



**BOARD OF TRUSTEES**

**AGENDA**

**September 21, 2009  
12:30 p.m.**

- I. **CALL TO ORDER**
  
- II. **ANNOUNCEMENT OF PUBLIC MEETING**
  
- III. **ROLL CALL**
  
- IV. **RECOMMEND APPROVAL OF MINUTES OF THE AUGUST 24 AND SEPTEMBER 11, 2009, BOARD OF TRUSTEES CLOSED SESSIONS AND PUBLIC MEETINGS** **Bd. Action**
  
- V. **COMMENDATIONS**
  
- VI. **COMMITTEES**
  - A. **Finance Committee (Mr. Dasti, Chairperson)**  
*(Ms. Sara Winchester, Vice President of Finance)*
    1. **Recommend approval of business/finance items as presented (Exhibit A)** **Bd. Action**

B. **Bylaw, Policy, and Curriculum Committee (Mrs. Lewis, Chairperson)**  
*(Mr. Richard Strada, Acting Vice President of Academic Affairs)*

1. **Recommend approval of bylaw, policy, and curriculum items as presented (Exhibit B)** **Bd. Action**

C. **Buildings and Grounds Committee (Mrs. Novak, Chairperson)**  
*(Dr. Richard 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. Sara Winchester, Vice President of Finance)*

1. **Recommend approval of personnel actions as presented** **Bd. Action**

VII. **PRESIDENT'S REPORT**

VIII. **MISCELLANEOUS**

A. **Council of County Colleges Report**

- B. **Recommend adoption of a resolution to acknowledge, with regret, the retirement of Mrs. Eva Smithers from the Board of Trustees and to express appreciation for her 29 years of service to Ocean County College** **Bd. Action**

- C. **Recommend adoption of a resolution providing for a closed meeting to be held on Monday, November 2, 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 meeting of the Board of Trustees on**MONDAY, NOVEMBER 2, 2009**

**Note: The annual reorganization meeting will be held on Monday, November 2, 2009. There will be no meeting on the fourth Monday in October.**

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

August 24, 2009

The regularly scheduled monthly meeting of the Ocean County College Board of Trustees was called to order on Monday, August 24, 2009, by Mr. Carl V. Thulin, Chair, at 12:40 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. Bello in compliance with the Open Public Meetings Act of 1975.

Public Meeting  
Announcement

Those in attendance were: Mr. Carl V. Thulin, Mrs. Eva Smithers, Mrs. Linda Novak, Mr. Robert Fall, Dr. Bruce Greenfield, Mr. Stephan Leone, Mr. Warren Wolf, Mr. Harvey York, Mr. Ernie Muska, Mr. Jack Sahradnik, Dr. Jon Larson, Executive Vice President James McGinty, and Vice Presidents Don Doran, Tara Kelly, Richard Parrish, Richard Strada, and Sara Winchester.

Attendance

The minutes of the July 27, 2009, Board of Trustees closed session and public meeting were approved upon unanimous roll call vote.

Minutes  
Approved

In accordance with New Jersey Statutes, the term of the student/alumni representative commences at the first meeting of the Board in July following graduation of his or her class. Mr. Ernie Muska was selected by the Student Life Committee as the 2009-2010 representative. Mr. Muska was sworn in by Mr. Sahradnik to serve a one-year term, until June 30, 2010. The trustees welcomed Mr. Muska to the Board. Mr. Wolf and Mr., Doran both commended Mr. Muska for his involvement in all aspects of student leadership.

Swearing-In  
of Mr. Ernie  
Muska

Ms. Ilene Cohen, Athletic Director, and Mr. A.J. Trump, Assistant Athletic Director, introduced Mr. Peter Dacenko, who was selected as the recipient of the 2008-2009 Region XIX Robert Zifchak Scholar Athlete of the Year Award. Each year, one male and one female student in Region XIX, who stands out both as a student and as an athlete, receives this recognition. As a NJ STARS scholar-athlete, Pete was honored for his academic success at the Conference, Regional, and National levels:

Commendation

- ◆ All-Garden State Athletic Conference Baseball Team, 2009
- ◆ NJCAA Academic All-American, 2009

- ◆ Academic All-Region XIX, 2008 and 2009
- ◆ Academic All-Conference, 2008 and 2009
- ◆ All-Region XIX Baseball Team, 2009
- ◆ OCC Baseball Team MVP, 2009

