



BOARD OF TRUSTEES

AGENDA

September 26, 2011
12:30 p.m.

- I. CALL TO ORDER
- II. ANNOUNCEMENT OF PUBLIC MEETING
- III. ROLL CALL
- IV. RECOMMEND APPROVAL OF MINUTES OF THE AUGUST 22 AND SEPTEMBER 9, 2011, BOARD OF TRUSTEES PUBLIC AND CLOSED SESSION MEETINGS *Bd. Action*
- V. INTRODUCTION OF GUESTS AND ADOPTION OF RESOLUTION *Bd. Action*
 - A. *Dr. Wang Fanzhen, Vice President, Tianjin Radio and TV University*
 - B. *Mr. Nie Hongmin, Deputy Director of the Modern Education Technology Center, Tianjin Radio and TV University*
 - C. *Mr. Allen Wang, CEO and Co-Founder of Timecruiser Computing Corporation*

VI. 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**

VII. PRESIDENT'S REPORTVIII. MISCELLANEOUS

- A. Recommend adoption of a resolution providing for a closed meeting to be held on Monday, November 7, 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, October 31, 2011**

- | | | |
|------------------|--------|--|
| 1. Board Retreat | Time: | 12:00 noon |
| | Place: | Technology Building
Conference Room |

Monday, November 7, 2011

Note: The annual reorganization meeting will be held on Monday, November 7, 2011. 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 22, 2011

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, August 22, 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, Mr. Warren Wolf, Mr. Harvey York, Ms. Mary Alburtus, 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 July 25, 2011, Board of Trustees closed session and public meeting were approved by unanimous roll call vote.

Minutes
Approved

Mr. Wolf submitted a letter to Freeholder John C. Bartlett, Jr., and Mr. Thulin indicating he was retiring from the Board of Trustees, effective today. He said it was an honor and a privilege to have served with his fellow trustees since 1984 and he is proud of Ocean County College, its many accomplishments over the years, and the profound impact it has had on the residents of Ocean County.

Mr. Thulin and Dr. Larson accepted Mr. Wolf's retirement with both regret and admiration. They praised him for his unique, authentic wisdom, his ethical conduct, and his unrelenting concern for OCC's students. His service to the students, to the College, and to the County has been most influential and impressive.

Upon unanimous roll call vote, the following resolution was adopted

WHEREAS, the members of the Ocean County College Board of Trustees wish to publicly acknowledge Mr. Warren H. Wolf on the occasion of his retirement from the Board of Trustees; and

Resolution
Adopted -
Retirement
of Warren
Wolf

WHEREAS, Mr. Warren H. Wolf was appointed to the Board of Trustees in 1994 by the Ocean County Board of Chosen Freeholders and has faithfully served the College in an exemplary manner for a total of seventeen years; and

WHEREAS, during his tenure, Mr. Warren H. Wolf served as a member of the Finance Committee and the Buildings and Grounds Committee; and

WHEREAS, as a long-time member of the Board of Trustees, Mr. Warren H. Wolf's contributions of time, energy, and expertise have had a significant impact in ensuring the continued growth and excellence of Ocean County College in its goal to be recognized as one of the finest community colleges in the nation; and

WHEREAS, during his professional career, Mr. Warren H. Wolf has served his community and the College with dignity and distinction, always with the residents and the students foremost in his mind;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Ocean County College acknowledges, with regret, the retirement of Mr. Warren H. Wolf from the Board, while, at the same time, pays tribute to him for his dedicated service to the College; and

BE IT FURTHER RESOLVED that the Board of Trustees expresses its deep appreciation to Mr. Warren H. Wolf for his service and friendship, appoints him as a trustee emeritus of Ocean County College, and wishes him happiness and good health in the years to come.

