Organizational Integration and Management
- ◆ Revised Courses
 - ◆ ANTH 238, Native American Travel Seminar
 - ◆ COMM 291, Communications Internship II
 - ◆ MUSC 160, 161, 260, 261, College Choir I, II, III, and IV
 - ◆ MUSC 173, 174, 273, 274, Concert Band I, II, III, and IV
 - ◆ THTR 199, Theatre Workshop

- ◆ New Program
 - ◆ A.S. Degree in Homeland Security
- ◆ Revised Program
 - ◆ A.S. Degree in Public Service
- ◆ Terminated Program
 - ◆ A.A.S. Degree in Allied Health
- ◆ Revised Policy
 - ◆ Policy #5162, Students, Academic Standards, Class Attendance

Buildings and Grounds Committee

Although much more work needs to be done, the architect has shared initial renderings of the addition to the College Center after having received input from the various constituencies of the College. It is envisioned that all student services would be available in one location on campus.

The Mill Creek Sailing Center Agreement between the College and the County of Ocean is being formally approved at this meeting following approval by the New Jersey Department of Environmental Protection.

The Fall Colloquium will be held in the renovated Arts and Community Center Theatre, and the Ocean County College Foundation Gala will be in the Gym.

Upon unanimous roll call vote, the Facilities Engineering and Operations Status Report for July 31, 2010, was accepted.

Facilities
Engineering
Report Accepted

Also approved upon unanimous roll call vote was the Development, Construction, and Joint Use Agreement between the Ocean County Board of Chosen Freeholders and Ocean County College for the Mill Creek Park Sailing Center in Berkeley Township, New Jersey, following approval by the New Jersey Department of Environmental Protection (Agreement originally approved at the March 22, 2010, Board meeting pending DEP approval).

Mill Creek
Park Sailing
Center Agreement
Approved

Personnel Committee

Upon unanimous roll call vote, the Personnel Report was approved as recommended by the Personnel Committee. Mr. Leone noted that the hiring of an individual for the Veterans Coordinator position is included in this Report.

Personnel Report
Approved

President's Report

Dr. McGinty updated the trustees on the plans to implement the new policy prohibiting smoking on campus. He is chairing a committee to develop procedures to ensure effective communication and enforcement of the policy. New signs will be posted on campus, email messages will be sent to all students and staff informing them of the new policy, information will be posted on the College website, and workshops will be offered to students and staff on smoking cessation.

President's Report

The Ocean County College Foundation's Summer Celebration, "An Evening by the Sea," will take place on Saturday, September 11, at 6 p.m. Jim and Marion Caldwell are being honored as the 2010 Humanitarians of the Year.

The Fall 2010 Colloquium is Thursday, September 2, at 9 a.m. in the renovated Theatre of the Arts and Community Center. Trustees are invited to attend. Dr. Lawrence Nespoli, President of the New Jersey Council of County Colleges, is the guest speaker. Dr. Nespoli will also be a participate in a panel discussion on "The Impact of the Economic Environment on Ocean County College," with Ms. Sara Winchester, Mr. Dave Wolfe, and Mr. Lou Goetting, Cabinet Secretary from the Office of the Governor of New Jersey.

The next Board Retreat is scheduled for Friday, September 17, at 12:00 noon in the Conference Room of the Technology Building.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, September 27, 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-
September 27,
2010

The following meetings were scheduled:

Monday, September 27, 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

There being no further business to conduct, the meeting adjourned at 1:10 p.m.

Adjournment

Respectfully submitted,

Bruce Greenfield, Ed.D.
Secretary

Connie Bello



BOARD OF TRUSTEES

Public Retreat/Meeting

September 17, 2010
Minutes

A special retreat/meeting of the Ocean County College Board of Trustees was called to order by Mrs. Linda Novak, Vice Chair, at 12:15 p.m., on Friday, September 17, 2010, 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. Jerry Dasti, Dr. Bruce Greenfield, Mr. Thomas Monahan, Mrs. Joanne Pehlivanian, Dr. Wilda Smithers, Mr. Harvey York, Mr. Steven Spino, Mr. Jack Sahradnik, and Dr. Jon Larson. Also in attendance from the College were Dr. James McGinty, Executive Vice President, Operational; Mr. Richard Strada, Executive Vice President, Instruction; Dr. Richard Parrish, Vice President of Planning and Administration; Ms. Sara Winchester, Vice President of Finance; Dr. Richard Parrish, Vice President of Planning and Administration; and Mr. Kevin Donohoe, Assistant Vice President of Human Resources.

Attendance

Mr. Sahradnik administered the oath of office to two new trustees, Mrs. Joanne Pehlivanian and Dr. Wilda Smithers, both of whom were appointed by the Ocean County Board of Chosen Freeholders to serve three-year terms, from August 18, 2010, through December 19, 2013.

Oath of Office
Administered to
Mrs. Pehlivanian
and Dr. Smithers

At 12:20 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 1:50 p.m., the closed session ended and the public meeting reconvened.

Public Meeting
Reconvened

Buildings and Grounds Committee

Upon recommendation of the Building and Grounds Committee, the following was approved upon unanimous roll call vote:

- ◆ Authorized and approved the signing by Dr. Larson of the following agreements pending final review by College counsel and no major subsequent revisions:
 - ◆ The Ground Lease Agreement between the Kean University Foundation, Inc., and Ocean County College for the Gateway Building on the Ocean County College campus.

Gateway Building
Ground Lease
and Ownership/
Operating
Agreements
Approved

- ◆ The Ownership and Operating Agreement between the Kean University Foundation, Inc., and Ocean County College for the Gateway Building on the Ocean County College campus.

Discussion Items

- ◆ As of this morning, fall 2010 semester enrollment is down one percent from fall 2009. Official statistics will be available on Tuesday, September 21. Kean University's enrollment is up 17 percent in the Kean/Ocean program.
- ◆ A revised FY 2011 budget will be presented for approval at the September 27 Board meeting that will reflect decreased tuition revenue as well as expenditure reductions.
- ◆ Standard Operating Procedures for construction change orders are being finalized and will be shared with the trustees at the September 27 meeting.
- ◆ In preparation for a discussion at the next Board Retreat, a brief overview was distributed on the importance of governing boards understanding their role and responsibility in ensuring student-learning outcomes and educational quality.

The next meetings of the Board are scheduled for:

Monday, September 27, 2010

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

There being no further business and no comments or questions from the trustees or the public, the meeting adjourned at 2:00 p.m.

Adjournment

Respectfully submitted,

Bruce Greenfield, Ed.D.
Secretary

Connie Bello
Recording Secretary