### Finance Committee

The Board approved, upon unanimous roll call vote, except where noted, the following recommendations from the Finance Committee:

- ◆ The statement of income and expenditures as of July 31, 2009, was accepted.
- ◆ The following contracts were awarded:
  - ◆ A maximum of \$30,000 to Simplex Grinnell, Egg Harbor Township, New Jersey, for the first year of a two-year agreement for fire prevention inspection services.
  - ◆ A maximum of \$775,000 to Cambridge Construction Management, Somerville, New Jersey, for professional construction management services for the Gateway Building.
  - ◆ A maximum of \$65,520 to Pravin H. Patel, Toms River, New Jersey, for professional construction consultant services for the Facilities Management Department. Mr. Leone abstained from voting on this recommendation.
  - ◆ A maximum of \$20,059 to Xerox Audio Visual Solutions, Norcross, Georgia, for the purchase and installation of audio visual equipment.
  - ◆ A maximum of \$70,000 to Antonio Santos, Allenhurst, New Jersey, for the second year of a two-year agreement for electrical services.
  - ◆ A maximum of \$14,000 to Saint Barnabas Health Care System, Toms River, New Jersey, for the first year of a two-year agreement for an Employee Assistance Program.
- ◆ Resolutions were adopted to award the following contracts:
  - ◆ A maximum of \$29,583 to Apple Computer, Inc., Austin, Texas, for the purchase of Apple computers.
  - ◆ A maximum of \$25,000 to New Jersey Business Systems, Robbinsville, New Jersey, for maintenance, repair, and additions to the CCTV system.
  - ◆ A maximum of \$30,000 to A. Stempler, Inc., Hillside, New Jersey, for repair and replacement of carpets.

Income/  
Expenditures  
Approved  
Contracts  
Awarded

Resolutions  
Adopted for  
Contract Awards

- ◆ The following contracts were amended:
- ◆ An additional \$14,186, for a maximum total of \$214,156, to Datatel, Inc., Fairfax, Virginia, for the renewal of e-commerce licenses (contract originally awarded at the July 27, 2009, Board meeting).
- ◆ An additional \$34,120, for a maximum total of \$2,659,120, to Tozour Trane Energy, King of Prussia, Pennsylvania, for performance energy calculations necessary for application to the New Jersey Office of Clean Energy and the installation of ceiling-mounted light sensors (contract originally awarded at the March 23, 2009, Board meeting and amended at the May 26, 2009, Board meeting).
- ◆ An additional \$3,950, for a maximum total of \$131,620, to Innovative Engineering, Toms River, New Jersey, for geological testing and soil boring for the Athletic Complex (contract originally awarded at the December 1, 2008, Board meeting and amended at the March 23, 2009, Board meeting).
- ◆ An additional \$36,826.75, for a maximum total of \$893,504.25, to Bill-Jim Construction Company, Inc., Jackson, New Jersey, for removal and replacement of soil, connection of electric service for existing scoreboard, and widening of steps for the Athletic Complex (contract originally awarded at the March 23, 2009, Board meeting and amended at the July 27, 2009, Board meeting).  
Mr. Leone abstained from voting on this recommendation.
- ◆ An additional \$18,649, for a maximum total of \$79,849, to Nova Crete, Inc., South Amboy, New Jersey, for the removal of diving boards and perimeter bleachers and the addition of flooring material (contract originally awarded at the July 27, 2009, Board meeting).
- ◆ An additional \$92,050.53, for a maximum total of \$669,050.53, to Hall Building Corporation, Farmingdale, New Jersey, for the removal of underground construction debris (contract originally awarded at the June 22, 2009, Board meeting).

Contracts  
AmendedBylaw, Policy, and Curriculum Committee

Upon the recommendation of the Bylaw, Policy, and Curriculum Committee, the Board unanimously approved the following upon roll call vote:

- ◆ Items accepted by the College Senate at its meetings on July 15 and August 5, 2009:
  - ◆ New Course:
    - ◆ CRIM 280, Criminal Investigation