Finance Committee

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 July 31, 2011, was accepted. Income/
Expenditures
Accepted
- ◆ The Board accepted a \$15,874 award from the Naval Air Warfare Center, Lakehurst, New Jersey, for the purpose of developing a design clinic and capstone practical project for Ocean County College Engineering students wherein they will create an engineering solution, prepare a written report, and design a presentation at the Lakehurst site. Funding period: July 1, 2010, to June 30, 2011 (\$6,000); July 1, 2009, to June 30, 2010 (\$5,499); and July 1, 2008, to June 30, 2009 (\$4,375). Project director: Mr. Neil Schiller, Associate Professor of Engineering.
- ◆ The following contract was awarded:
 - ◆ A maximum of \$147,359.40 to Down to Earth Landscaping, Inc., Jackson, New Jersey, for the installation of a vegetated goose barrier at the Bey Lea Contracts
Awarded

Golf Course and the creation of a wetland basin and riparian corridor enhancement at the Ocean County Vocational-Technical School and Ocean County College through the Barnegat Bay Partnership at Ocean County College.

- ◆ Resolutions were adopted to award the following contracts:
 - ◆ A maximum of \$21,600 to Simon Property Group, T/A Ocean County Mall, Toms River, New Jersey, for the media fee for two Ocean County College sky banners at the Ocean County Mall.
 - ◆ A maximum of \$20,000 to National Healthcareer Association, Stilwell, Kansas, for the purchase of national certification exams for Continuing and Professional Education health care courses at Ocean County College.
 - ◆ A maximum of \$42,500 to A.D.P., Inc., Dayton, New Jersey, for payroll services for the period July 1 through December 31, 2011, at Ocean County College.
 - ◆ A maximum of \$28,557 to SHI International Corporation, Piscataway, New Jersey, for the purchase of an Adobe software license for use at Ocean County College.
 - ◆ A maximum of \$364,108.12 to Dimension Data, Charlotte, North Carolina, for voice and data maintenance support (\$159,041.95), computer equipment for the virtual conversion interface project (\$171,472.44), and impact assessment of virtual desktop environmental conversion during 2011-2012 at Ocean County College.
 - ◆ A maximum of \$28,000 to Gale Group, Inc., Farmington Hills, Michigan, for the purchase of book series subscriptions and global issues database for the Library at Ocean County College.
 - ◆ A maximum of \$51,600 to EBSCO Subscription Services, Tinton Falls, New Jersey, for the purchase of miscellaneous periodical subscriptions for the Library at Ocean County College.
 - ◆ A maximum of \$22,300 to Thomson Reuters, D/B/A Thomson West, Eagan, Minnesota, for the purchase of Law Reporter and Westlaw subscriptions for the Library at Ocean County College.
 - ◆ A maximum of \$31,762.09 to William Paterson University, Wayne, New Jersey, for the purchase of Internet database subscriptions through the VALE Consortium for Ocean County College.
 - ◆ A maximum of \$27,890 to JD Sound and Video, Lauren Spring, New Jersey, for the purchase and installation of a sound system for the Gymnasium at Ocean County College.

Resolutions
Adopted for
Contract
Awards

- ◆ A maximum of \$18,500 to Dome-Tech, Inc., Edison, New Jersey, for professional consulting services for the New Jersey community college natural gas consortium.
- ◆ The following contract was amended:
 - ◆ An additional \$9,000, for a maximum of \$49,560, to Sibilina Construction Services, Point Pleasant, New Jersey, for a six-month extension of the professional project consultant services for the Facilities Department at Ocean County College for Bartlett Hall solar panels, the main entrance electronic sign, Planetarium project close-out, landscaping, OIT renovation project close-out, and the wind turbine (contract originally awarded at the July 26, 2010, Board meeting).

Contract Amended

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 August 2, 2011, were approved
 - ◆ Revised Degree Programs
 - ◆ A.A. Degree in Digital Mass Media – Broadcast Production Option
 - ◆ A.A. Degree in Digital Mass Media – Journalism Option
 - ◆ Revised Courses
 - ◆ HIST 173, U.S. History I
 - ◆ NURS 275, Contemporary Nursing

College Senate Items Approved

Buildings and Grounds Committee

The Ribbon-Cutting Ceremony for the Ocean County Stadium, which includes the renovated athletic field and tennis courts, will take place immediately following the Board meeting on Monday, September 26. All are invited to attend.

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

Facilities Engineering Report Accepted

Personnel Committee

Included in the Personnel Report is the recommendation to approve the Agreement between the Ocean County College Board of Trustees and the Ocean County College Adjunct Faculty Association for the period September 1, 2011, through August 31, 2014.

