TO: Members, OCC Board of Trustees

FROM: Jon H. Larson, Ph.D.
President

SUBJECT: Items of Interest for the November 1, 2004, Board Meeting

DATE: October 27, 2004

Shared Governance Structure – The College Senate

I am extremely pleased to share with you at Monday’s meeting the recently developed proposed bylaws for the College Senate, the shared governance structure adopted by the Board at its meeting on June 1st.

The trustees directed me to appoint a committee to write the bylaws for the Senate, working within the structure that the Board adopted. This committee, chaired by Dr. James McGinty, worked many hours throughout the summer and into the fall semester. Six campus-wide hearings were held to solicit broad participation by the college community. The committee’s proposal was forwarded to me on October 8 well within the timeframe designated by the trustees. Since then, I have reviewed the document and made several minor revisions.

In order to provide you with sufficient time to read and react to the proposed bylaws, my recommendation for approval will be presented to you at the December 13th meeting. I believe you will find the committee's work to be excellent and that the bylaws will serve the college well as we move into the future.

If you have any questions or concerns prior to December 13th, I would be happy to discuss them with you.
Governmental/External Relations

I have invited Mr. David Wolfe to make a brief presentation to the trustees at Monday’s meeting on his recent activities. In his role as the college’s Governmental and External Affairs Liaison, Mr. Wolfe has been active both in New Jersey and outside the state. In his brief time as our Liaison, Mr. Wolfe has identified, requested, and secured federal appropriations for the college, has been successful in friend- and fundraising, and has promoted the college in ways that were heretofore unavailable.

Articulation Agreement

Ocean County College signed an articulation agreement with Richard Stockton College of New Jersey for programs in Marine Science and Environmental Science. The agreement permits Ocean County College students with an A.A. degree in General Education with a concentration in Science to achieve seamless transfer into these Richard Stockton College B.A. and B.S. degree programs. Richard Stockton President Dr. Herman Saatkamp, Jr., and I signed the agreement at the October 20th Board of Trustees meeting on the Stockton campus. This is an initial step in a mutually beneficial partnership to share resources and to assist an underserved student population in this area of the state.

Dr. Saatkamp has indicated a desire to attend the December 13th Board meeting to express his appreciation for the partnership that has been established between OCC and Richard Stockton College.

On-Line Nursing Program

I am pleased to report that the New Jersey Board of Nursing, at its meeting on Tuesday, October 19th, unanimously approved the Ocean County College application to offer a One Day per Week RN program. Ocean County College is the first New Jersey institution to earn Board approval for this innovative program.

When OCC’s application was being considered at the meeting, Nursing Professors Leah Kelly and Joan Barrett explained the mentor and residential experiences in great detail; Dean of Health Sciences and Human Performance James Brown explained the rigorous Robert Wood Johnson Foundation research program; Professor Sandra Kearns discussed faculty development; and Ms. Claudine Keenan, Faculty Innovation Center, presented two of the on-line courses that the Nursing faculty have developed so far. The members of the Board of Nursing were impressed by the college’s attention to serving student needs and maintaining a balance between on-line and on-site experiences. The Board has asked the college to share more of its materials 30 days prior to our January launch and requested that OCC serve as a model to other institutions that will put forward similar applications in the near future.
New Jersey Board of Nursing approval comes on the heels of a similar positive response from the National League for Nursing Accreditation Committee, our professional accrediting body, received at the end of August.

**40th Anniversary Gala/Holiday Party**

You are cordially invited to join us at our 40th Anniversary Gala/Holiday Party, which is scheduled for Saturday, December 4th, from 7:00 to 11:00 p.m. at the Crystal Point Yacht Club in Point Pleasant. This very special event is the culmination of our year-long anniversary celebration, and it is anticipated that it will be well attended.

A formal invitation will be sent to you in the near future by Ms. Jan Kirsten, Manager of College Relations, who is planning the affair. The cost per person is $35. We would be delighted if your schedule allows you to join us at the Gala.

**Veterans Day**

Veterans Day at OCC will be recognized on Thursday, November 11th, at 1:30 p.m. with a ceremony at the Veterans Memorial. A brief reception will follow in the Solar Lounge of the College Center. Commander Edward G. Gunning, Jr., Air Operations Officer of the Lakehurst Naval Air Engineering Station, will be our guest speaker. In the event of rain, the activity will take place in the Fine Arts Theatre.

**VIP Night**

An invitation was recently sent to you for OCC’s VIP Night, which is taking place on Thursday, November 11th, in the Fine Arts Theatre. VIP Night provides an opportunity to express appreciation to our many community supporters while, at the same time, introducing our new friends to the Theatre and to the college. This year, our featured production is A View from the Bridge. The play begins at 8:00 p.m. Please inform Ms. Tara Kelly’s office if you are able to be here, and your tickets will be waiting at the box office when you arrive.

**Certificate in Nurse Paralegal**

A new instructional program has been developed by the Business Studies Department for registered nurses who have an interest in medical/legal issues. Students who complete this 24 credit program, consisting of 8 specialized courses, will obtain a Certificate in Nurse Paralegal. Some of these courses include Introduction to Civil Litigation, Health Care Law, Legal Research and Writing, and Medical Legal Ethics.