College Senate  
Items Approved

- ◆ Revised Courses:
  - ◆ CSIT140, Introduction to Computer Organization
  - ◆ CSIT 160, Introduction to Visual Basic
  - ◆ CSIT 171, Computer Programming I
  - ◆ CSIT 172, Computer Programming II
  - ◆ CSIT 271, Data Structures and Algorithm Analysis
  - ◆ ENGL 215, Graphic Texts
  - ◆ ENGL 260, The Shakespeare Plays I
  - ◆ MATH 191, Precalculus I
  - ◆ MATH 192, Precalculus II
  - ◆ MATH 195, Precalculus I and II for Science, Math, Computer Science, and Engineering Majors
  - ◆ MATH 201, Precalculus Techniques and Applications
  - ◆ MATH 240, Business Calculus
  - ◆ MATH 265, Calculus I
  - ◆ MATH 266, Calculus II
  - ◆ MATH 267, Calculus III
  - ◆ MATH 280, Differential Equations
  - ◆ NURS 174, Nutrition
  - ◆ NURS 175, Nursing I
  - ◆ NURS 176, Nursing II
  - ◆ NURS 273, Nursing III
  - ◆ NURS 274, Nursing IV
  - ◆ NURS 275, Contemporary Nursing
- ◆ Program Revisions:
  - ◆ A.A. in Liberal Arts
  - ◆ A.A. in Liberal Arts – Honors Option
  - ◆ A.S. in Criminal Justice
  - ◆ A.S. in Engineering
  - ◆ A.S. in Environmental Science
  - ◆ A.S. in General Studies
- ◆ Revised Policies:
  - ◆ Policy #5152, Students, Academic Standards, Graduation
  - ◆ Policy #5154, Students, Academic Standards, Grades and Scholastic Honors

#### Buildings and Grounds Committee

Mrs. Novak reminded everyone about the Ribbon-Cutting Ceremony for the John C. Bartlett, Jr., Hall that will take place immediately following this meeting. This beautiful new building is a fitting tribute to Freeholder Bartlett. Fall Quick Term classes will be the first held in the building.

Ms. Janet Hubbs, Assistant to the President for Institutional Excellence, reported that there are 9,219 students enrolled for the fall semester, a 12.5 percent increase over last fall at this same point in time. They are registered for 99,251 credit hours, an 11.9 percent increase.

Discussions are taking place with the County regarding the College's future road network and expansion of parking lots.

The renovation of the Planetarium is underway and will be completed by next summer, and the tennis court renovations will be done by the end of September.

Upon unanimous roll call vote, the Facilities Engineering and Operations Status Report for July 31, 2009, was accepted.

Facilities  
Engineering  
Report Accepted

#### Personnel Committee

The Personnel Report, as amended and recommended by the Personnel Committee, was unanimously approved upon roll call vote, as was the Personnel Report Addendum. Mr. Leone highlighted the employment of Mr. Gary Shaffer, Assistant Professor of Humanities, as the Manager of the Student Newspaper, Student Literary Magazine, Student Yearbook and Public Relations Club, effective September 1. He also noted that Exhibit A was modified to defer action on non-affiliated employee starting salaries for FY 2010.

Personnel Report  
Approved

#### President's Report

New employees were introduced:

President's  
Report

- ◆ Dr. Maysa Hayward, Acting Dean for the School of Language and the Arts
- ◆ Mr. Robert Kleinschmidt, Assistant Dean for the School of Language and the Arts
- ◆ Ms. Linda Canobbio, Acting Dean for the School of Mathematics, Science, and Technology
- ◆ Dr. Yehia Elmogahzy, Assistant Dean for the School of Mathematics, Science, And Technology
- ◆ Mr. Benny Castillo, Acting Dean for the School of Social Science and Human Services
- ◆ Mr. Dean LaBollita, Assistant Dean for the School of Social Science and Human Services
- ◆ Ms. Coleen Manzetti, Assistant Dean for the School of Nursing and Allied Health
- ◆ Mr. Robert Kumpf, Director of College Security

Employee  
Introductions

Dr. Larson reminded the trustees of the Fall 2009 Colloquium, which is being held on Thursday, September 3. The guest speaker is Mr. Scott Lewis, partner with the National Center for Higher Education Risk Management and a faculty member at the University of South Carolina.

Financial aid statistics are quite impressive: In FY 2009, the number of students served, 11,889, increased by 29 percent, from 9,217 in FY 2008. Likewise, the aid distributed increased by 29 percent, from \$16.6 million in FY 2008 to \$21 million in FY 2009. Dr. Norma Betz, Director of Financial Aid, will provide more in-depth information at the September Board meeting. Ms. Winchester expressed great pride in the work being done by Dr. Betz and her staff. With eighty-four percent of our students passing through Financial Aid, it has become a driving force for our enrollment.