Upon unanimous roll call vote, the Personnel Report and its addendum were approved.

Personnel Report
Approved

President's Report

Dr. Larson reminded the trustees and all in attendance about the Ocean County College Foundation Summer Celebration that is honoring Judge Robert A. Fall as the 2011 Humanitarian of the Year. Saturday, August 27, should be a wonderful evening, and everyone is encouraged to attend. Ms. Sandy Broughton, Executive Director of the Foundation, and her staff, Ms. Kathy Buffum and Ms. Nancy Heroy, were thanked for their hard work in planning the event.

President's
Report

The trustees were also invited to attend the 2011 Fall Colloquium, which is scheduled for Thursday, September 1, in the Arts and Community Center Theatre at 9:00 a.m. This year, the Colloquium theme is "Academic Innovations."

A 9-11 Commemoration and Homeland Security Conference will be held on campus on Monday, September 12, at 9:00 a.m. in the Arts and Community Center Theatre. The guest speaker will be Mr. Charles Amoroso, the father of a Port Authority Police Officer, who lost his son at the World Trade Center. Ms. Jan Kirsten, Director of College Relations, and Dr. Richard O'Meara, Social Science Professor, are coordinating the activities, and Mr. Bray Barnes will serve as moderator for the program.

Ms. Tara Kelly shared with the trustees two recent Continuing and Professional Education publications that were developed by the Office of College Relations. Commendations were extended to Ms. Kirsten, Mr. Scott Bruinooge, Coordinator of Publications, and Ms. Nicole Howard, Graphics Specialist, for their fine work.

Also discussed by Ms. Kelly were the continuing efforts to reduce expenditures and increase productivity in the CPE area through a refocusing of energies and a consolidation of staff. In addition, many CPE offerings will soon be available online for national and international participation.

The next Board Retreat will be Friday, September 9, at noon in the Technology Building Conference Room.

Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, September 26, 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-
September 26,
2011

The following meetings were scheduled:

Friday, September 9, 2011	12:00 noon	Meeting/Retreat
Monday, September 26, 2011	9:30 a.m. 10:00 a.m.	Finance Committee Bylaw, Policy, and Curriculum Committee (As Needed)

Meetings
Scheduled

10:15 a.m.	Buildings and Grounds Committee
10:30 a.m.	Personnel Committee
11:00 a.m.	Closed Session
12:30 p.m.	Regular Public Meeting

Mr. Thulin, Mr. Dasti, and Mr. Dave Wolfe, Special Assistant to the President, spoke of the impact Mr. Wolf had on their lives and on the College. They thanked him for his service as a mayor, a freeholder, an assemblyman, and a trustee and expressed sincere congratulations to him on the occasion of his retirement.

Several trustees noted that community college enrollment is decreasing statewide, which is most likely due to the difficult economic challenges currently faced by potential students. Recent reports have suggested that a college education does not place individuals in a better position when seeking jobs in today's market. However, the value of an education should never be underrated. Mr. York and Mr. Leone said statistics show that college graduates have been found to be unemployed far less than people without an education. Higher education needs to be promoted, especially in times of financial stress.

There being no further business to conduct and no comments from the public, the meeting adjourned at 1:05 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Recording Secretary



BOARD OF TRUSTEES

Public Retreat/Meeting

September 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 12:05 p.m., on Friday, September 9, 2011, 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: Mr. Carl V. Thulin, Mrs. Linda Novak, Mr. Jerry Dasti, Mr. Stephan Leone, Mr. Thomas Monahan, Mrs. Joanne Pehlivanian, Dr. Wilda Smithers, Ms. Mary Alburtus, Mr. Jack Sahradnik, 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; Ms. Janet Hubbs, Assistant to the President for Institutional Quality; Ms. Patricia Fenn, Executive Director of E-Learning; Mr. Leslie Cohen, Assistant Vice President of Human Resources; Mr. Richard Yankosky, OCC Distance Learning Consultant; Mr. Allen Wang, Co-Founder and CEO of Timecruiser Computing Corporation; and Ms. Judy Yu, Software QA Team Leader, Timecruiser Computing Corporation, Shanghai.