It is not being suggested that registered nurses consider leaving the nursing profession. Rather, an interest was expressed by nurses who would like these courses for personal and professional development. Nurses who gain knowledge in the legal issues of the medical profession will enhance their opportunities for career advancement.
College Relations Recognition

The National Council for Marketing and Public Relations held its annual district conference in Rehoboth Beach, Delaware, from October 3rd to 5th. OCC was recognized in two ways. A proposal submitted by Ms. Tara Kelly and Dr. Toni Clay entitled “College Relations and Enrollment Management—Perfect Together” was selected for presentation at the conference. Additionally, Mr. Glenn Foster received a Gold Medallion Award for his design of the Acceptance Packet we are using for new students. He also received a Bronze Award for the design of the Commencement Program.

College Office Supplies

Allied Office Supplies has been awarded the State contract for office supplies, and Ms. Sara Winchester is taking the necessary steps for OCC to take advantage of this contract, which provides a 73 percent discount off manufacturer’s retail price. Access to a website designed specifically for OCC will be provided so that all office supplies will be ordered directly on-line. Orders will be delivered by Allied within two days.

This new system will allow the Accounting Office to significantly reduce the number of checks it issues every month, resulting in a cost savings to the college. Only one invoice from Allied will be paid per month.

International Education

International Education Week was established in 2000 as a joint effort between the U.S. Department of Education and the U.S. Department of State in order to promote and celebrate multiculturalism and international education. It is celebrated worldwide to highlight the benefits of international education exchange and to strengthen bridges of international understanding by organizing and participating in exchange programs.

This year’s International Education Week is from Monday, November 15th to Friday, November 19th. In celebration of the week, a number of activities are scheduled on campus, some of which include:

♦ “Peace and Conflict Resolution,” a lecture by Sinba Maasai from Kenya, Africa on Monday, November 15th from 11:00 a.m. to 12:00 p.m.

♦ “International Conflict: Sources, Trends, and Resolution,” a lecture by Dr. Jeffrey Helsing, Program Officer, United States Institute of Peace, on Tuesday, November 16th, from 1:00 to 2:00 p.m.

♦ A bus trip to New York City to tour the United Nations and attend a Broadway play, Fiddler on the Roof, on Wednesday, November 17th. The bus will leave the campus at 1:00 p.m. and will return following the 8:00 p.m. play.
In recognition of International Education Week, it is respectfully requested that the trustees adopt a resolution to proclaim November 15th through 19th as International Education Week at Ocean County College and to encourage the college community to participate in these special activities.

In addition, in support of our commitment to International Education and to foster educational partnerships with international institutions, a recommendation will be presented to you at Monday’s meeting to approve a spring 2005 special sabbatical leave for Mr. Karl Kleiner, Associate Professor Business Studies. Professor Kleiner has been invited to become OCC’s first exchange scholar at Xi’an International Studies University in China. He will be the university’s first business studies faculty member from a foreign institution of higher education. The terms of the sabbatical will be in accordance with the Memorandum of Understanding signed by President Ruqing Du, the President of Xi’an International Studies University and me in June 2001 when I visited China.

**OCC Community Chorus and Concert Band**

This past Saturday and Sunday, October 23rd and 24th, I had the privilege of participating in a wonderful performance by the OCC Community Chorus and OCC Concert Band. In recognition of OCC’s 40th anniversary, the chorus and band joined together to present “A Time of Celebration.” As the band played and the chorus sang, I read the text from the Inaugural Address of John F. Kennedy in a number written by our former Band Director, Mr. Phillip E. Moore.

The Community Chorus and Concert Band will again perform jointly for “A Holiday Concert” on Saturday and Sunday, December 11th and 12th. This performance will be a tribute to OCC’s 40th anniversary. The Chorus is directed by Ms. Carolyn Moore, and the Band Director is Mr. Gerald Risden.

If you are available, I am sure you would enjoy the Holiday Concert.

**Alumni Association Activities**

The OCC Athletic Hall of Fame Induction Dinner, cosponsored by the Department of Athletics and the Alumni Association, was held on Thursday, October 7th. A new feature of the event was a silent sports auction which raised $1,650 to help support the Athletic Hall of Fame Program. Mr. Kevin William, WOBM Sports/Community Relations Director, served as master of ceremonies.

On Saturday, October 16th, the 8th Annual Harvest Party was held on campus. This special event provides a day of fun activities, entertainment, and a generous luncheon buffet for children with cancer and their parents and siblings. This year, over 300 individuals attended, of which nearly 200 were children. Donations from the community helped defray expenses for the event, and the Chinery Family continues to provide the
major funds to make this event possible each year. OCC alumnae Monica Vermeulen ’99 and Tina Brantley ’02 have co-chaired this event since its first year.

The Alumni Advisory Council, comprised of five executive officers and fourteen members-at-large, will hold a planning retreat on November 9th and 10th at 5:00 p.m. in the conference room of the new Technology Building. Mr. Michael Redpath of Redpath and Associates, LLC, will serve as facilitator.

The 7th Annual Campus 5K Run & Fitness Walk will be held on Sunday, November 14th, on the campus. Proceeds from the event benefit the Alumni Scholarship Fund and other alumni programs supporting the students of OCC.