The next Board of Trustees Retreat is scheduled for Friday, September 11, at 12:00 noon in the Conference Room in the Technology Building.

The ribbon-cutting ceremony for the new John C. Bartlett, Jr., Hall will take place at 2:00 p.m. following this meeting. Tours of the spectacular building will be provided.

#### Miscellaneous

Upon unanimous roll call vote, a resolution was adopted to provide for a closed meeting to be held on Monday, September 21, 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 –  
9/21/09

The following meetings were scheduled:

<b>Monday, September 21, 2009</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

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

September 11, 2009

#### Minutes

A special retreat/meeting of the Ocean County College Board of Trustees was called to order by Mr. Carl V. Thulin, Chair, at 12:25 p.m., on Friday, September 11, 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: Mr. Carl V. Thulin, Mrs. Linda Novak, Dr. Bruce Greenfield, Mr. Stephan Leone, Mr. Thomas Monahan, Mr. Harvey York, Mr. Ernie Muska, and Dr. Jon Larson.

Attendance

Also in attendance from the College administration to make presentations to the trustees were Mr. Bray Barnes, Mr. Don Doran, Dr. Richard Parrish, Mr. Chip Stoll, and Ms. Sara Winchester, as well as Mr. Kevin Blackney, Principal of Blackney Hayes Architects.

Mr. Stoll reviewed the new Dell Netbooks with the trustees and reminded them of how to access OceanCruiser.

Mr. Blackney thanked the trustees for the opportunity to meet with them and expressed his excitement in participating in the plans for the new Gateway Building. He met with various OCC and Kean representatives during the month of August to receive input on the development of space allocations for the building and three additional public meetings are scheduled for September 23.

Gateway  
Architect  
Presentation

Issues discussed included:

- ◆ Common spaces within the building that will be utilized by both Kean and OCC students—atrium, student lounges, conference rooms, 250 seat tiered classroom
- ◆ Need for attractive, usable, but also efficient and cost-effective building
- ◆ Minimum of a LEED Silver building

- ◆ 360° entrance capability—no front or back of building
- ◆ Equitable sense of identity for both Kean and Ocean
- ◆ Design development sensitive to natural terrain

Mr. Blackney will meet with the trustees again following his design development.

Mr. Doran and Mr. Barnes reviewed the plans underway to address the H1N1 virus for both students and employees. Informational posters will be displayed, hand sanitizers will be available throughout the campus, and staying home when sick will be emphasized. Additionally, they are reviewing the College's Emergency Management Plan with regard to the need to ensure the continuing operation of the College should the flu become widespread on campus.

H1N1 Virus

The trustees requested that the Ocean, Inc., Child Care Center be incorporated into the College's plan and that College counsel be asked if sick employees can be sent home. The trustees also said Dr. Larson would have the authority to close the college should so many students and employees become ill that it is no longer worthwhile to keep it open.

Mr. Doran and Mr. Barnes will follow the U.S. Department of Education guidelines for higher education institutions and continually monitor the situation with the New Jersey Department of Health and the Centers for Disease Control and Prevention.

The trustees commended the administration for their efforts in planning ahead for the H1N1 virus.

The most recent draft of the lease between Kean and Ocean was distributed to the trustees for their review.

Kean/Ocean  
Lease

OCC's enrollment for the fall semester is up 7 percent over last fall semester, and Kean has more than 1,200 students registered for its fall classes.

Fall 2009  
Enrollment

Two areas of follow-up on the Board's recent self-assessment were discussed: the development of a policy with regard to protocols for dealing with the public and the media and the development and distribution of a Board Assessment Survey to all college employees.

Board of  
Trustees Self-  
Assessment

It was suggested that Mr. Richard Chait, Professor at Harvard University with expertise in governance and boards of trustees, be invited to attend a future Board Retreat devoted to self-assessment.

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 2:15 p.m., the closed session ended and the public meeting reconvened.

Public Meeting  
Reconvened

The next meetings are scheduled for:

**Monday, September 21, 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 2:15 p.m.

Adjournment

Respectfully submitted,

Linda L. Novak  
Secretary

Connie Bello  
Recording Secretary