Attendance

Mr. Thulin and Dr. Larson welcomed Mr. Yankosky, Mr. Wang, and Ms. Yu. He also introduced Mr. Cohen to the trustees.

Items discussed:

- ◆ Enrollment – Ms. Hubbs reported that the decrease in student enrollment at New Jersey community colleges seems to be a trend this fall semester; it is down 4.12 percent statewide. As of this morning, enrollment is down 1.1 percent at OCC.

Enrollment

In an effort to determine if there is any possible connection between enrollment and tuition rates, Ms. Hubbs presented data on New Jersey community colleges for the last five academic years. Since academic year 2006-07, OCC raised its tuition only 6.8 percent, from \$88 to \$94, the lowest amount, by far, in terms of dollars and percentage of the 19 community colleges. At the same time, OCC enrollment increased by 16.7 percent, an increase that is comparable to the community college in the State with the highest tuition rate.

With the data presented, Ms. Hubbs said it is difficult to make any correlation between enrollment and tuition rate; there seems to be no evidence that lower tuition rates attract more students.

- ◆ Ocean Online College – A report was provided on the progress being made on the distance learning pilot project to be offered in China, a provisional program, yet one that has the potential of being very successful in the long term.

Ocean Online
College

Dr. Larson said he is extremely pleased with the College's partnership with Timecruiser, and he thanked Mr. Wang for his assistance and guidance in making this three-way partnership possible with Timecruiser, Tianjin Radio and TV University (TJRTVU), and Ocean County College.

Mr. Wang informed the trustees of the tremendous interest by Chinese students to study in the United States; the number has increased dramatically in just the last few years, and Chinese students now represent 20 percent of all foreign students studying at United States colleges and universities.

The pilot project, which will offer five courses, will begin in January. The goal is to offer the best online courses in the world through a unique relationship with no costs between or among the three partners. Timecruiser's robust technological system will provide the "cloud" delivery, TJRTVU is the "on the ground" governmental body in China, and OCC is making available its academically excellent courses through distance learning.

- ◆ OCC Budget – Every 1 percent decrease in enrollment equates to \$325,000 in revenue to the College. Ms. Winchester said a 1 percent decrease could be absorbed in the operating budget by the savings being realized through the amended Sungard contract and the change in the payroll system to Datatel.

OCC Budget

Ms. Winchester distributed and discussed a Cash and Investment Report as well as a preliminary Unrestricted Fund Balance Report.

- ◆ Chapter 12 Facilities Project – Dr. McGinty reviewed the plans to construct a new College Center and shared with trustees preliminary drawings. He indicated that OCC's long-term capital projects plan will be included in the list being developed by New Jersey higher education institutions for a potential State capital funding bond initiative in November 2012.

Chapter 12
Projects

The trustees requested that another Retreat be scheduled in the near future to further discuss the proposed College Center project.

- ◆ Gateway Building – Construction of the building is moving along rapidly. In the event change orders are deemed necessary in order to avoid construction coordination problems, Dr. Larson has the authority from the Board to approve them, but only if there are no questions about the value and need for the changes and only by exception.

Gateway
Building

If such situations occur, Dr. Larson will discuss the need for the change order with Mrs. Novak, Chair of the Buildings and Grounds Committee.

- ◆ Ethics Policy – It was agreed that the College’s ethics policy should be updated to clearly delineate the ways in which fundraising and gratuity issues will be managed and the circumstances under which employees may promote the College.

Ethics Policy

At 2:00 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 2:30 p.m., the closed session ended and the public meeting reconvened.

Public Meeting
Reconvened

Personnel Committee

Mr. Leone presented the Personnel Report, as amended, and it was approved upon unanimous roll call vote.

Personnel
Report Approved

The next meetings of the Board are scheduled for:

Monday, September 26, 2011

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

Meetings
Scheduled

With no further business or comments from the trustees or the public, the meeting adjourned at 2:40 p.m.

Adjournment

Respectfully submitted,

Stephan R. Leone
Secretary

Connie Bello
Recording Secretary